

**MINUTES of the CEMETERY & ALLOTMENTS COMMITTEE meeting held at
Felixstowe Town Hall on Tuesday 22nd July 2014 at 12pm**

PRESENT: Cllr C Webb (Chairman)
Cllr Jan Garfield
Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)
Mr G Mussett (Interim Town Clerk)

Prior to the start of the meeting the Chairman welcomed the new Town Clerk, Mr Ash Tadjrishi.

164. APOLOGIES FOR ABSENCE

There were none.

165. DECLARATIONS OF COUNCILLORS' INTERESTS

Councillor M Sharman declared a Local Non-Pecuniary Interest as Treasurer of the 7th Felixstowe Scouts Group located on Council owned land adjoining the Cemetery.

166. REQUESTS FOR DISPENSATIONS

There were none.

167. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26th February 2014 were approved as a true record by those present and the Chairman was authorised to sign them.

168. TO INSPECT THE CEMETERY AND RECEIVE VERBAL UPDATES ON MATTERS PERTAINING TO THE CEMETERY

It was noted that Councillors C Webb and Jan Garfield had undertaken a tour of the Cemetery earlier in the day. The Interim Town Clerk had advised on matters pertaining to the Cemetery.

169. TO CONSIDER THE REMOVAL OF THE SPOIL HEAP FROM THE CEMETERY

It was resolved that the following recommendation be made to the next Finance & General Purposes Committee:

Finance & General Purposes Committee is requested to seek authorisation from Full Council for expenditure from the 'Recycling Credits' reserve fund for the removal of the spoil heap at the Cemetery, to a maximum of £1,200.

170. TO CONSIDER PUBLIC ACCESS TO THE CEMETERY AND LANGLEY AVENUE

Members debated the item as presented. It was resolved that the Clerk bring forward three options for Committee to consider based on the following:

- a) Extending the boundary of the Cemetery by removal of the existing railings and provision of new gates across Langley Avenue;
- b) Refurbishment of the existing railings and roadway at the Cemetery; and,
- c) Extending the boundary of the Cemetery through eventual recovery of land currently used by Allotment holders and 7th Felixstowe Scouts.

171. TO NOTE THE SITUATION REGARDING COMPUTERISATION OF CEMETERY RECORDS

It was resolved that:

- a) All existing burial records be scanned;
- b) Scanned records be stored on a cloud-based server;
- c) Original burial records be given to the Suffolk Record Office for safekeeping;
- d) A computer software package be acquired to record future burials;
- e) All future burials, deeds transfers, grants etc. be recorded on the software package once installed and ready to use;
- f) Approval to fund the project be recommended to Finance & General Purposes Committee with expenditure to be made available from the 'IT Computer Replacement Fund'; and,
- g) An allowance for ongoing software licence costs to be considered for inclusion when drafting proposals for the budget 2015-16.

172. CLOSURE

The meeting closed at 13.25pm

Date: _____

Chairman: _____