

**NEIGHBOURHOOD AND COMMUNITY SERVICES POLICY
DEVELOPMENT GROUP**

MEETING, 17TH DECEMBER, 2014

Present – Councillors Silvester (Chairman), D. Burrows (Vice-Chairman), Bashir-Ismail, Connell, Haslam, Hayes, Peel and Pickup.

Officers

Ms. D. Ball	Assistant Director Waste and Fleet Management
Mr. K. Roberts	Head of Service Community Services
Mr. I. D. Mulholland	Principal Democratic Services Officer

(An apology for absence was received by Councillor J. Walsh)

Councillor Silvester in the Chair

6. MINUTES

The minutes of the meeting held on 22nd October, 2014 were submitted and signed as a correct record.

**7. UNAUTHORISED MEMORIALS AND TRIBUTES REMOVAL
PROCEDURE**

The Director of Environmental Services submitted a report on matters concerning the proposed development of a policy to assist in the removal of unauthorised memorials and tributes in cemeteries.

It was explained that a policy would clarify the nature and locations of items that were unauthorised in the cemeteries and formalise the process of removal for bereaved family and friends.

The report also explained that other authorities had experienced similar issues and the Association for Public Service Excellence had asked for responses from councils on a number of questions in this regard and these were set out.

Appendix one to the report set out details of the proposed new policy to assist in the removal of unauthorised memorials and tributes in cemeteries.

Members in their discussions referred to -

- matters around discretion and sensitivity;

- the period for holding removed items; and
- a review in a years time.

It was agreed that the Executive Cabinet Member be recommended to agree the policy as set out in appendix one to the report.

(The meeting started at 5.30pm and finished at 6.00pm)