

# General Cemetery Committee Meeting



HELD AT Committee Room, Council Chambers on 18<sup>th</sup> August 2015

Meeting opened – 5.30pm

## Present

Cr Sharon Tapscott (Chair)	Ray Alcock (Bemboka)	Wayne Dunning (Wolumla)
Peter Phillips (Eden)	Neridah Holzhauser (Bermagui)	Nancy Grant (Wyndham)
Barbara Grant (Wyndham)	Shirley Carter (Bermagui)	
Anne Cleverley (BVSC Community Development Coordinator)	Karen Terwin (BVSC Cemetery & Committees Liaison Officer)	

### 1 Apologies:

Darragh Reynolds (Eden)      Steve Nixon (Eden)      Tex Pena (Bemboka)

### 2 Confirmation of minutes

Minutes from the 18 May 2015 General Cemetery Committee Meeting were confirmed.

Moved – Wayne Dunning      Second – Ray Alcock

### 3 Introductions

Anne Cleverley – BVSC Community Development Coordinator. The recent restructure at Council has seen the Cemeteries and Committees team integrated into the Community Development Team which Anne coordinates. Anne has been with BVSC for 15mths prior to that was at Snowy River Council.

The Community Development team covers a range of areas including volunteering and halls. As part of the restructure Council has committed to four place based officers who will be working out of the four main towns (Bega, Bermagui, Merimbula and Eden) and servicing the smaller villages from those centres. These positions aim to help connect Council and the community and they will work with the committees, other local groups, businesses and schools. They will play a key role in working with cemeteries and hall committees. They will be on the ground in 4 weeks.

The Community Development Team is part of the broader Community, Leisure and Relationships team, with the Group Manager being Anthony Basford. Other program areas in this team are recreation facilities, libraries, customer service, gallery, children's services and services for aging and disability.

#### 4 Action items from previous meeting

**ACTION 1 – BVSC to forward breakdown schedule of balances dating back to initial transfer of funds to Council. BVSC to provide breakdown of funds held in trust –**

Information was forwarded but the feedback from the committee is that this does not go back far enough.

*Committee moved to request the attendance of a representative from Council's finance department come to the next meeting and further explain the finances. MOVED – Wayne Dunning – SECOND – Peter Phillips – UNANIMOUS*

BVSC to forward End of Financial Year financials to committees.

*Action ongoing*

**ACTION 2 – BVSC to look into adding a column on the financial statements to show deceased.** This has been investigated and the way the financial system works this is not possible – agreed that BVSC will forward email with deceased and applicant so that committees who wish to have the information can marry it up with their records.

*Action complete*

**ACTION 3 – BVSC to forward draft budget for cemeteries.** Majority of committees have received this. BVSC to re-send to Bermagui.

*Action ongoing*

**ACTION 4 - 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. Work was also done on new pipeline through the cemetery and some mess was left. BVSC to visit cemetery to check on issues.** Work done on the pipeline has been cleaned up. BVSC to request a Council Engineer assess the site and meet with committee.

*Action ongoing*

**ACTION 5 - BVSC are to do an audit for all cemeteries regarding trees.** This has been started. BVSC to engage internal tree person to assess trees before engaging a contractor for removal.

*Action ongoing*

**ACTION 6 - BVSC to investigate a cost effective alternative option to place flowers in.** BVSC have been looking into this and are continuing to find something suitable.

*Action ongoing*

**ACTION 7 - BVSC to investigate possibilities of conducting a workshop enabling volunteers to be accredited to weed spray.** BVSC to look into some low level certification and/ or guidelines to allow committees/volunteers to carry out this work.

*Action ongoing*

**ACTION 8 – BVSC to look into where the brush cutter from Bermagui Cemetery went and funds related to this.** Investigations ongoing

*Action ongoing*

## **5 Standing Business**

### **5.1 Risk Management and Workplace Health & Safety**

Bermagui raised the issue of replacing timers on sprinklers for the Niche Wall and Memorial Garden. Ants are getting into the heads of the sprinklers. BVSC to look at ant control measures.

Eden raised the issue of rabbits and the damage they are causing in the cemetery. BVSC to look in to baiting programs.

### **5.2 Policy and Procedure**

Bermagui raised the issue of a number of new graves not being marked. This is something that the Funeral Directors used to do with a white cross. A number of them are no longer providing this service. Currently Council charge a permanent marker fee at the time of application so it may be possible to have these placed immediately after burial. Robert used to mark new graves with a small garden marker . BVSC to consider options.

## **6 New Business**

### **6.1 Facility Management Plans Update**

Council is continuing to work on these and will meet with committees again to gain further feedback on anticipated works required in the next 5 years.

### **6.2 Heritage Tourism**

Cr Tapscott advised she has put a question on notice to Group Manager for Leisure and Communities, Anthony Basford, regarding developing tourism opportunities promoting the Shire's cemeteries and history. This could include historical trails e.g. for the cruise ships that come into Eden.

### **6.3 Committee ABN's**

The issue was raised that committees had previously sought and received ABN's. These should no longer be in use.

On investigation Wayne Dunning has found that a number of these are still registered and that the Australian Business Registry appears not been informed that these ABN's are now inactive.

BVSC to look into this and inform the ABR of any inactive ABN's.

## **7 Questions**

Wyndham committee enquired when Robert Jennings may be available to put in the waterline as previously discussed. BVSC to contact Robert Jennings to get confirmation.

Has the mower at Bemboka Cemetery been repaired and returned to the cemetery? BVSC to check with workshop.

## **8 Meeting Close**

Meeting was closed at 6:28pm.

## 9 Next meeting

The next meeting is to be held on **17 November 2015**.

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### **Action Items Summary**

ACTION 1 – BVSC to get further information on finances and request the attendance of a financial representative for the next meeting.

ACTION 2 – BVSC to forward End of Financial Year statements.

ACTION 3 – BVSC to forward draft budget to Bermagui Cemetery.

ACTION 4 – BVSC to speak with Council Engineer regarding road/guttering at Bermagui Cemetery and organise a meeting onsite.

ACTION 5 - BVSC to audit for all cemeteries regarding trees.

ACTION 7 - BVSC to investigate possibilities to train volunteers for some low level certification and/or develop guidelines to allow committees/volunteers to carry out this work.

ACTION 8 – BVSC to investigate the brush cutter from Bermagui Cemetery went and reimbursement of funds related to this.

ACTION 9 – BVSC to look into ants control at Bermagui Cemetery – replacing sprinkler heads and timer.

ACTION 10 – BVSC to look into baiting of rabbits in Eden Cemetery.

ACTION 11 – BVSC to speak with Robert Jennings regarding interim marking of new graves. and to investigate options to permanently mark graves.

ACTION 12 – BVSC to inform the Australian Business Registry of inactive committee ABN's.

ACTION 13 – BVSC to engage Robert Jennings to run waterline at Wyndham Cemetery.