

MINUTES



FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE

Held Wednesday, 10 September 2014
Meeting Room 2, Civic Centre,
511 Burwood Highway, Wantirna South
Commenced 7:00pm

1. COMMITTEE

Cr Karin Orpen
Cr David Cooper
Cr Peter Lockwood
Heather Kleesh
Tricia Kirk
Kevin Knox

2. INVITEES

Carrie Bruce
Karen Beaton
Dave Munn
Rhys Thomas

3. APOLOGIES

Nil.

4. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of Meeting held 27 February 2014.

MOVED: H KLEESH

SECONDED: K KNOX

That the Minutes of the Ferntree Gully Cemetery Trust Special Committee meeting held on 27 February 2014 be accepted.

CARRIED

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1 Update on Annual Works Plan 2014/2015

For the 2014/2015 year the following schedule of works were endorsed by the Ferntree Gully Cemetery Trust Special Committee at the 27 February 2014 meeting. Following discussion, the timeframe for completion of items 1 and 2 has been extended to February 2015.

ITEM	DESCRIPTION	STATUS	DUE DATE
1	Commence a review of the current administrative and maintenance operations of the Cemetery to establish a reliable and representative cost of the Cemetery's operations to Council.	Commenced	February 2015
2	Review of fee structure in advance of 2015 fee application to the Department of Health (to be conducted following the review of item 1 above).	Commenced	February 2015
3	Ongoing activities including burial and ashes interments and bookings, liaison with clients regarding memorial options, quarterly reporting, customer service, search of records, Annual Report and liaison with the Department of Health, support to the Cemetery Trust Special Committee and training.	Ongoing	Ongoing

6.2 The Grove Niche Walls

The release of ashes niche positions in April 2014 has proved a success with 136 Rights of Interment purchased as at 30 June 2014. A total of 155 Rights have now been sold. Forty four positions were purchased with a 25 year tenure and the balance of 111 were purchased with perpetual tenure.

Income received from the purchase of Rights of Interment has exceeded the installation costs.

6.2 The Grove Niche Walls (cont'd)

A total of 24 interments have taken place. Community interest remains strong with two to three enquiries each week, resulting in average sales of two positions per week.

Clients of the Cemetery have remarked positively on the style and layout of The Grove Niche Walls.

6.3 Removal of Trees

Staff advised that the trees growing within graves discussed at the 27 February 2014 Trust Meeting would be removed in the coming week with the gravesite and existing headstones reinstated.

6.4 Investment Funds

The Finance Department advised that the current interest rates for Short Term Deposits (minimum \$500,000 deposit) were 3.30% for 90 days or 3.40% for 180 days. Following discussion, an investment strategy was agreed which would seek to invest \$800,000, currently invested in a Cash at Call account, into two separate short term deposits with different maturity dates.

MOVED: T KIRK
SECONDED: CR P LOCKWOOD

That administrative staff, in consultation with the Chair, be authorised to seek the best short term interest rates for investing \$800,000 across two separate short term deposits with different maturity dates.

CARRIED

7. ITEMS FOR DISCUSSION

7.1 Annual Report to Council for Year Ended 30 June 2014 (Appendix A) including Audit Report, Abstract of Accounts and Financial Statements

MOVED: CR P LOCKWOOD
SECONDED: T KIRK

That the Annual Report to Council for the Year Ended 30 June 2014 together with the Financial Statements for the period ended 30 June 2014, Audited Financial Statement and amended Abstract of Accounts for the Department of Health as contained in Appendix A with an amendment to reflect an increase in the proposed footpath replacement works cost from \$30,000 to \$180,000, be accepted and presented to Council for approval, signature and return to the Department of Health.

7.2 Tour of Cemetery by Knox Historical Society

The Knox Historical Society will be conducting tours of the Ferntree Gully Cemetery during Heritage Week (Thursday, 23 and Sunday 26 October, 2014).

Councillor Orpen advised that she would be conducting the tour on 26 October 2014 and sought input for appropriate human interest stories.

Councillor Orpen further advised that the Knox Historical Society are updating their cemetery brochure to incorporate more recent history. Staff advised that if the Society required any assistance they would be pleased to oblige.

8. GENERAL BUSINESS

8.1 Footpath Audit

During discussion on Item 7.1, it was requested that an audit be undertaken of the paths within the cemetery and that an update be presented to the next meeting with a recommended renewal schedule of paths.

8.2 Next Meeting

Date: Wednesday, 3 December 2014 at 7.00pm
Location: Ferntree Gully Cemetery, Forest Road, Ferntree Gully

Meeting closed at 8.24pm