

To: Members of Chobham Burial Committee

You are summoned to the Ordinary Meeting of the Chobham Burial Committee to be held on
Thursday 20th February 2020 at 7.30pm at the
Parish Pavilion, Recreation Ground, Station Road, Chobham, GU24 8AJ



Parish Clerk

Meeting called on 13th February 2020

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST** Members are invited to declare any interests they may have with respect to matters that are to be considered at the meeting.
- 3. To APPROVE the minutes of the meeting of 21st November 2019**
- 4. INTERMENTS & MEMORIALS**
 - To note the following interments:

M133	A Hay	18 th December 2019
P30	J Broughton	31 st December 2019
K87	J Bailey	3 rd January 2020
 - a. To note the following booked interments, taking place after the meeting:
None
 - b. To note the following future purchases:

P32	C Bedford
P33	L & K Brum
P34	B Cooper
K86	P Bailey
 - c. To note the following pre-approved memorials and inscriptions:

P31	D Daborn
M32	C Street
L58	C Sandys
P24	D Fuller
K104	N Gardner
K108	C Deamer
L204	E McEvoy
 - d. To consider any other interments and memorials that have arrived too late for inclusion in the above list (distributed at the meeting.)
- 5. To RECEIVE an update from the Clerk - to report only**
- 6. FINANCIAL STATEMENT AND PAYMENT OF ACCOUNTS**
 - a. To **APPROVE** payments since 22nd November 2019
 - b. To **NOTE** bank reconciliations as at 31st December 2019 and 31st January 2020
 - c. To **NOTE** income and expenditure statement as at 31st January 2020
 - d. To **NOTE** balance sheet as at 31st January 2020
 - e. To **NOTE** the merging of the Burial Committee accounts with the Parish Council accounts

- f. To **DISCUSS** the closing of the Burial Committee bank accounts as advised by the internal auditor
- g. To **DISCUSS** the transfer of monies from general to earmarked reserves for the purchase of cemetery land
- 7. To **REVIEW** the policy of purchasing future burial plots and waterlogging issues
- 8. To **REVIEW** the burial fees effective from 1st April 2020
- 9. **AGENDA PLANNING:** Burial regulations review, income analysis for 19/20
- 9. **DATE OF NEXT MEETING:** 5th May, 6th August and 5th November 2020

The Council resolves to exclude the press and public from the Meeting at this point prior to the consideration of the following item by reason of the confidential nature of the business to be transacted.

CONFIDENTIAL

- 10. To **APPROVE** the confidential minutes of the meeting held on 21st November 2019
- 11. To **DISCUSS** the administration procedures for burials
- 12. To **DISCUSS** the acquisition of future burial land