

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 and D McCanlis

**You are hereby summoned to attend the Burials & Memorials Committee meeting at 3:30pm on Tuesday
16th December 2025, at the Old School Centre, Porlock**

Dated: Thursday 11th December 2025

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) **Receive and resolve non council member committee applications**
- 4) **Receive signed declarations of acceptance of office and undertakings to abide by the code of conduct for elected non council members**
- 5) **Receive the committee's terms of reference**
- 6) **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)
- 7) **Resolve items to be dealt with after the public, including press, have been excluded** (Public Bodies (Admission to Meetings) Act 1960 s1(2))
- 8) **Receive an update on committee related actions on the action log report and assign member**
- 9) **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))
- 10) **Receive an update on the memorial restoration programme at Hawkcombe cemetery and discuss next steps including:**
 - a) **memorial restoration quotes**
 - b) **unsafe memorials within kerb sets under 75 years**
 - c) **unsafe memorials over 75 years**
 - d) **approach to zones and any order of priority**
 - e) **recovery of costs** (Cem Reg 10.1)
- 11) **Receive an update on the memorial restoration programme at St Dubricius Church churchyard and discuss next steps**

12) Review the current schedule of cemetery fees and committee's recommendations to council

13) Discuss how to review council's regulations, processes, procedures and approach to:

- a) cemetery regulations
- b) memorial inspections
- c) forms and record keeping
- d) the granting period of the exclusive right of burial
- e) management of exclusive right of burials (Extensions and Expirations)
- f) mapping of existing vacant and future plots
- g) future occupancy of Hawkcombe cemetery
- h) burials and interments

14) Note outstanding/deferred items:

15) To receive any other business - For information only



Johnathan Jones

Clerk and Responsible Financial Officer to Porlock Parish Council