

MINUTES



FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE

Held on Thursday, 27 February 2014
Meeting Room 2, Civic Centre,
511 Burwood Highway, Wantirna South
Commencing 7:00pm

1. COMMITTEE

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

2. INVITEES

Carrie Bruce
Karen Beaton
Dave Munn

3. ELECTION OF CHAIRPERSON

MOVED: CR D COOPER
SECONDED: CR K ORPEN

That Councillor Orpen be elected Chairperson of the Ferntree Gully Cemetery Trust Special Committee for the 2014 period.

CARRIED

4. APOLOGIES

Cr Peter Lockwood

5. DECLARATIONS OF CONFLICT OF INTEREST

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of Meeting held 14 August 2013 (see attached).

MOVED: T KIRK
SECONDED: H KLEESH

That the Minutes of the Ferntree Gully Cemetery Trust Special Committee meeting held on 14 August 2013 be accepted.

CARRIED

7. BUSINESS ARISING FROM PREVIOUS MEETING

7.1 Update on Annual Works Plan 2013/2014

For the 2013 year the following schedule of works were endorsed by the Ferntree Gully Cemetery Trust Special Committee at the 20 February 2013 meeting:

ITEM	STATUS	DUE DATE
Legislative Review of Delegations to the Ferntree Gully Cemetery Trust Special Committee and Council staff.	Complete	July 2013
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.	Review yet to commence	August 2013
Ashes Interment Area – Foothills Section	Completed. Refer Item 7.2 for full update	September 2013
Review of fee structure in advance of 2014 fee application to the Department of Health	Spot checks have been conducted indicating that there would be insufficient justification for any fee increase application to be lodged for the 2014 period.	December 2013
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

7.1 Update on Annual Works Plan 2013/2014 cont'd**MOVED: K KNOX****SECONDED: CR D COOPER**

That the Ferntree Gully Cemetery Trust Special Committee note the schedule of works status report for 2013 and endorse the following Annual Works Plan for the 2014 period.

ITEM	STATUS	DUE DATE
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.		August 2014
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).		December 2014
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
That a review of unexercised Right of Interment be conducted six monthly to ensure that 25 year tenures are either extended or resumed by the Trust.		Ongoing

7.2 New Ashes Niche Walls (Foothills Area) - Photos attached (Appendix A)

Staff advised that the niche walls had been installed. The Trust discussed options regarding the name of this new interment area and agreed upon the name 'The Grove'. The standard for plaques was also discussed and it was agreed that a black memorial plaque made from bronze with an attached vase be the standard.

In order to apply for any price increase for a Right of Interment, the Department of Health requires justification for the price increase. An evaluation of costs shows that the current price for interment of ashes is appropriate and no application is proposed to vary from this. Refer Confidential Appendix B for details.

MOVED: H KLEESH
SECONDED: T KIRK

That:

1. Bronze memorial plaques (painted black), with a double border measuring 229mm x 165mm (landscape) together with a black niche vase be standard.
2. The ashes niche walls in the Foothills section of the cemetery be known as 'The Grove'.
3. Staff write to all interested parties advising of the availability for sale of the Right of Interment to positions in 'The Grove'.

CARRIED

7.3 Potential Removal of Trees

The process for the removal of the two trees referred to at the 14 August 2013 meeting has been commenced. A public notice has been placed in the local newspaper and one family has been contacted for permission to remove the relevant tree and reinstate the site.

The trees will be removed following the Department of Health's procedures.

8. ITEMS FOR DISCUSSION

8.1 Financial Statements from 1 July 2013 to 31 December 2013 (Appendix C)

MOVED: T KIRK
SECONDED: K KNOX

That the Financial Statements for the period 1 July 2013 to 31 December 2013 as contained in Appendix C be accepted.

CARRIED

**8.1 Financial Statements from 1 July 2013 to 31 December 2013
(Appendix C) cont'd**

Councillor Orpen requested staff to enquire about Short Term Deposit interest rates vs the current Cash at Call interest rate and proposed that funds be invested in Short Term Deposits at various time lengths to maximise investment income.

Councillor Orpen requested that headings in the financial statements be clarified by extending the dates to read 1/7/20** - 30/6/20**.

Staff to follow up with the Finance Department on the above points.

8.2 Reintroduction of GST on Previously Exempt Fees - 1 July 2014

Since the distribution of the Agenda, staff have been advised that the Department of Health has successfully advocated against the reintroduction of GST with the Taxation Office. GST will not be applicable to Right of Interment Fees.

8.3 Tour of Cemetery by Knox Historical Society

Councillor Orpen advised that the Knox Historical Society would be conducting a tour of the cemetery on Sunday, 13 April 2014 at 2.00pm as part of Heritage Week.

Next Meeting: Wednesday, 10 September 2014

The meeting closed at 9.00pm.