

**MEETING OF THE BURIAL GROUND COMMITTEE OF  
BURTON UPON STATHER PARISH COUNCIL  
HELD ON MONDAY 18<sup>th</sup> NOVEMBER 2013 IN THE PAVILLION  
BURTON-UPON-STATHER.**

**PRESENT:** Cllr Bradley [Chair of Committee]  
Cllr Faulks [Committee member]  
Cllr Croft [Committee member]  
Cllr Keane [Committee member] (Quorum = 4)

Jack Startin [Burial Clerk]

Members of the public: None

No.	Agenda Item	Action by:
1	<b>Attendance Register</b> The register was signed by all councillors in attendance.	
2	<b>Apologies for Absence</b> Cllrs Thornes & Demaude	
3	<b>Declarations of Interest from Committee Members in respect of agenda items – as per the Code of Conduct adopted by this council</b> None given	
4	<b>Note of Dispensations</b> None to note.	
5	<b>Minutes of the previous meeting – 4<sup>th</sup> June 1013</b> The meeting agreed that they were a true record	
6	<b>Actions arising</b> <ul style="list-style-type: none"><li>• Notice Board – a header is needed to indicate what the board is for.</li><li>• Surplus soil – to go in a different place from the current location.</li></ul>	Cllr Bradley Burial Clerk
7	<b>Business Continuity</b> The meeting agreed that there was a need for step-by-step guides for what the Burial Clerk does, as they would be helpful should a situation arise where the Burial Clerk was not at work. Someone else could use the guides to help them carry out the necessary work until the Burial Clerk was back.	Burial Clerk
8	<b>Risk Assessments</b> The meeting agreed that these should be written	Burial Clerk
9	<b>Leaflets</b> The meeting was informed that the supply of leaflets was low & that more needed to be ordered. Also that the leaflet needed to be re-worded so as to clarify what was offered. The meeting agreed that this should be done.	Burial Clerk
10	<b>Grass cutting – update &amp; quotes</b> Cllr Bradley informed the meeting that quotes were being received & would be evaluated after the closing date. A future meeting would be informed as to would be carrying out the grass cutting etc.	
11	<b>Items for future meetings</b> Memorial for Baby Area.	
12	<b>Dates of next Meetings</b> It was agreed that the next meeting should be on 24 <sup>th</sup> March 2014.	

