

LYDNEY TOWN COUNCIL

BURIALS COMMITTEE

DRAFT Minutes of the Meeting held at Council Chambers on
Monday 26th January 2026 at 6.00pm.

Present: Councillors E Taylor (Chair), C Harris, S Hillier, R Holmes, P Johns, M Jones and T Saunders

In Attendance: Mrs L Bendall – Deputy Clerk & Minute Taker
Leanne Gay – Burials Officer

Members of the Public: One member of the public was present

Cllr Taylor gave the usual housekeeping announcements.

Open Forum

No items were raised

1.	<u>APOLOGIES</u>
	No apologies were received as all committee members were present.
2.	<u>DECLARATIONS OF INTEREST</u>
	There were no declarations of interests.
3.	<u>MINUTES OF PREVIOUS MEETING</u>
	It was proposed that the minutes of the Committee meeting held on Monday 29 th September 2025 be approved as a true record. Resolved: Unanimously Approved
4.	<u>CLERK'S REPORT</u>
	To receive and note the Clerk's report Received and noted. Cllr Harris agreed to liaise with Simon, the St Mary's Church Warden, requesting an update on the Table Tops Funding
5.	<u>COUNCILLORS REPORTS</u>
	<ul style="list-style-type: none"> Cllr Saunders advised that following a recent Health & Safety visit, during which the maintenance of the cemetery and churchyard was discussed, clarification is required on the Council's current responsibilities and procedures. The Burial Officer will liaise with the Institute of Cemetery and Crematorium Management (ICCM), of which the Council is a member, to seek further guidance and advice.

6.	<u>CORRESPONDENCE</u> To note correspondence sent and received, and to agree any actions or responses where required.
6.1	To receive and consider a response from Savills regarding an enquiry about a piece of land for potential additional burial space. Following discussion and review the correspondence was noted with no further action identified.
7.	<u>LETTERS TO HEAVEN POST BOX</u> To consider purchasing a Letters to Heaven Post Box Following discussion, the Chair proposed that the purchase and installation of a Letters to Heaven post box be approved, up to a maximum of £200, with authority delegated to the Chair, Vice-Chair and Burials Officer to oversee the purchase of the letterbox. Resolved: Majority Approved
8.	<u>UPDATE TO CEMETERY RULES</u> To consider and approve update to number 13 of Cemetery Rules It was noted that the Cemetery Rules were last reviewed by the Burials Committee in September. In accordance with Standing Orders, decisions may not be revisited within six months unless requested by five or more councillors. As this threshold was not met, the Chair deferred the item to the February meeting.
9.	<u>FUTURE BUSINESS</u> To identify business for future meetings of this committee. <ul style="list-style-type: none"> Concerns were raised regarding the shed situated within the cemetery. It was agreed that a discussion be held with the grounds team to determine whether the shed can be repaired or requires replacement, costings to be identified and work to be considered under Health & Safety.

Meeting closed at 6.45pm

Chair

Date