

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



11 January 2024

**Members of the Cemetery Management Committee:** Councillor J Hyde (Chairman), Mrs. T Bhasin, S Buck, Mrs. M Cooper, S Dhaliwal, S Hayes, J Headington.

**You are hereby summoned** to attend the Cemetery Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 17<sup>th</sup> January 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**E Payne**  
**Town Clerk**

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## Members of the public:

**You are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app** Click here to Join Meeting. Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

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## AGENDA

### 1. Apologies for absence

To receive and accept apologies for absence.

### 2. Disclosures of Members Interests and Dispensations

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a) Members to declare interests in respect of any item on the agenda
- b) Proper Officer to consider written requests from members for dispensations  
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

### 3. Public section (max. 15 minutes)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

### 4. Minutes of previous meeting

Members are asked to resolve that the minutes of the Cemetery Management Committee meeting held on 15<sup>th</sup> November 2023 are a correct record.

**5. Clerk's Report, correspondence received and matters arising for information**

To receive an update on the following items:

**6. REPORTS TO COMMITTEE**

**6.1 Cemetery Chapel and Toilet block Survey**

To receive the condition survey and schedule of works arising from the cemetery condition survey.

**6.2. Cemetery Handbook and Regulations**

To consider updates to the Cemetery Handbook and Regulations.

**6.3. Exhumation Fees**

To receive report regarding a possible new fee for exhumations at the cemetery.

**6.4 Sundial – Lower Garden of Rest**

To discuss a request from the public to remove the broken sundial in the Lower Garden of Rest.

**6.5. Cemetery Pest Control**

To discuss recent letter from landowner regarding Pest control.

**6.6 Cemetery Security**

To receive a report on the situation regarding the issuing of keys to the gates at the cemetery.

**6.7. Work Programme**

To receive the Work Programme for this Committee

**6.8 Items for information purposes, relevant to this Committee only.**

**7. CONFIDENTIAL ITEMS**

To resolve to exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:

7.1 Cemetery Chapel Lease

7.2 Cemetery Complaint

**8. Date of Next Meeting**

20 March 2024