

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

Office open to public
Monday & Thursday
9.30 – 12.30
or by appointment

COUNCIL OFFICE
THE PARADE
BOX
CORSHAM
WILTS SN13 8NX

Telephone: 01225 742356
Fax: 01225 744049

2nd January 2024

Dear Councillor

You are summoned to a meeting of the **Cemetery Management Committee** to be held at **the Council Chambers** on **Monday 8th January 2024** commencing at **7.00** p.m. to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting.

Yours sincerely

M.S. Carey
Margaret Carey
Clerk

A G E N D A

1. To receive any apologies for absence
2. Public Question Time
3. Declaration of interest relating to items on the Agenda
4. To receive the Minutes of the Meeting held on 6th November 2023
5. Review of all issues raised and actions matters arising from the Minutes
Including
 - Survey of top field – update
 - Friends of Box Cemetery Group – update
 - Online Cemetery History – dates of talks at Box Library
6. Cemetery Maintenance:
 - Issues raised from the walkround held on 5th January
7. Items for discussion
 - Update on the Book of Remembrance – recent damage; repair and how to heat the ante-room – Email from G. Baynton
 - Ecological Corridor in Cemetery – Response from Max Hemmings, Wiltshire Council
 - New Information Sheet on “Looking after your memorial” – further discussion to include memorial items to be place on headstone plinty; items on the grass will be moved into the chapel for collection and families notified asap with photograph if possible. Where items are unauthorised, families will be emailed and asked to remove them. Discussion on the time limits the Council should allow
 - Proposed sign for Cemetery at the entrance stating that the Council takes no responsibility for any items damaged or lost in the Cemetery. All items are placed at the owners risk
 - Discussion, proposal and recommendation of three items in the Garden of Remembrance - according to the Cemetery rules there are to be no memorials in this area. However, three memorial have been sited and have been in situ for over ten years. How would the Committee like to deal with this? (Ask family to remove the stone flower container memorial items/allow these families to retain the memorials on condition that they are moved away from the hedge and closer to the mown path. Ensure that no more memorials are placed in the Garden of Remembrance
 - Health and Safety – tape and posts to fence off dangerous headstones to be kept in the shed in the Cemetery – copy of shed keys required.

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- **Date for next Working Party – 25th February 2024 at 10.00 am**
Biodiversity plan for the Cemetery and Field required
Clearing of wild clematis from trees and shrubs on the A4 border
 - **Safety of Memorials check**
8. **Review of Forward Plan and Risk Assessment**
 9. **To receive any correspondence**
 - **Siting of hard standing in Cemetery Field**
 10. **Monitoring of budget**
 11. **Any items of report or future agenda items**
 12. **Date of next meeting –4th March 2024**

Walk round in Cemetery - 2.00 pm Friday 5th January