

# Minutes

The Charing Parish Council Cemetery Committee  
14<sup>th</sup> October 2020

Dawne Austen  
Parish Clerk

<b>1.</b>	In attendance. The Clerk Cllr Gudge chair Cllrs Bain-Smith & Gilliver
<b>2.</b>	Minutes of previous meeting: These were agreed and signed.
<b>3.</b>	Matters arising:
<b>3.1</b>	Review of risk assessment: The committee walked around the Cemetery inspecting the graves and memorials. Also the new area for ashes. The clerk will contact the few families who's memorials are sinking or require maintenance. The Vestry was also inspected and the entrance to the Cemetery via the Lynch gate. Due to the work carried out during the year the Cemetery is in a good state of repair and nothing is required to be added to the risk assessment. The assessment will be put to full council for approval on the 4 <sup>th</sup> May 2021
<b>3.2</b>	Budget review for 2021/22: Councillors along with the clerk carried out the budget process for 2021/22. The usual tree work, Grass cutting, maintenance to the vestry and possible issues with the Lynch gate and canopy were included as well as budgeting for the Burial clerk costs and the Hippo bag contract for removal of flowers and spoil from funerals. Hedge cutting and general maintenance for the Cemetery. The budget was set at £16.970 for year 2021/22