



**287/289 Kenilworth Road, Balsall Common CV7 7EL**

**Telephone:** 01676 535679 (Answering Machine)

**Email:** balsallparishcouncil@gmail.com

**Web:** www.balsallparishcouncil.org

## **Finance and General Purposes Committee Meeting**

**Approved Minutes of Finance and General Purpose Committee Meeting held on Tuesday 8 August 2017 at 6pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF**

### **Minutes**

**Present:** Councillor Will Heard (Chair), Councillor Judy Lea, Councillor Mark Tattum, Councillor Helen Dean and no members of the Public.

1. **Apologies:** There were no apologies.
2. **Declaration of Interests:** There were no declarations of interest.
3. **Public Forum**  
There were no members of the public.
4. **To approve and sign as a correct record the Minutes of the Finance Committee Meeting held on 11 July 2017 as a true record.**  
Minutes of the Finance Committee Meeting held on 11 July 2017 were approved and signed by the Chairman.
5. There were no matters arising
6. Item 7 on the agenda to consider Cemetery Fees and Regulations and recommend any changes to Full Council was considered at this point in the agenda.

**RESOLVED to amend The Cemetery Fees to include the following:**

Pre – Purchase of a burial or cremation plot

To purchase and reserve a plot, the fee is 3 times the purchase fee shown below.

This provides an Exclusive Right of Burial for 75 years from the date of purchase.

Replacement memorial £55

Memorial Wall and Garden of Remembrance

Permission to scatter ashes in Garden of Remembrance and to affix plaque to Memorial Wall £60

Memorial Benches

No new benches are to be placed in the Cemetery without first consulting the Parish Council. There may be some pre-existing benches which could be dedicated and relocated.

New or repositioned bench £60

and remove the following:

“The Council does not allow people to reserve burial or cremation plots unless there are extreme compassionate circumstances for so doing. The Clerk will make the decision in these cases, and report to Council accordingly.”

Amendments to the Cemetery Rules and Regulations to include the process of permission for and the specification of memorial plaques, fixing requirements and relevant suppliers are to be included.

**RESOLVED to recommend no further changes to the fees at this stage and request that the Cemetery Working Party undertake a review of other cemetery charges for a comparison.**

7. **Terms of Reference.**

It was noted that the Terms of Reference for Finance Committee already contained a provision for advising the council on any matters as the council may remit to it, item 7.17.

**Proposed** to set up a Cemetery Sub-Committee to deal with Terms of Reference 7.10 through to 7.11 and remove the setting of Cemetery Fees reference in 7.12.

**RESOLVED to set up a Cemetery Sub-Committee consisting of Councillors Marsden, Lea and Tattum to deal with:**

- 1. To review annually the Cemetery Fees and advise the Council of any recommendations for changes to be made to the fees.**
- 2. To review annually the Cemetery Rules and Regulations and advise the Council of any changes to be made to them.**

**Proposed** to amend the Terms of Reference of the Finance Committee to Finance and General Purposes and to remove items 7.10, 7.11 and part of 7.12.

**RESOLVED to amend the Terms of Reference of the Finance Committee to Finance and General Purposes and to remove items 7.10, 7.11 and part of 7.12 and report to Full Council.**

8. To consider the appointment of a new internal auditor for 2017/18.  
Approaches to 3 potential internal auditors from the WAC list are being made and the prices are to be brought to the next available meeting.
9. Date and Venue of Next Meeting:  
The next meeting of the Finance and General Purposes Committee to be held on Tuesday 19 September 2017, at 6.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

**SIGNED .....** Will Heard (Chair) **DATE .....**