

MINUTES



FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE

Held Wednesday, 7 September 2016
Room 1, Civic Centre
511 Burwood Highway, Wantirna South
Commenced 7.00pm

1. PRESENT

Cr Karin Orpen (Chair)
Cr John Mortimore
Tricia Kirk
Kevin Knox

2. INVITEES

Carrie Bruce
Karen Beaton
Dave Munn
Marshall Kelaher

3. APOLOGIES

Cr Tony Holland, Heather Kleesh, Fleur Cousins

4. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of Meeting held 24 March 2016 (see attached).

MOVED: _____ CR. J. MORTIMORE

SECONDED: _____ K. KNOX

That the Minutes of the Ferntree Gully Cemetery Trust Special Committee meeting held on 24 March 2016 be accepted.

CARRIED

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1 Cemetery Entrance and Fencing

Marshall Kelaher provided an overview on the main entry redevelopment project status and proposed the following timelines for continuation of works:

September - October 2016	Prepare detail drawings for tendering purposes
November 2016	Seek quotations for works
Mid December 2016	Cemetery Trust Committee to consider the awarding of a contract to undertake the works.
Mid January - March 2017	Should a contract be awarded - construction works to commence.

Cemetery sexton Dave Munn advised of the positive feedback he had received from the community about the fencing replacement works and confirmed that it is anticipated that fencing will be completed on time.

6.2 Annual Works Plan 2016/2017

For the 2016/2017 year the following schedule of works were endorsed by the Ferntree Gully Cemetery Trust Special Committee:

ITEM	DESCRIPTION	STATUS
1.	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
2.	Replacement/new signage	Final quotations being sought and order placed (January 2017)
3.	Obtain cost estimates for the replacement/repair/modifications to the perimeter fencing, main entrance gates and raised brick garden beds	September/October 2016 - detail drawings November 2016 - seek quotations for works Mid December 2016 - Committee to consider awarding of a contract for works. Mid January - March 2017 - construction work to commence.

7. ITEMS FOR DISCUSSION

7.1 Annual Report to Council for Year Ended 30 June 2016 (Appendix A including Financial Statements, Audit Report and Abstract of Accounts

MOVED: T. KIRK
SECONDED: CR. K. ORPEN

That the Annual Report to Council for the Year Ended 30 June 2016 together with the Financial Statements for the period ended 30 June 2016, Audited Financial Statement and Abstract of Accounts for the Department of Health and Human Services as contained in Appendix A be accepted and presented to Council for approval, signature and return to the Department, with the following minor amendments:

1. Abstract of Accounts 2014-2015 - include a description and estimated costs for fencing and main entry redevelopment works at "General Condition of Cemetery".
2. Amend the description of "Liabilities" from "*Any monies committed to expenditure*" to "*Any monies committed to expenditure on fencing and main entry redevelopment works*"

CARRIED

8. GENERAL BUSINESS

8.1 Request from Mountain District Learning Centre (in conjunction with Knox Historical Society) to conduct a night tour of cemetery

Councillor Orpen advised that she had received an email from Mountain District Learning Centre requesting permission to conduct a night tour of the cemetery on Friday, 25 November 2016.

The Trust Committee had no objection to granting permission subject to appropriate public liability insurance and any other standard conditions that Council usually imposes on functions on Council properties.

Staff to seek further information and report back to the Chairperson and Mountain District Learning Centre.

8.2 Management of a Second Cemetery Site

Councillor Mortimore sought confirmation that a Cemetery Trust could manage more than one cemetery site. Staff confirmed that many Trusts manage multiple sites. Councillor Mortimore advised that he may have a possible site for 'natural' burials whereby trees are planted on the site to be commercially harvested in 100 years. Councillor Mortimore further advised that he may come back with more details in the future.

Meeting closed at 8.20pm

Next Meeting: To be confirmed