



**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 18<sup>th</sup> November 2021 7:01pm**  
 held remotely via Microsoft Teams

**1. Welcome, Attendance:**

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

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

- 2.1. - **NONE**

**3. Public Participation:**

- 3.1 - **NONE**

**4. Minutes of Previous Meeting**

- 4.1 To approve & sign the minutes as a correct record of the remote Cemetery Meeting dated 15<sup>th</sup> July 2021 (paper 4.1) – **APPROVED**
- 4.2 To report, for information purposes only, matters arising from the minutes of the remote Cemetery Committee Meeting 15<sup>th</sup> July 2021, that are not in this agenda – **NONE**

**5. Correspondence**

- 5.1 - **NONE**

**6. Internments and Memorial**

- 6.1 To note any internments and/or memorials installed since the last meeting and discuss any issues or improvements identified.  
 There has been one burial since July.

**7. Cemetery grounds and maintenance**

- 7.1 To report and resolve if desired any business in connection to the grounds and general maintenance of the cemetery.

The Cemetery Committee and Clerk met on site at the cemetery to review and draw up a list of jobs that need to be done at the cemetery to be formally agreed in this meeting. The following jobs were reiterated and formally approved to be progressed:

- The ridge tile on the entrance canopy is damaged and needs to be repaired.
- The tree planted by the W.I just inside the entrance on the right-hand side has grown too large and needs to be cut to a more manageable size.
- The Southern hedge has grown far too large and needs to be cut back to a more manageable height with all cuttings removed from site.

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- A new panel fence was agreed to be erected to hide the grass cuttings / compost area with a native hedge planted in front of the new fence.

**ACTION – Clerk to procure work as agreed and distribute results for approval.**

**ACTION – Clerk to contact with the WI to ask if they could trim their tree back, or cover the cost of the council to do it, or hand over all management rights to the council including removal as the council sees fit to do so.**

## 8. SLCC Practitioners Conference

8.1 To review the guidance and advice given at the conference and discuss ways in which FLTCC can use this to improve the management of the cemetery. Video files 8a and 8b and their associated presentations were given to members via USB memory stick on loan.

Not all Councillors had had time to review the videos or files on the USB however some of the more interesting parts of the videos were identified and mentioned by the Clerk, these include:

- that storage of cemetery paperwork should be stored in a fireproof safe and ideally not in a domestic property.
- Reasonable and practical compliance with the 'Local Authorities' Cemeteries Order, 1977 or LACO, should be the focus of this committee.
- Over reliance on the great work of local undertakers may need monitoring, ultimately if anything adverse were to happen at the Cemetery the Council would be responsible, not the undertakers.

**ACTION – Clerk to investigate if we have the key for the safe owned by the council which is currently in the locked cupboard in Forden Community Centre. Also, to instigate the relocation of the safe to the pavilion store room, first checking if it is fire proof to allow safe storage of council paperwork.**

## 9. Review of Digital Forms of Data Collection and Storage

9.1 To review and resolve, if necessary, options for a digital management system from a list of suppliers previously distributed to members.

There was consensus amongst the members that the proposal made by Pear Technologies provided the best solution for the council's needs, however there was some concern with cost effectiveness of the annual fee. A discussion was had, and it was agreed that the Clerk should contact Pear Technologies to discuss different options and a possible more basic package to better suite the size of the managed cemetery.

**ACTION – Clerk to contact Pear Technologies**

## 10. Chairperson's & Members announcements for information, items for future cemetery agenda & data of next meeting:

10.1 Chairperson's announcements: to receive for information announcements from the Chairperson and Members - **NONE**

10.2 Items for future agenda: to bring forward for information items for consideration for future agenda - **NONE**

10.3 Date of next meeting for information: Thursday 17<sup>th</sup> March 2022 at 7:00pm

**Meeting closed at 7:35pm pm**

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

**Date.....**

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