

Cemetery Manager  
The Parish Office, The Triangle  
Willingdon  
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To Chairman and Members of the **Cemetery Committee:**

Councillors: **Martin Cooper** (Chairman), **Bonnie Beck**, **Howard Coote**, **Les Moor**, **Ian Nisbet**, **Richard Nunney**, **John Pritchett**, **Stephen Shing**, **Andy Watkins**. (with copies to other Members for information)

You are summoned to a meeting of the **Cemetery Committee** to be held on  
**Monday 15<sup>th</sup> January 2018 at 7.00pm** at **Willingdon Community School, Broad Road**

Signed:

**10<sup>th</sup> January 2018**

**Nicola Williamson (Cemetery Manager/Assistant Clerk to Willingdon and Jevington Parish Council)**

**The public have a right and are welcome to attend.**

*The press and public are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admission to Meetings) Act, 1960. Meetings may be recorded in line with the protocol agreed by the Parish Council (copies available on request).*

### **AGENDA**

1. Apologies and notification of substitutes.
2. To accept the minutes from the meeting held on 6<sup>th</sup> November 2017.
3. Declarations of interest: To receive notices of declaration, personal and prejudicial, in respect of items on this agenda.
4. Public question time - to deal with any questions received from members of the public relating to items on this agenda
5. To receive report from the Cemetery Manager

**CONFIDENTIAL -In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be temporarily excluded and they be requested to withdraw from the meeting, in accordance with the Public Bodies Admissions to Meetings Act 1960 Section 1 (Agenda Items 6 & 7).**

6. Cemetery Maintenance Contract 2018 - 2022
7. Undercharge from Southern Land Services on the Maintenance Contract
8. Budgetary controls - income and expenditure year to date
9. Risk management – to consider the effects (if any) arising from items on the agenda

10. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee / sub-committee

11. Date of next meeting – Monday 19<sup>th</sup> March 2018 at 7pm.