

**Report of  
Cemetery Working Party**

**Meeting held on Tuesday 6 March 2018 at 10.00am**

Attended by: Cllrs Barnes, Eager, Francis and Manns

Staff: Mark Bateman (Grounds Staff); Tracey Smith (Clerical Officer).

1.0 Apologies

None received.

2.0 Report of previous meeting held on 13 February 2018

2.1 The Recommendation on Item 5.b regarding Search Fees to be amended as follows:

“That a minimum fee of £15 is charged for all searches. Any search which takes more than a total of one hour of staff time\* is charged at £30 (both office staff and grounds staff).

3.0 Matters for consideration following Cemetery WP site meeting on 28<sup>th</sup> February 2018:

3.1 (i) **Recommendation:** Memorial permits are introduced for all future memorial benches and a maintenance agreement is also included for owners to sign their agreement to. Memorial bench permits are given for 25 years only. A draft permit document and policy will be drafted in time for the next Cemetery WP meeting.

**Action: Tracey Smith**

(i) **Recommendation:** A programme of works/identifying the owners of current benches is undertaken. Owners of any benches which have not been maintained to be contacted.

**Action: Mark Bateman and Tracey Smith**

(iii) **Recommendation:** LTC does not permit memorial benches to be installed in the New Area; this point is required to be included in the updated Cemetery Rules and Regulations.

**Action: Tracey Smith**

3.2 Future action regarding non-response of grave owners regarding issues already brought to their attention on the following matters:

(i) **Recommendation:** Fencing in new area: grave owners to be contacted by letter for a second time and asked to remove the fencing within one month.

**Action: Tracey Smith**

- (ii) **Recommendation:** Trees/shrubs/bushes planted in plots throughout the Cemetery: All plots to be identified and photographed.  
**Action: Mark Bateman**
- Recommendation:** The owners of these plots to be contacted by letter and are asked to remove the planting within one month.  
**Action: Tracey Smith**
- (iii) **Recommendation:** Plots “extended” in length.4.3.1 All plots to be identified and photographed.  
**Action: Mark Bateman**
- Recommendation:** The owners of these plots to be contacted by letter and are asked to remove the planting within one month.  
**Action: Tracey Smith**
- 3.3 Reports of vandalism  
**Recommendation:** A wildlife camera is installed at various pre-determined locations throughout the Cemetery.  
**Action: Mark Bateman**
- Recommendation:** The Police are informed of the various recent incidents at Ledbury Cemetery.  
**Action: Tracey Smith**
- 3.4 Memorial headstone testing:  
**Recommendation:** Groundstaff will draft a schedule of testing in time for the next Working Party meeting.  
**Action: Mark Bateman**
- 3.5 Damage to Pathway  
**Recommendation:** the damage is not considered dangerous currently however, Grounds Staff will monitor the path and report back to WP if the damage makes the pathway unsafe.  
**Action: Mark Bateman**
- 4.0 Any other matters to be considered  
Gateway Pillars:
- 4.1 **Recommendation:** that a structural survey is carried out on the Pillar 1 which is currently covered in ivy.  
**Action: Tracey Smith**
- 4.2 **Recommendation:** that a replacement cap is ordered is ordered for Pillar 2.  
**Action: Tracey Smith**
- 4.3 **Recommendation:** as the Chapel is no longer locked and unlocked regularly, a notice is displayed on the Chapel door advising the public of the key holder and contact details, should they wish to enter the Chapel.
- 5.0 Date of next meeting

To be confirmed; however it will be held before 10<sup>th</sup> May 2018.