

## **HUNTINGTON CEMETERY COMMITTEE**

### **MINUTES OF THE OCTOBER 2022 BOARD MEETING**

The general meeting of the Huntington Cemetery Committee (HCC) was held on Tuesday 11<sup>th</sup> October 2022 at the Community Centre on Strensall Road, Huntington at 6.00 pm.

**Present:** Councillor D. Geogheghan-Breen (DB), Councillor A. Hawxby (AH), Councillor M. Duncanson (MD), Councillor C. Hillman (CH), and Ms N. Fatima (Burial Clerk).

**Apologies:** Councillor G. Shann (GS) and Councillor J. Shann (JS)

#### **Matters Arising:**

- The minutes of the last meeting dated 12<sup>th</sup> July 2022 were agreed upon and signed by the Chair.
- The accounts for Q2 2022 / 2023 were presented.

It was agreed they were a true and accurate representation of the current financial status.

For completeness, it was agreed an external audit of the accounts will take place.

- The Clerk Report detailed the Interments since the last meeting consisted of:
  - ☐ Cremated Remains 10
  - ☐ Full Burials 10
- Cemetery Car Parking

The Burial Clerk arranged for a Parking sign to be installed on the main gates to deter members of the public from using the cemetery car park if they are not visiting the Cemetery by adding a 1-hour restriction.

AH also visits the cemetery on match days to stop individuals from using the cemetery car park to park whilst going to watch a game.

- Members of the committee discussed the walk around at the Cemetery.

Where they looked at the kerbing and ornaments left on the Graves/Ashes plots. Due to the condition of the cemetery, it was agreed Rule 10 is to be fully enforced from 1<sup>st</sup> January 2023.

The families are aware of the Rule as they have to sign a copy of the burial authority rules (please see attached) so have already agreed to abide by the rules.

The Clerk will add a notice to the website and the cemetery notice board (please see attached) to make users of aware.

It was agreed there will be an exception for children (under 16) already interred.

- Benches

MD and GS will look at the condition of the remaining benches and remove any that are no longer fit for purpose.

- Additional signatories on the bank account.

It was agreed a second authoriser is necessary to enable the payment run to be completed in the absence of the Chair.

In the first instance, the burial Clerk is to contact JS to request if she is willing to be included as a second authoriser.

- The HCC members met at the Cemetery on 20<sup>th</sup> July to discuss the next steps of the extension.

For aesthetic purposes, the plan is for the extension to mirror the current layout.

Due to CH experience and knowledge, CH will take the lead and speak to contractors and receive quotes for the tendering process.

### **Previous action points:**

The Burial Clerk has arranged for the current parking bay lines to be painted to increase their visibility.

### **Correspondence:**

The Clerk has received correspondence from a user on the sinking of a plot.

The burial clerk contacted the gravedigger for remedial action to be taken by levelling the ground.

**Any Other Business:**

Nigel Hawking has requested his hourly to be increased from £14.50 o £15.50 per hour. This has been agreed upon.

**New Action points:**

The Clerk has requested to purchase a fireproof cabinet to keep the cemetery records, and this was agreed upon.

**Date of next meeting:** 17<sup>th</sup> January 2023.

Signed.....

Chair

Dated.....