

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

Office open to public
Monday & Thursday
9.30 – 12.30
or by appointment

COUNCIL OFFICE
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31st October 2023

Dear Councillor

You are summoned to a meeting of the **Cemetery Management Committee** to be held at **the Council Chambers** on **Monday 6th November 2023** commencing at **7.00** p.m. to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting.

Yours sincerely

M.S. Carey
Margaret Carey
Clerk

A G E N D A

1. To receive any apologies for absence
2. Public Question Time
3. Declaration of interest relating to items on the Agenda
4. To receive the Minutes of the Meeting held on 4th September 2023
5. Review of all issues raised and actions matters arising from the Minutes
Including
 - Survey of top field – update
 - Friends of Box Cemetery Group – update
 - Online Cemetery History – update
 - Article for Parish Magazine – update
 - Safety of Headstones – Quotation from James Long
6. Cemetery Maintenance:
 - Issues raised from the walkround
 - Work to Scots Pine – quotation for ££480 + vat to remove the large bough accepted
7. Items for discussion
 - Burial Charges for forthcoming year/charges for In Memorium Plaque and entries in Book of Remembrance
 - Discussions on the Book of Remembrance – recent damage; repair and how to heat the ante-room
 - Rent for lease of adjoining field
 - Ecological Corridor in Cemetery – see report from Tree Parts Ltd
 - New Information Sheet on “Looking after your memorial”
 - Date for next Working Party
 - Date for next safety check - January
8. Review of Forward Plan and Risk Assessment
9. To receive any correspondence
 - Applications for memorials
10. Monitoring of budget and any additional items to be considered with the budget
11. Any items of report or future agenda items
12. Date of next meeting – 8th January 2024

Walk round in Cemetery - 2.30 pm Friday 3rd November