



THETFORD TOWN COUNCIL

TOWN CLERK: TINA CUNNELL BSC (Hons)

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

Tel: 01842 754247

9th July 2018

CEMETERY COMMITTEE

A meeting of this Committee will take place in the Council Chamber. King's House. Thetford, on Thursday 19th July 2018 starting at 10.00 a.m.

Town Clerk

AGENDA

- 198/18 **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2018/9**
To receive nominations.
- 199/18 **DECLARATIONS OF ANY PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 200/18 **APOLOGIES FOR ABSENCE**
To receive.
- 201/18 **MINUTES**
To confirm the minutes of the Committee's meeting held on 31st January 2018, received by the Council on 27th February 2018 to be confirmed as a true record and signed/initialled by the Committee Chairman.
- 202/18 **HEALTH, SAFETY AND MAINTENANCE PLANS**
To receive an update
- 203/18 **TERMS OF REFERENCE**
To agree terms of reference for the Cemetery committee
- 204/18 **REVIEW OF TERM OF DEED OF GRANTS**
To consider reviewing the length of term of a deed of grant
- 205/18 **REVIEW OF FEES**
To review fees from 1st April 2019

- 206/18 REVIEW OF RULES AND REGULATIONS
To review the rules and regulations
- 207/18 REVIEW OF INTERMENT FORM
To review to the Interment Form
- 208/18 GENERAL DATA PROTECTION REGULATION
To adopt a privacy consent form for cemetery data
- 209/18 BURIALS MONITORING
To receive an update.
- 210/18 CEMETERY CHAPEL
To receive an update.
- 211/18 GROUND WATER MONITORING
To receive an update.
- 212/18 MEMORIAL MANAGEMENT
To provide an update including unauthorised memorials
- 213/18 CEMETERY MONITORING
To receive an update and agree a public notice relating to contravention of rules in the future
- 214/18 BUDGET REVIEW
To receive an update.
- 215/18 CORPORATE PLAN OBJECTIVES
 - Cemetery provision/water monitoring
 - Use of assets Chapel –opening
 - Aesthetics – planters/visitor centre
 - Health and safety - memorialsTo receive an update.
- 216/18 COMMUNITY ENGAGEMENT & IMPROVING COMMUNICATION
To consider the use of volunteers and conducting a consultation.
- 217/18 CORRESPONDENCE
To review all correspondence sent and received.
- 218/18 ITEMS OF URGENT BUSINESS
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 219/18 EXCLUSION OF PRESS AND PUBLIC
To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.
- 220/18 STAFF MATTERS
To consider the adequate provision of staff at the cemetery and any other staff matters.