



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
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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 **5<sup>th</sup> September 2022 at 2pm** when the under-mentioned business will be transacted.  
Yours faithfully,

Clerk to the Parish Council

30<sup>th</sup> August 2022

### AGENDA

1. **To Elect a Chair and Deputy Chair for the following Municipal Year 2022/23**
2. **Attendance and Apologies for Absence** - To record the attendance and reasons for absence
3. **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
4. **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.
5. **Minutes of the Burial Ground Committee Meeting of 3<sup>rd</sup> May 2022**  
To consider and approve the minutes of that meeting which have been circulated.
6. **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, **including graffiti at the Meadow and update from the Open Day in June.**
7. **Financial Report** - To receive a Financial Report.
8. **Maintenance Report** - To receive an update on the Burial Ground Site & **DECIDE** on any equipment purchase eg., loppers for high branches
9. **Maintenance of Existing Grave and Ashes Plots** - To receive an update on the maintenance of the plots and **REVIEW** and **AGREE** on the process for measuring depths to ensure compliance in accordance with up to date standards
10. To **DECIDE** on any furniture purchases either out of budget or from possible grants
11. To **UPDATE** on Epitrace Markings investigation at Burial Ground – The Chair will provide Epitrace updates for the register and Committee will **DECIDE** on any natural ground markers
12. To **AGREE** on training as requested by the Staffing Committee for BG Maintenance and procedures (eg., day with Colchester Cemetery)
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> October 2022 at 2.00pm, in the Committee Room, Victory Hall, Villa Road