

Draft Minutes of the Haxby and Wigginton Cemetery Committee meeting held on Wednesday 12th October 2022 at 10 am in the Haxby Town Council Office, Haxby

Present:

Cllr John Gates, WPC (JG),
Cllr Mike Harrison, HTC (MH),
Cllr Peter Lakey, WPC (PL),

Cllr Ruth Pearson, HTC (RP),
David Rice, MOP (DR),
Cllr Neil Wyatt, HTC (NW).

1. To appoint a chairperson

Cllr Ruth Pearson was nominated by Cllr John Gates, and seconded by Cllr Peter Lakey. It was RESOLVED to appoint Cllr Ruth Pearson as Chair.

2. To approve reasons for absence

Apologies were received from Cllr. Richard Denton and his reason for absence was approved.

3. Disclosures of Interest.

No disclosures of interest were received.

4. Minutes of the previous meeting of the Haxby and Wigginton Cemetery Committee meeting held on the 7th of September 2022

No minutes were available due to staff shortages. This item was deferred to the next meeting.

5. Points raised from the recent cemetery inspection

- a. Cllr Ruth Pearson reported that the mole man has been contacted.
- b. Cllr Ruth Pearson reported that one of the new benches has been installed.
- c. Cllr Ruth Pearson reported that the notice needs to be removed from the old shed to enable the completion of painting. This notice does not need to be put back.
- d. Cllr Ruth Pearson would contact Paul Smith, painter and decorator, to complete the work to shed once notice has been removed.
- e. Cllr Wyatt reported that a topple test has been done, and nothing to report at present.
- f. Cllr Wyatt is updating the risk assessment for the Cemetery.

6. Finance

- a. No accounts available due to staff shortages – This item was deferred to the next meeting.
- b. Cllr Ruth Pearson reported that the Committee was awaiting mandates for signatures on the Cemetery Committee's Barclays bank accounts following the resignation of former Cllr David Rice (HTC).

7. Interments and memorials

- a. No list of interments and memorials available due to staff shortages – It was decided to defer to the next meeting to receive and approve a list of interments and memorials since 7th September 2022.

8. To consider exclusion of the press and public from the discussion under item 9 by virtue of s.1(2) of the Public Bodies (admissions to Meetings) Act 1960.

- a. Former Cllr David Rice was welcomed in an advisory capacity for agenda item 9.
- b. Exclusion item not applicable since no other members of the press and public present at this meeting.

9. To consider the recruitment of a Cemetery Clerk

- a. It was agreed that Haxby Town Council should be the employer of any new Cemetery Clerk.
- b. It was agreed that a job advert for the recruitment of a part-time Cemetery Clerk would be recommended by the Cemetery Committee to the Staffing Committee of Haxby Town Council.
- c. A job description for the new Cemetery Clerk and a person specification were considered and agreed. The recommendation from Cemetery Committee to the Staffing Committee was to appoint a Cemetery Clerk for a minimum number of 7 hours per week.
- d. The Chair offered to offer to take on the role of cemetery clerk in an unpaid capacity on an interim basis in order to keep the Cemetery operational and to be able to call Cemetery Committee meetings.

10. Next meeting date

- a. Cemetery Walkaround on Monday 7th November at 10am.
- b. Next Cemetery Committee Meeting on 9th November 2022 at 10am at the HTC office