

General Cemetery Committee Meeting



HELD AT Committee Room, Council Chambers on 17th November 2015

Meeting opened – 5.35pm

Present

Cr Sharon Tapscott (Chair)

Shirley Carter (Bermagui)

Wayne Dunning (Wolumla)

Peter Phillips (Eden)

Darragh Reynolds (Eden)

Anne Cleverley (BVSC
Community Development
Coordinator)

Karen Terwin (BVSC
Cemetery & Committees
Liaison Officer)

Simon Schweitzer (BVSC
Manager Community, Culture
& Information)

1 Apologies:

Ray Alcock (Bemboka)

Steve Nixon (Eden)

Tex Pena (Bemboka)

Nancy Grant (Wyndham)

Barbara Grant (Wyndham)

Neridah Holzhauser
(Bermagui)

2 Confirmation of minutes

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

Moved – Shirley Carter

Second – Wayne Dunning

3 Action items from previous meeting

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

The SVSC Finance Department has provided information from 2012 and changes in the finance systems have made investigating prior to this difficult. These difficulties are also affected by the different ways in which funds were deposited by different committees in 2009. There are enough funds across all of the cemeteries for Council to meet its commitments with regards to Burial Licences or monies held in trust. A number of larger cemeteries prop up the smaller ones, while some are self-reliant.

A meeting was held between Wolumla Cemetery Committee and BVSC regarding the initial deposits.

General Cemetery Meeting Committee Minutes

Wayne explained that things have evolved from when the committees managed the cemeteries to now and the understanding is the Council now look at the cemeteries as a whole rather than individual facilities. Larger cemeteries are raising more revenue than some of the smaller ones, but across all of them there are enough funds to maintain all cemeteries. It was discussed whether it was worth spending any more time and resources on investigating prior to 2012 as staff changes and system changes it makes it quite difficult. At the time there may not have been a good system in place, but over time things have improved.

Most committee members at the meeting indicated that they are happy to move forward with the financial information already provided. A number would like to go back to their committee and discuss. Simon requested that committee members let BVSC know if they would like to investigate further and provide cheque stubs or receipts from 2009 where possible.

Shirley raised concerns around the financial statements not showing the name of deceased. There have in the past been some discrepancies with records and burials. This will be discussed individually with the committee.

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

Action complete

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

Action complete

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

A Council engineer has looked at the issue and has advised that a concrete dish drain for approximately 4m in each direction should stabilise the area. BVSC Town Team should be able to do this work. Committee also raised issues in other areas around the cemetery – BVSC to meet with committee onsite to discuss.

Action part complete

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

There are a number of problem trees at Bermagui Cemetery – BVSC to organise contractor to deal with these. Looking to put all cemeteries on a bi-annual check with other Council facilities, if there are any specific issues please let Council know and we will organise to have these inspected straight away.

Action ongoing

ACTION 6 - 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. Council currently reviewing guidelines around volunteering, this will be part of this.

Action complete

ACTION 7 – BVSC to investigate the brush cutter from Bermagui Cemetery went and reimbursement of funds related to this. This has been located, have emailed procurement to find out process around auctioning small plant.

Action part complete

ACTION 8 – BVSC to look into ants control at Bermagui Cemetery – replacing sprinkler heads and timer. Kevin has bought new sprinkler heads to install. BVSC to have further discussion with environmental team regarding controlling the ants in future.

Action complete

ACTION 9 – BVSC to look into baiting of rabbits in Eden Cemetery. Karen has emailed the weeds department to find out if there is a baiting program organised for the Eden area in the near future and if the cemetery can be included in this.

Action ongoing

ACTION 10 – BVSC to speak with Robert Jennings regarding interim marking of new graves and to investigate options to permanently mark graves. Karen has found some small brass plant markers that can be used in the interim; Robert has been given a supply of these. Any graves that remain unmarked after a 12mth period will be marked by Council with a small steel plaque on a concrete sleeper.

There may be capacity in the future to mark known, unmarked graves in the same manor. There may some kind of grant funding that could be used for this purpose.

Action complete

ACTION 11 – BVSC to inform the Australian Business Registry of inactive committee ABN's. This has been looked in. We have a list of these committees; the ABR requires the people/person that opened the ABN to close it. We may be able to get a letter from the Finance Manager to have these closed.

Action ongoing

ACTION 12 – BVSC to engage Robert Jennings to run waterline at Wyndham Cemetery. Robert Jennings will get this work started in the coming weeks.

Action complete

5 Standing Business

5.1 Risk Management and Workplace Health & Safety

Eden raised the issue of dogs in the cemetery; despite the cemeteries not being off leash areas people continue to walk their dogs through them. They are requesting some kind of station for bags for walkers to collect their dogs waste.

There has been other damage from dogs ripping up water lines etc.
Council to speak with Manager of Environmental Services to find a solution.

Bermagui would like to have cemetery mowed before Christmas. BVSC will organise contractor do a run now and just before Christmas.

6 New Business

6.1 Volunteer Review

BVSC will be in contact in the coming months to get feedback on volunteering for Council; this may be done via post, web or phone.

We will be looking at the whole picture, how we recruit volunteers and train volunteers. If there are other things they would like to be doing, if the WHS processes are working.

Will have some feedback for the committee for the February meeting.

6.2 Facility Management Plans

Moving forward, all information will be fed into the Facility Management Plans. This will give us a clearer picture of where each cemetery stands. A minimum level of service put in place in each cemetery. BVSC will be meeting individually with committees on this with aim to have Facility Management drafted for February meeting and be finalised by May.

6.3 S355 Committee Review

Cr Tapscott raised the spill of the committee next year and potential review of process around committees and their functions. There is the need for Council to have a means to consult with the community on the management of cemeteries. A consideration of the best way to achieve this – either through a S355 Committee or an advisory committee is timely.

7 Meeting Close

Meeting was closed at 6:30pm.

8 Next meeting

The next meeting is to be held on **16 February 2015**.

Action Items Summary

Action 1 – BVSC to organise onsite meeting with Bermagui committee to discuss drainage

Action 2 – BVSC to organise contractor to carry out tree lopping at Bermagui cemetery.

Action 3 – BVSC to organise auction and reimbursement of monies from brush cutter from Bermagui Cemetery.

Action 4 – BVSC to investigate ants control at Bermagui Cemetery and rabbit baiting at the Eden Cemetery.

Action 5 – BVSC to seek to close all existing ABNs.

Action 6 – BVSC to investigate dog management in cemeteries.

Action 7 – BVSC to provide feedback on the volunteer review

Action 8 – BVSC to meet individually with Committees on Facility Management Plans