



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 **9th November 2021 at 2pm** when the under-mentioned business will be transacted.
Yours faithfully,

Clerk to the Parish Council

3rdth November 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 7th 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, 4th January 2022 at 2.00pm, in the Committee Room, Victory Hall, Villa Road