Joint Burial Authority of
Bramber, Steyning & Upper Beeding Parish Councils
Botolphs Cemetery

Dear Councillor,

There will be a meeting of the **Joint Parishes Cemetery Committee** on **Monday 13 July 2026** at **Botolphs Cemetery** commencing at **7.00pm** and to which you are hereby requested to attend.

Please note that at the commencement of the meeting there will be an inspection of the Cemetery.

(Botolphs Cemetery address: Annington Road, Bramber, West Sussex, BN44 3WB)

Yours sincerely,

Colette Harber
Cemetery Clerk and Clerk to the Committee

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Members of the public have a right to attend, and are herewith invited

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AGENDA

J: 0726:01 **Apologies for absence** – to receive and approve apologies for absence

J: 0726:02 **Declaration of Councillors personal or prejudicial interest** – to receive any declarations of interest as defined under the Localism Act 2011

J: 0726:03 **Minutes of the last meeting** – to approve the Minutes of Joint Parishes Cemetery Committee meeting held on Thursday 29 January 2026

J: 0726:04 **Public Adjournment** – to receive questions and comments from members of the public, if any

J: 0726:05 **Finance**

To:

a) receive the draft Joint Burial Authority Trading Accounts for the year ended 31 March 2026 and to 30 June 2026

b) agree to increase level of earmarked reserves

51 Church Lane, Upper Beeding, Steyning, West Sussex, BN44 3HP
Email: colette.harber@upperbeeding-pc.gov.uk

J: 0726:06 **Formalisation of Delegated Authority**

J: 0726:07 **Cemetery Reports**

To receive and discuss matters relating to the Cemetery Clerk's reports:

a) Data re interment of burials and cremated remains to 6 July 2026
b) Copy of the Cemetery plan to 6 July 2026 - (suggest re-measure the Cemetery as no paths will be installed for left-hand side from Row M onwards)
c) Tree report – suggest marked trees should be removed as soon as possible
d) Discussions with Land Agent re extension of Botolphs Cemetery
e) Botolphs Website

J: 0726:08 **Correspondence,** if any

J: 0726:09 **Matters for information or for inclusion in a future agenda**

J: 0726:10 **To suggest/agree the date of next JPCC meeting for January 2027**

Colette Harber
Cemetery Clerk

6 July 2026

51 Church Lane, Upper Beeding, Steyning, West Sussex, BN44 3HP
Email: colette.harber@upperbeeding-pc.gov.uk