



**Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan**  
**Forden with Leighton and Trelystan Community Council**  
 Cefn Derw, Forden, Welshpool, Powys. SY21 8LZ

Clerc i'r Cyngor | Clerk to the Council: Lee Davies

**DRAFT MEETING OF CEMETERY COMMITTEE**  
**held on Thursday 15<sup>th</sup> July 2021 7:16pm**  
 held remotely via Microsoft Teams

**1. Welcome, Attendance:**

- 1.1. The Clerk welcomed Councillors to the first remote live-streamed Cemetery Committee and sought assurance that everyone could be heard and could engage in the meeting.
- 1.2. Attendance: Cllr Suzanne Rowlands, Cllr Anthony Day, Cllr Rachael Briggs, Cllr Neil Edwards, Cllr Shaun Rees
- 1.3. *In attendance:* Lee Davies (Clerk to the Council).

**2. Election of committee chair and vice chair**

- 2.1. *Chair: to receive nominations, to resolve the election of Chair.*  
Cllr Suzanne Rowlands was proposed and seconded and unanimously elected as Chair
- 2.2. *Vice-Chair: to receive nominations and to resolve the election of the Vice-Chair.*  
Cllr Neil Edwards was nominated and seconded and unanimously elected as Vice Chair.

**3. Declarations of Members' Interests and Dispensations:**

- 3.1. None

**4. Apologies for Absence**

- 4.1. *To receive, and resolve if desired, to approve absence(s):*  
None.

**5. Public Participation:** *to receive members of the public who wish to address the council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk no later than 15 minutes prior to the start of the meeting.*

The Clerk mentioned that his wife Lorna Davies, has been invaluable in her help in searching through all the existing records and as such her presence in this meeting would be useful – this was agreed by members.

**6. Governance**

- 6.1. To note the Committee's Terms of Reference (Paper 6)  
Noted and agreed

**7. SLCC Practitioners Conference**

- 7.1. *To review the guidance and advice given at the conference and discuss ways in which FLTCC can use this to improve the management of our cemetery (Video files 7a and 7b and their associated presentations)*

Committee members were unable to open Files 7a and 7b that were sent by the Clerk, via a link due to the large size of the video files. It was agreed that the Clerk would get these files to the committee in some form or other by the next meeting.

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**8. Clerk’s report**

8.1. *To note and discuss the Clerks report on current cemetery management processes and agree as necessary options for potential future improvements (Paper 8)*

The Clerk discussed the report with the committee. Based on the findings in the report and the subsequent detailed discussion that led from it with members, it was proposed that the Clerk investigate options for inputting and storing all the Cemetery data electronically.

**ACTION – Clerk to investigate and bring examples back to the next meeting of electronic forms of data collecting and storage.**

**9. Members’ announcements for information, items for future cemetery agenda & data of next meeting:**

Future agenda: To include ‘Ground Maintenance’ that will include the hedge cutting, relocation of the grass clippings and general maintenance of the cemetery grounds.

SLCC video files

Appraisal of what technology is available to manage cemetery’s

**It is hoped that the next Cemetery Committee meeting will be a COVID safe face to face meeting set for Thursday 18<sup>th</sup> November 2021 at the Forden Community Centre.**

**Meeting closed at 8:04 pm**

**Signed on behalf of the Cemetery committee as a correct record .....**

**Date.....**

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