

WEST MERSEA TOWN COUNCIL

MINUTES OF THE CEMETERY COMMITTEE MEETING

HELD ON FRIDAY 30TH JUNE 2017 AT 10.00AM

PRESENT Councillor Paula Moore (Chairman)
 Councillor David Bragg
 Councillor Stephanie Shilton
 Councillor Sylvia Wargent
 Carol Fountain

IN ATTENDANCE Petra Palfreyman, Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mark Dixey

2. TO CONFIRM TERMS OF REFERENCE

This item is deferred to the next meeting.

3. TO APPROVE JOINING THE ICCM (INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT)

Following discussion, the committee agreed to join the ICCM at an annual cost of £90.

4. TO AGREE THE LETTER TO BE SENT OUT TO RELATIVES/FRIENDS OF THE DECEASED INTERRED IN FELDY VIEW WOODLAND CEMETERY

Following discussion the content of the letter was agreed and will be sent out by 31 October 2017.

5. TO RECEIVE UPDATED REPORTS ON TASK TRACKER TOPICS

Refer to the task tracker for updates.

6. DATE AND TIME OF NEXT MEETING

The next meeting will be on Friday 28th July 2017 at 10.00am

There being no further business, the meeting closed at 11.45am