

Committee: Open Spaces Committee Meeting

Date: 7 February 2023

Title: Purchase of a Ilminster Cemetery Notice Board

Purpose of Report

To consider purchasing an Ilminster Cemetery Notice Board to replace the board which was damaged in the storms, and to improve the communication of the cemetery to the community and residents.

Recommendation:

- a) Recommend that officers be delegated authority to purchase a new notice board from one of quotes provided, to display the information such as, purchase prices, rules and regulations and locations of graves.
- b) Recommend that officers be delegated authority to choose a suitable location for the new notice board and erect accordingly.

Background:

1. Currently officers spend a considerable amount of time answering calls and queries in person from members of the public and funeral director. The queries range from, locations of plots, purchases prices for future plots, the cemetery rules and headstone placing.
2. The Cemetery had originally held a notice board located near the double gates, which was broken some time ago and so was subsequently removed after being found to be irreparable.

Report:

3. The proposal in this report is that a replacement notice board be purchased, so that a map, current prices and the “rules and regulations” be displayed on the notice board to alleviate some of the queries.

4. Officers are looking to bring to the meeting quotes (**appendix 13a**) from companies that can supply and deliver the same replica notice board as the picture below. Currently the companies are offering around an 4-week lead time.



5. The board would be mounted on two poles as before and would be of such a design that a metal board could be mounted on the reverse allowing for a map of the cemetery to be displayed depicting different zones. It is also intended that in time a QR code could be displayed that would allow for a link to a website to be accessed that would provide a more detailed search for a grave location to be carried out.
6. Funds have not been allocated currently in the budget, however there is a budget heading (361/1) for the 2023-24 Financial Year that would allow for a new noticeboard to be purchased. There is also £7,500 identified for Open Spaces Maintenance (561) and the Town Clerk has confirmed that funds could be made available from this budget heading should members agree to this proposal. This would mean that funds from General Reserves would not need to be allocated.
7. It is proposed that the new notice board be relocated within the Cemetery to the entrance by Cemetery Lodge. It is the main entrance to the cemetery and used far more than the double gates.
8. Members to consider the following resolutions.
 - c) Recommend that officers be delegated authority to purchase a new notice board from one of quotes provided, to display the information such as, purchase prices, rules and regulations and locations of graves.
 - d) Recommend that officers be delegated authority to choose a suitable location for the new notice board and erect accordingly.

Allison Brown
Administration Officer
February 2023