



# Stanway

## Parish Council

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Dear Councillors,

You are hereby summoned to the forthcoming meeting of The Burial Sub Committee to be held in the Committee Room on **2<sup>nd</sup> November 2021 at 2pm** when the under-mentioned business will be transacted.  
Yours faithfully,

Clerk to the Parish Council

27<sup>th</sup> October 2021

## AGENDA

### **1.Attendance and Apologies for Absence**

To record the attendance and reasons for absence

### **2.Declaration of Interest**

To allow Parish Councillors to declare a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matters covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it

### **3.Public Participation**

The Chairman to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of 10 minutes, limited to three minutes per person at the discretion of the Chairman. In accordance with SPC Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

### **4.Minutes of the Burial Ground Committee Meeting of 7<sup>th</sup> September 2021**

To consider and approve the minutes of that meeting which have been circulated.

### **5.Clerk's Report/ Update**

To receive a report from the Clerk and, if necessary, an oral update on current and outstanding issues dealt with by the Council.

### **6.Financial Report** - To receive a Financial Report.

### **7.Maintenance Report** - To receive an update on the Burial Ground Site.

### **8.Maintenance of Existing Grave and Ashes Plots** - To receive an update on the maintenance of the plots.

### **9.Risk Assessments and Method Statements/Procedures** - To review necessary risk assessments for working at the Burial Ground.

### **10. Memorial Wall Plaque Options** – To **DECIDE** on a uniform memorial plaque from the options suggested from Hunnaballs

### **11. Memorial Event for Cllr Manning** –To receive an update regarding this event, now planned for 20.11.21

### **12.Budget Requirement for 2022/2023**

To finalise the Committee's Budget Requirement for the next Financial Year.

### **13.Items for Committees/ Next Council Meeting**

To receive and consider requests for items to be included on Agendas for Committees or Council.

### **14.To Confirm the Date of the Next Meeting**

The next Burial Ground Sub-Committee meeting will be held on Tuesday, 4<sup>th</sup> January 2022 at 2.00pm, in the Committee Room, Victory Hall, Villa Road

# Stanway Parish Council