

WESTMILL WOODLAND BURIAL GROUND
FAMILY AND FRIENDS GROUP
AGM
18th November 2017
MINUTES

Present: Committee

Dave Birley (Vice Chair), Adam Twine (CIC), Jan Power (Secretary), Liz Rothschild, Ann Durnell, Ann Layt-Williams, Brian Layt-Williams. Dave Richardson

Others present –Rebecca Brain, Dorothy Heapy, Joe Heapy, Emily Coyle, Janet Coyle , Lynne Sunners, Sue Rees, Jacqueline Collins, Claire Morris, Colin Crook, Martin Savage, Rosemary Savage

Apologies – Ian Craigen – Chair

Welcome

The Vice Chair welcomed everyone to the meeting and explained that it was Chair, Ian Craigen's birthday and he had other plans for the day and could not therefore attend. Everyone was asked to introduce themselves.

Minutes of last AGM 2016

There were no comments made and the minutes were approved

Matters Arising

There were no matter relating to the previous AGM minutes that were not part of the agenda

Vice Chair's Report

The Vice Chair highlighted the fact that the business was growing and thriving. He commented that Liz's ongoing activity with her Outside the Box tour in the UK and the States had raised the profile of the burial ground. He welcomed the new burial ground manager and praised the ongoing support of our willing helpers both at funerals and also at the various annual events.

Burial Ground Management Report – Liz Rothschild and Jan Power

Liz introduced Jan to the meeting . Jan gave a brief overview of her experience to date. Liz talked about the handover between Sarah Thacker-Pugsley and Jan Power and also about the recent move into a dedicated burial ground office at Westmill. Adam Twine was thanked for his hard work in getting the office ready in time. It is now hoped that it will provide a much easier experience for our funeral helpers in the future. It also means that our awards and the memorial tree can be displayed for the first time, along with our collection of resources.

Liz also explained that the pre bookings would be stopping in the New Year for people not connected to the burial ground. This was NOT because we are full but because it tied up too much money that could not be used as 'deferred income'. It was also a reflection on the young age of some of those booked which would require considerable forward planning for a long time into the future.

Liz introduced the cards and opinion was gathered from those present about designs and prices of cards produced going forward.

Reference was made of our use of social media with people being encouraged to 'like' and comment on our Facebook page in order to keep it current and appearing on other peoples' timelines.

Site Management Report- Adam Twine and Rebecca Brain

Adam introduced Rebecca Brain who looks after the grounds maintenance of the burial ground, he and Rebecca outlined the routine maintenance of weeding, tidying and litter removal. There is future work planned to plant more trees in the roadside hedge to help reduce traffic noise and also to upgrade the roof of the roundhouse. Rebecca will be sitting her RHS exams in the coming months. There has been much recent activity to demark the paths and keep them clearly defined which, it's hoped, will enable people to find specific plots easier. There is also work to be done to update the plans to include planted trees which will provide more landmarks to help find specific plots. It was clarified that the office is always happy to put a temporary sign in place where needed if people are worried about finding a plot. The next edition of the News letter to include information about this. [ACTION Liz and Jan]

CIC Report – Adam Twine

Adam outlined the CIC as a 'not for profit' company that's been going for 3 years with 2 directors Adam and Liz. He clarified that they now had a formal lease drawn up with the other land owner that covered the burial ground for 40 years. He reiterated that 20% of each funeral was stored in a separate bank account for future use and that the balance on this account was currently around £14.5k. He explained that a set of draft accounts have been received showing a net loss of £7k but that there was £44k earmarked as deferred income. He explained that going forward the burial ground would need to cover additional costs of rent for the new office and additional salaries. He also stated that there would be a search for an additional CIC director in the coming year.

It was noted that the accounts, once finalised should be included on the website [ACTION Jan]

Election of Officers

No others stepped forward for the officer roles therefore Ian Craigan was once again elected Chair, David Birley Vice Chair and Jan Power Secretary.

Several people expressed an interest in stepping forward in future years

Future Events

Saturday 16th June Open Day

(FFG Committee meeting 11 – 1 followed by bird boxes and Open day 2 – 5)

September 29th Memorial Gathering

A potential event in the office learning about Soul Midwifery, date tbc

Any Other Business

A call out was made for more helpers to step forward as it was often hard to guarantee help on funeral days. Help was offered from Dorothy Heapy, Lynne Sunners, Sue Rees, Ann Durnell, Ann Layt-Williams and Brian Layt-Williams. These names will be added to the contacts for future funerals. [ACTION Jan]

Date of next meeting

November 17th 2018