

MUDFORD PARISH COUNCIL

Clerk: Petra Galloway. The Old Forge, 3 West Street, Ilchester, BA22 8NN.

Tel: 07552 509707

E-mail: clerk@mudfordpc.co.uk

Minutes of the Meeting of Mudford Parish Council Human Resources (HR) Committee held on Friday 22nd November 2024 at 10:30hrs

Present: Cllr David Brown (Chair), Cllr Jo Dalton-Leggett, Phil Sargent, Kay Mackenzie, Petra Galloway – Parish Clerk

10:34hrs – Meeting opened

24/10 To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1)).

None, all members were present.

24/11 Declarations of interests. Council members to declare any interests, including any Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33 (b-e). (NB this does not preclude any later declarations).

None.

24/12 To approve and sign as a correct record the minutes of the previous meeting held on 17th July 2024.

(LGA 1972 sch 12, para 41(1)).

RESOLVED: The minutes of the meeting held on 17th July 2024 were approved and signed as a true and accurate record of the meeting held.

24/13 To agree Mudford Parish Council policies:

- a. Scheme of Delegation
- b. Privacy Notice

The Committee has discussed the lack of a Health and Safety policy. The Clerk will draft the policy and present it to the Council for approval and adoption in January 2025.

RESOLVED: The Committee has **AGREED** the Scheme of Delegation and Privacy Notice.

ACTION: Clerk

24/14 To consider and agree Mudford Cemetery regulations, policies, forms and fee table.

The Committee has discussed current cemetery fees and the form in which the fees are presented. The Committee has agreed fee changes and asked the Clerk to improve the presentation.

RESOLVED: The Committee has **AGREED** the following cemetery fees, regulations, policies and forms:

1. Mudford Cemetery Burial Grounds Table of Fees (Appendix 1)
2. Mudford Cemetery Regulations
3. Interment Form

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4. Mudford Cemetery Privacy Notice
5. Mudford Cemetery Grant of Exclusive Right of Burial
6. Mudford Cemetery Exclusive Right of Burial Grant Application
7. Mudford Cemetery Invoice and Payment Receipt
8. Mudford Cemetery Form of Assent
9. Mudford Cemetery Form of Assignment
10. Mudford Cemetery Renunciation Form

The Clerk has been asked to implement the agreed changes. All the documents will be presented to the Council for adoption at the meeting to be held on 28th November 2024.

ACTION: Clerk

12:21hrs The Committee has voted to extend the meeting by 30 minutes.

24/15 Exempt Session – Exclusion of the Press & Public.

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED: The Committee has voted to exclude the public (no members of the public present).

24/16 To discuss the end of the Clerk's probationary period.

The Clerk's end of probationary period, her appraisal and creation of the Council's Aims and Objectives has been discussed.

ACTION: Clerk and Council – Creation of Aims and Objectives

RESOLVED: The end of the Clerk's probationary period has been **AGREED**. The Chair of the Committee will ask the Council to consider remuneration of the Clerk's overtime for the last 3 months.

24/17 Date of next meeting – TBA

13:00hrs – Meeting Ended.

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Appendix 1

Parish Resident Status	Pre-purchase of the Exclusive Right of Burial for a period of 50 years without interment.		Purchase of the Exclusive Right of Burial for a period of 99 years with interment.		Additional Interment.	
	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident
Grave Maximum of 2 caskets.	£300	£1,200	£400	£1,600	£200	£200
Row T Ashes Plot Maximum of 3 ashes urns per plot.	£250	£1,000	£300	£1,200	£200	£200
Ashes Plot (18x12 inches) Maximum of 2 ashes urns per plot.	£200	£800	£250	£1,000	£200	£200

	Resident	Non-resident
Scattering of Ashes and entry to the Register.	£50	£200

Pre-purchase of the "Exclusive Right of Burial" for a period of 50 years means that the plot is reserved for the Rights holder(s) to be interred within 50 years.

	Grave Headstone	Row T Ashes Plot Headstone	Ashes Plot Tablet style Memorial only
Maximum Size	3 feet by 3 feet (91cm by 91cm)	24 inches in (height) by 17 inches (width) (61cm by 43 cm)	18 inches by 12 inches (46cm by 30cm)
Fee	£150	£150	£100
Additional Inscription	£30	£30	£30