Present

Cr Sharon Tapscott (Chair)       Ray Alcock (Bemboka)       Wayne Dunning (Wolumla)
Peter Phillips (Eden)            Darrah Reynolds (Eden)      Nancy Grant (Wyndham)
Barbara Grant (Wyndham)          Ray Alcock (Bemboka)          
Steve Nixon (Eden)               Karen Terwin (BVSC Cemetery & Committees Liaison Officer) 
Nathan Marshall (BVSC Cemetery & Volunteering Coordinator)  Simon Schweitzer (BVSC Community Services Manager)
Ross Umbers (Bemboka)            

1  Apologies:
Suzzanne Lodding
(Wyndham)
Neridah Holzhauser
(Bermagui)
Shirley Carter (Bermagui)

2  Introductions
Ross Umbers is a member of the Bemboka Cemetery Committee.

3  Confirmation of minutes
The Minutes of the 19 August 2014 General Cemetery Committee were confirmed other than section 7.1. BVSC to check the wording of section 7.1 new charges to go to council paragraph 6 and report back to committee.

Moved- Wayne Dunning
Second- Darragh Reynolds
Voted- unanimously.
4 Action items from previous meeting

**Action item 1** - Fuel cabinet to be sourced and delivered to Eden Cemetery – **ONGOING**. Nathan advised should be complete by next week, depending on delivery times and manufactures.

**Action item 2** - Committees are to contact council with a suitable time to meet and discuss the management plans for the individual cemeteries by end of October – **ONGOING**. Wolumla has completed all others to complete.

**Action item 3** - BVSC to meet with individual Committees on site to run through items for their management plans – **ONGOING**. Committees to advise BVSC of a suitable time to meet.

**Action item 4** - Inductions – Wolumla Cemetery Committee, to advise Nathan of their next meeting or to induct when they meet to discuss the draft plans. **Complete**.

**Action item 5** - BVSC to remove the old rusted trailer from the Bermagui Cemetery. **Complete**.

**Action item 6** - BVSC to organise excess dirt from grave digging to be pushed back beside the shed at Bermagui. **Complete**.

**Action item 7** - BVSC to follow up with road contractor to fill/fix the ruts and gutters in Bermagui. - **ONGOING**. Advised that BVSC have contacted the contractor and he will complete the job when he is in Bermagui next.

**Action item 8** - BVSC to collect Bermagui’s brush cutter and replace with a light weight whipper snipper. - **ONGOING**.

**Action item 9** - Bermagui Cemetery Committee to get key cut for Nathan so he can drop off the First aid kit. Complete. Nathan got his own keys cut and delivered the First Aid kit.

**Action item 10** - Bemboka Cemetery committee to contact Nathan to arrange a suitable time to inspect the trees needing attention. - **ONGOING**. BVSC are going to do an audit for all cemeteries regarding trees. BVSC to meet with Bemboka on Thursday 20th November to rectify.

Summary of outstanding items:

**Action Item 1** - Fuel Cabinet to be sourced and delivered to Eden Cemetery

**Action item 2** - BVSC to meet with individual Committees on site to run through items for their management plans. Outstanding committees to advise BVSC of a suitable time to meet.

**Action item 3** - BVSC to follow up with road contractor to fix gutters in Bermagui. Advised that BVSC have contacted the contractor and he will complete the job when he is in Bermagui next.

**Action item 4** - BVSC to collect Bermagui’s brush cutter and replace with a light weight whipper snipper.

**Action item 5** - BVSC are to do an audit for all cemeteries regarding trees.

5 Standing Business

5.1 Workplace Health & Safety

BVSC recognises that it relies on the committees to advise of any safety issues around cemeteries.
General Cemetery Meeting Committee Minutes

- Nathan Marshall requested committees to let BVSC know if there are any hazards/dangerous issues in the cemeteries. If it is within the committees ability to rectify please do so, if not notify BVSC so it can be dealt with ASAP.

- Wyndham raised the issue of picking up glass, volunteers are feeling a bit apprehensive about taking glass/ sentimental items from graves or near. Suggested do some possible media regarding glass in the cemeteries.

BVSC to investigate a cost effective alternative option to place flowers in.

Committees were advised to pick up any glass that is in the grass if they are comfortable to do so and to hold onto any sentimental items they collect.

**Action Item 6-** BVSC to investigate a cost effective alternative option to place flowers in.

Equipment

- All committees advised that their equipment was in good working order.

**Peter from Eden cemetery committee raised concerns with old monuments collapsing:**

- The family of the deceased is primarily responsible for the upkeep and maintenance in the first instance. When families are uncontactable and the graves are posing a hazard we need to look at the most effective way of removing the hazard – sometimes this may involve dismantling the monument.

- Committees to advise which graves are in need of maintenance and BVSC can attempt to contact the families, if there are no contactable family members it will be looked at on a case by case basis. BVSC can then meet with the committee to discuss removal/lying down of monuments etc. Committees to get a list together and prioritise the graves.

