

BOX PARISH COUNCIL

Mrs.M.S.CAREY
Clerk to the Council

Office open to public
Monday & Thursday
9.30 – 12.30
or by appointment

COUNCIL OFFICE
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27th June 2023

Dear Councillor

You are summoned to a meeting of the **Cemetery Management Committee** to be held at **the Council Chambers** on **Monday 4th September 2023** commencing at **7.00** p.m. to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting.

Yours sincerely

M.S. Carey
Margaret Carey
Clerk

A G E N D A

1. To receive any apologies for absence
2. Public Question Time
3. Declaration of interest relating to items on the Agenda
4. To receive the Minutes of the Meeting held on 3rd July 2023
5. Review of all issues raised and actions matters arising from the Minutes
Including
 - Survey of top field – update
 - Friends of Box Cemetery Group – update
 - Topics arising from the walk round
 - Online Cemetery History – update
 - Article for Parish Magazine - update
 - Stone trefoils in Chapel entrance – quotations from P. Emerson
 - Request for reservation of new grave - update
6. Cemetery Maintenance:
 - Issues raised from the walkround
 - Log dates in the Minutes of when the grass was cut - update
7. Items for discussion
 - Items to be included in the budget
8. Review of Forward Plan and Risk Assessment
9. To receive any correspondence
 - Applications for memorials
 - Report on check of headstones
 - Letter re reserving a grave by plot TFA 18M
10. Monitoring of budget
11. Any items of report or future agenda items
12. Date of next meeting – 6th November 2023