

PORLOCK PARISH COUNCIL

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Notice of the Burials & Memorials Committee Meeting of Porlock Parish Council

To Councillors: J Adlington, D Heath, S Colson, D McCanlis

To non council member: R Growden

**You are hereby summoned to attend the Burials & Memorials Committee meeting at
11am on Thursday 25th June 2026, at the Old School Centre, Porlock**

Dated: Friday 19th June 2026

Johnathan Jones
Clerk and Responsible Financial Officer

A Health and Safety announcement will be made at the start of the meeting.
This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.

AGENDA

- 1) **Receive apologies for absence** (LGA 1972 s85 (1))
- 2) **Resolve the position of Vice Chair for the committee**
- 3) **Resolve any declarations of interest and dispensations granted**
Members to declare any interests they may have in agenda items and consideration of any prior requests from member for dispensations (NB this does not preclude any later declarations) (Localism Act 2011 s33)
- 4) **Resolve items to be dealt with after the public, including press, have been excluded** (Public Bodies (Admission to Meetings) Act 1960 s1(2))
- 5) **Resolve the minutes of the Burials and Memorials Committee meeting held on the 16th December 2026**
- 6) **Receive an update on committee related actions from the action log report**
- 7) **Public participation**
This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA 1972 s 12 paras 10(2) (b))
- 8) **Receive an update on the memorial restoration programme at Hawkcombe Cemetery and resolve:**
 - a) **Phase 2-part 2b works schedule and spend of £1,120 exc VAT** (202/4052 EMR326)
- 9) **Resolve the proposed Hawkcombe Cemetery memorial inspection method statement, schedule and spend of £318.75 exc VAT for 75 loose memorials and the committee's recommendation to council** (202/4120)
- 10) **Receive an update on the unsafe memorial restoration programme at St Dubricius Churchyard**

- 11) Resolve the proposed St Dubricius Churchyard memorial inspection method statement, schedule and spend of £697.00 exc VAT for a full inspection of 164 memorials and the committee's recommendation to council (202/4120)**
- 12) Resolve the contract renewal period for the annual maintenance of the Dunster Steep War Memorial and the committee's recommendation to council**
- 13) Review the current draft cemetery regulations and resolve the committee's recommendations to council including but not limited to:**
 - a) the granting period of the exclusive right of burial**
 - b) management of exclusive right of burials (Extensions and Expirations)**
- 14) Resolve to obtain a quote for the provision of two cemetery benches to be positioned opposite the garden of rest and the introduction of memorial plaques**
- 15) Resolve cemetery charges with regards to:**
 - a) Reviewing the current burial and memorial charges and introduce a more simplified model for full burial or interment of ashes consisting of:**
 - i) A plot fee**
 - ii) An all-inclusive internment fee**
 - iii) A memorial installation fee**
 - iv) Exhumation fee**
 - b) Reviewing the current doubling of fees for 'non residents,**
 - c) Reviewing the current 'non resident' criteria,**
 - d) Reviewing administration charges for register searches,**
 - e) Memorial plaques**
 - f) Introducing an annual price increase in-line with inflation as part of the annual budget process**
- 16) Receive a progress update on council's cemetery administration**
- 17) Discuss budget planning and requirements for 2027/28 and 2029-2032 forecasting**
- 18) Note outstanding/deferred items:**
- 19) To receive any other business - For information only**