**5.2 Code of Conduct for Committees**

No new item for discussion - This agenda item is an opportunity for feedback and discussion regarding Committee Policies and Procedures. BVSC to look at the agenda item title of 5.2

**Action Item 7-** BVSC to look at the title of 5.2

**6 New Business**

**6.1 Weed Spraying**

Bemboka asked about sourcing a spray unit/round up. Nathan would prefer that a contractor undertakes weed spraying as opposed to it being a volunteer activity. The issue is mostly around the edges of graves. Nathan suggested he get the contractor to show Paul from Bemboka how to use the brush cutter around the graves and investigate spraying options. Cr Sharon Tapscott asked if BVSC can do this. BVSC will speak with Risk audit coordinator to discuss and report back.

**Action Item 8-** BVSC to meet with risk audit coordinator to discuss alternative options for weed spraying.
6.2 Volunteer working bee process

Members from the Bemboka committee asked for clarification on the process around holding working bees. BVSC and the committee are to meet to discuss specific activities. BVSC will then assist to prepare a risk assessment and compile SWMS. When the volunteers turn up, they attend a brief onsite induction, identify hazards/risks, and all volunteers that attend sign off to say they have read the risk assessment. BVSC has a kit of PPE for working bees including gloves, hats, eye protection, ear protection, vests etc. Committees are to work with BVSC staff to prepare for a working bee.

6.3 Bemboka Financial statement

Bemboka have a Land cruiser charge on their financial statement. Nathan suggested that perhaps it could be from the town team mowing the front strip in front of the cemetery and charging it to the cemetery for their accountability. BVSC to check the financial statement of Bemboka.

**Action Item 9** - BVSC to check Bemboka cemetery financial statement and rectify.

6.4 Eden, main gate

Peter advised that the front gate at Eden cemetery had been damaged. The committee removed it and got a quote to get it fixed. ($250.00). Also advised that there has been rubble dumped on the pile where the graves are getting restored from.

**Action Item 10** - BVSC to remind monumental masons that rubble and waste is to be removed from the cemetery.

6.5 Wolumla, change in focus

Wolumla cemetery are looking at moving away from the physical side of volunteering hoping to be able to get contractors to do the physical work. Suggested that this will have an impact on the financial side of Wolumla cemetery.

6.6 Eden, Needing lawn cemetery space

Eden cemetery is running out of lawn cemetery space. Eden Committee have spoken to the original contractor and the contractor has possibly lost the original file with the plans. Karen Terwin will look for the plans in council's property file.

Nathan Marshall advised that Bega, Eden and Pambula are priorities for new lawn cemetery space. Eden would also like another rose garden between the new and old lawn cemeteries.


6.7 Bemboka, topping and levelling lawn graves

Ross Umbers no longer has access though the Bemboka cemetery storage container. Keys were provided to the committee – if they require additional, that can be arranged. Ross advised that he used to use his tractor to level off sunken graves – this is now done by a contractor when convenient. If the committee notice graves that need to be refilled please report so it can be tended to.
6.8 20th Anniversary of cemetery committees
Wayne advised that it will be 20 years since committees started in 1995. Anniversary is on the 3rd April 2015.

6.9 Financial situation of all cemeteries
Eden advised there is no balance on the financial statements they are given. Wanting to know how much money is in their reserve funds, maintenance and capital funding. Karen Terwin to meet with BVSC finance and discuss the financial statement.

Action Item 12- Karen Terwin to meet with BVSC finance to discuss the financial statements, reserve funds, maintenance and capital funding.

7 Meeting Close
Meeting was closed at 6:30pm.

8 Next meeting
The next meeting is to be held on 17 February 2015.

Action Items Summary

Action Item 1- Fuel Cabinet to be sourced and delivered to Eden Cemetery

Action Item 2- BVSC to meet with individual Committees on site to run through items for their management plans. Outstanding committees to advise BVSC of a suitable time to meet.

Action Item 3- BVSC to follow up with road contractor to fix gutters in Bermagui. Advised that BVSC have contacted the contractor and he will complete the job when he is in Bermagui next.

Action Item 4- BVSC to collect Bermagui’s brush cutter and replace with a light weight whipper snipper.

Action Item 5- BVSC are to do an audit for all cemeteries regarding trees.

Action Item 6- BVSC to investigate a cost effective alternative option to place flowers in.

Action Item 7- BVSC to look at the title of 5.2

Action Item 8- BVSC to meet with risk audit coordinator to discuss alternative options for weed spraying.

Action Item 9- BVSC to check Bemboka cemetery financial statement and rectify.

Action Item 10- BVSC to remind monumental masons that rubble and waste is to be removed from the cemetery.

Action Item 11- Karen Terwin to check Council’s Property file for the Eden Cemetery Lawn plans.

Action Item 12- Karen Terwin to meet with BVSC finance to discuss the financial statements, reserve funds, maintenance and capital funding.