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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S CEMETERIES COMMITTEE  
Held on Wednesday 10<sup>th</sup> July 2019 at 8.00pm in the Council Chamber**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Trentham	P	Hartshorn	A	Stacey	A
Chambers	-	Malcaus-Cooper	A		
		Harris	P		

**In the Chair:** Cllr Harris

**In attendance:** Sarah Walker – Clerk to the Council  
Cllr Jennings-Evans – substitute for Cllr Hartshorn

P - present      A – apologies      PA – part of meeting      - no information

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**CEM/19/01 To elect the Chairman and Vice-Chairman of the Committee for the ensuing year**

Cllr Jennings-Evans nominated, Cllr Trentham seconded and **all agreed to elect Cllr Harris as Chairman of the Committee.**

Cllr Jennings-Evans nominated, Cllr Harris seconded and **all agreed to elect Cllr Trentham as Vice-Chairman of the Committee.**

**CEM/19/02 Apologies for absence**

Apologies had been received and were accepted for Cllrs Stacey, Hartshorn and Malcaus Cooper. Cllr Chambers was noted absent without apologies.

**CEM/19/03 To review and agree the terms of reference for the Committee**

The terms of reference circulated (as at Appendix A) were **noted and agreed.**

**CEM/19/04 Declarations of interest**

No declarations of interest were made.

**CEM/19/05 Public question time**

No members of the public were present.

**CEM/19/06 Exclusion of the press and public**

There were no items to be dealt with after the exclusion of the press and public.

**CEM/19/07 Proposal for Lightwater cemetery memorial wall renovation**

The Clerk informed Members that maintenance of the memorial wall in Lightwater cemetery was becoming more problematic due to the large number of memorial vases at the wall. The number of vases means strimming around them is very time consuming and does not always produce a standard cut of the grass in that area.

The Clerk asked Members to consider if the topsoil should be removed and replaced with a shingle/stone base, similar to the new memorial wall in Windlesham cemetery.

**It was agreed that the Clerk should seek quotes for this work to be done and bring quotes back to a future committee meeting.**

**To consider a work plan/vision for each cemetery**

**CEM/19/08**

In order for the committee to draw up a vision for each cemetery, **it was agreed that committee members would visit each cemetery over the summer and make their own notes on each.** These would then form the basis for plans to be discussed at the next committee meeting.

**It was agreed** that the Clerk would circulate maps of the cemeteries to committee members along with maintenance schedules and notes of any work already agreed for each cemetery.

**It was agreed** that the next committee meeting be held at 6pm on Tuesday 3<sup>rd</sup> September, ahead of the planning meeting the same night.

There being no further business, the meeting closed at 8.34pm.

## Windlesham Parish Council

### Cemeteries Committee – Terms of Reference

**The role of the Cemeteries Committee is to direct and oversee the long-term maintenance and management of Bagshot, Lightwater and Windlesham cemeteries.**

1. Membership of the committee will consist of a total of 9 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

#### **FUNCTIONS:**

##### **The committee shall:**

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations. The Committee must also adhere to the Local Authorities Cemeteries Order 1977.
- b) Appoint sub-committees or working parties to undertake any specific project work as required.
- c) Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.
- d) Undertake project work as directed by Full Council.
- e) The committee shall have spending powers to a maximum of £1,250 per agenda item. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- f) Work to devise a plan/vision for each cemetery.
- g) Read and revise cemetery regulations as required, on an annual basis.
- h) Make recommendations to Full Council regarding cemetery fees (review due before March 2020).
- i) Draft the Cemeteries budget lines and submit budget requirements and recommendations to the Finance Sub-Committee.
- j) The Terms of Reference shall be reviewed annually.

##### **The Chairman shall:**

- k) Agree the minutes of the Cemeteries Committee at Full Council meetings subject to approval.

*SW, Clerk July 2019*