

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

27th April 2023

Dear Councillor

You are summoned to a meeting of the **Cemetery Management Committee** to be held at **the Council Chambers** on **Thursday 4th May 2023** 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 March 2023
5. Review of all issues raised and actions matters arising from the Minutes
Including
 - Chapel Lightning Conduct (high-level) test – proposal to commission Wiltshire Steeplejacks (Paul Silk) for £600 + VAT – proceed to recommendation to Full Council
 - Secret Garden working party – update
 - Friends of Box Cemetery Group - update
6. Cemetery Maintenance:
 - Review Biodiversity Action Plan and Revised Maintenance Scheme from T.J. Jones & Sons – proceed for recommendation to Full Council
 - Revised quotation for Cemetery Maintenance Contract – proceed for recommendation to Full Council
 - Amend Biodiversity Action Plan to specify “No Mow May” for the entire Cemetery, with the exception of path edges and strimming, as required, around grave stones and markers in field 2 only.
7. Review of Forward Plan and Risk Assessment (attached)
 - I. Hobbs Memorial – consider instructing the Assistant Groundsman to NOT clean the Hobbs memorial unless formally requested to by the Cemetery Committee
 - II. Sawyer Headstone – Update
 - III. Repairs to headstones – Tucker and Millett – update
 - IV. Review suspension of reservations
8. To receive any correspondence
 - Applications for memorials
9. Report of any Health and Safety issues
10. Update Forward Plan (copy attached) arising from the meeting
11. Any items of report or future agenda items – Suggested walkround – Monday 3rd July
12. Date of next meeting - tba