

Waltham Parish Council

Burial Board

Burial Board Members,

31st January 2019

Dear Councillor,

I hereby give you notice that a meeting of the Waltham Parish Council Burial Committee will be held on **Monday 11 February 2019 meeting at 10.30am at the Parish Office to discuss the business as per the agenda below.**

All members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting hereunder:

AGENDA

1. Declarations of Interest:
 - (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
 - (b) To note dispensations given to any member of the council in respect of the agenda items listed below.
2. Open Forum – To enable any resident to raise any items with the Burial Board.
3. Apologies.
4. To consider and approve the minutes of the meeting held on 26th November 2018.
5. To hear any matters arising from previous meeting.
6. Signing of the Burial Grants.
7. To discuss request to put a memorial bench in the Cemetery.
8. To discuss correspondence received regarding a Headstone in the Cemetery.
9. To agree to take the next item in Committee, due to the sensitive nature of matter to be discussed.
10. To discuss any items raised by members.
11. Date of next meeting.

Yours sincerely

Mrs C Jackson
Locum Clerk to Waltham PC Burial Board.