



Stanway

Parish Council

Parish Clerk: Donna Tristram
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Minutes of the Burial Ground Sub-Committee Meeting held on Tuesday 3rd May 2022 at 3.00pm in Victory Hall, Stanway Community Centre

Present: Cllrs Bloomfield (Chair), Chambers & Spademan and the Clerk

1. Attendance and Apologies for Absence – Apologies were accepted from Cllr A Norton
2. Declaration of Interest - None were declared
3. Public Participation- No members of the public attended
4. Minutes of the Burial Ground Committee Meeting of 1st March 2022 – APPROVED minutes of meeting.
5. Clerk’s Report/ Update – NOTED. The Clerk will chase Hunnaballs regarding outstanding plaques which have been ordered directly with Hunnaballs. Ref: 22/5 The Clerk has invited all local funeral parlours and will chase up for replies. Clerk will also invite representatives from St Albrights and other religious institutions in Stanway & Colchester Cemetery.

6. Financial Report - To receive a Financial Report- NOTED As at 1st April 2022

| J - Comm Assets - Burial Gds | | Receipts | | | Payments | | | Net Position |
|------------------------------|----------------------|-----------------|-----------------|-----------------|------------------|------------------|---------------|----------------------|
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 55 | Burial Ground Income | 4,000.00 | 4,800.00 | 800.00 | | | | 800.00 (20%) |
| 56 | Tree sponsorship | 10.00 | 430.00 | 420.00 | | | | 420.00 (4200%) |
| 57 | BG Maintenance | | | | 1,500.00 | 1,068.33 | 431.67 | 431.67 (28%) |
| 58 | BG Reserve | | | | 13,000.00 | 12,820.00 | 180.00 | 180.00 (1%) |
| SUB TOTAL | | 4,010.00 | 5,230.00 | 1,220.00 | 14,500.00 | 13,888.33 | 611.67 | 1,831.67 (9%) |
| Summary | | | | | | | | |
| NET TOTAL | | 4,010.00 | 5,230.00 | 1,220.00 | 14,500.00 | 13,888.33 | 611.67 | 1,831.67 (9%) |
| V.A.T. | | | | | | 2,681.67 | | |
| GROSS TOTAL | | | 5,230.00 | | | 16,570.00 | | |

7. Maintenance Report - To receive an update on the Burial Ground Site. The Maintenance Operative provided a verbal report to the Chair confirming that the whole site being maintained well and the water supply was now resolved. Photos had been emailed recently showing the condition of the meadow etc.,

8. Maintenance of Existing Grave and Ashes Plots – The Maintenance Operative provided a verbal report to the Chair confirming visitors were still leaving graveside items & these were being removed and stored as previously instructed

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9. To **APPROVE** budget spend with any necessary virement to be taken from current Burial Ground Reserves for Granite Entry Signage @ £ 2400 - **APPROVED**

10. To **UPDATE** on Epitrace Markings investigation at Burial Ground – The Chair will be meeting with the grave digger to 5th May to identify current graves and install further Epitrace markers as necessary. The Chair will provide an update under item 8 at the next meeting

11. To **AGREE** a budget spend (J58 Cost Code – Burial Ground Reserve) for re-vamp of brochure based on amended regulations and brochure concept provided – **APPROVED** expenditure. The Clerk will provide draft by email for agreement so that the brochures will be ready for the Burial Ground Open Day on 15th June 2022

13. Items for Committees/ Next Council Meeting

Burial Ground Committee – Clerk to update with information from Institute of Burials regarding depths of burial and ash plots (single and double depth)

14. To Confirm the Date of the Next Meeting

The next Burial Ground Sub-Committee meeting will be held on Tuesday, 5th July 2022 at 2.00pm, in the Committee Room, Victory Hall, Villa Road (no meeting will be held in June due to the open day). An Open Day Working Party meeting will take place and all Burial Ground Committee members will be invited (date and location to follow)

The Chair closed the meeting at 4.01pm