

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time	19 th April 2022 at 19.30	Location	Acton Bridge Parish Rooms
Attendees	Cllr T Brocklebank (Chairperson, ABPC), Cllr J Freeman (WPC), Cllr P Chrimes (CPC), Cllr W Maddock (CPC), Cllr S Brookes (CPC), Cllr E Bland (WPC), Cllr C Fifield (CPC), Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)		
Apologies	Cllr J Phillips (CPC), Cllr M Gerrard (WPC), Cllr G Edwards (WPC), Mr K Byrne		
Absent			
Minutes written by	Mrs C Robinson (Clerk)		

The meeting commenced at 19:30

Agenda item	Notes & actions
1. Apologies	Apologies for Absence – as noted above.
2. Declarations of interest	There were no disclosable pecuniary interests declared.
3. Minutes of Committee meeting held on 22nd Feb 2022	Cllr Chrimes proposed and Cllr Brookes seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 22 nd February 2022 are accepted as a true and correct record.
4. Car Park Project	The Cemetery Maintenance Manager reported the work on the contract is almost complete, the contract will need to be between Redburne and Cuddington PC. The Solicitor costs for the contract work are £1,200 +vat. At present the start date is scheduled for 09/05/22 and expected to last 8 weeks. Parking will be restricted for health and safety during the works, with Harris fencing restricting access and a 10mph speed limit. At some point the turning head will be fenced off to allow for construction work. The JCC agreed that the gates are locked at night for security. It was agreed that all 3 Parishes be asked to post a sign on websites, notice boards and parish magazines, as well as at the Cemetery, to warn visitors about the works. Action Mr & Mrs Robinson
5. Digital Mapping Project	The Clerk emailed Chris Makin at Pear Technology several times since the last meeting and has only just had a response. The original invoice was £2,382 (Nov 20), of which the JCC paid £1,191 (50%) in March 2021. From the original invoice the Clerk estimates the JCC have incurred £1,140 (£950 + VAT) of their costs with potentially a fee for Maplink if they go to another company for a database. The Clerk's next steps are to review the 2 alternative databases to see if both/either have the required functionality (possibly with Mr Byrne), and then make a recommendation to the JCC on best way forward. Action Mrs Robinson
6. Request to paint memorial bench	The Clerk has received a request to refurbish a bench with Cuprinol Country Cream as there is black marking on the lettering that won't be removed if they re-stain. After a discussion highlighting the issues of setting a precedent of potentially coloured benches, and also the maintenance implications for the JCC, Cllr Maddock proposed and Cllr Bland seconded and it was RESOLVED to decline the request. The Maintenance Manager will contact the requester with details of a product that could remove the black staining. Action Mr & Mrs Robinson
7. Interment of ashes in incorrect plot in third Garden of Remembrance	A Funeral Director should have interred ashes in plot F7 (March 2022), but instead the ashes were interred somewhere near plot G8 (more between G & H and between 7 & 8), without consulting the Clerk. It was not the 1 st time this particular Funeral Director had done this. The JCC agreed the Clerk should investigate options for reporting them to a national body with the ICCM, and circulate a letter of complaint to the Funeral Director for the JCC to review. Action Mrs Robinson

8. Proposed memorial request form

Cllr Maddock proposed and Cllr Freeman seconded and it was **RESOLVED** to adopt the proposed Memorial Request form the Clerk had circulated prior to the meeting.

Action Mrs Robinson

9. Review of Cemetery Maintenance Managers salary and hours

The Cemetery Maintenance Manager was appointed to role as at 12th December 2020 on a salary of £12.90 per hour, for an average 5 hours per week, with the promise of an annual pay review. The Cemetery Maintenance Manager has found that the hours are only covering general tasks such as clearing debris and not enough to allow him to do extra tasks such as repair the fences or build the composting bays. Litter picking should also be in the job description. The Car Park project is taking a lot of his time, and he will need to be onsite daily when construction begins.

Cllr Brocklehurst proposed and Cllr Bland seconded and it was **RESOLVED** that the hours for the Cemetery Maintenance Manager would be increased to 7 temporarily while the Car Park is being constructed. Cllr Brocklehurst also proposed that he bring a recommendation for the JCC to review at the next meeting for the Cemetery Maintenance Managers salary, potentially linking it to a standard pay scale.

10. Cemetery Maintenance Managers Report

The Cemetery Maintenance Manager’s report circulated prior to the meeting contained detailed updates on matters arising, UK Landscapes and regular tasks. Key points that were highlighted in the meeting:

- UK Landscapes have started cutting the grass again, no issues to report.
- The hedge still needs some areas pruning, but this will need to be done with consideration to nesting birds.
- The slabs that form the retaining wall at the entrance to the cemetery are starting to show some signs of movement and the whole entrance needs to be re-invigorated. Advice will need to be taken concerning the best way to retain the soil/banks. The JCC agreed this would probably need to be the next project after the car park is completed.
- The Maintenance Manager advised that some of the small Xmas trees collected at the clear-up are being re-potted with a view to re-using around the site when they are big enough.

11. Clerks Report

The Clerk provided a report detailing interments from 1st April 2021 up until 31st March 2022 in advance of the meeting. In summary:

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	25	11	26	62	19	12
Non-Parishioners	7	3	8	18	5	5
Total	32	14	34	80	24	17

- Interments of ashes have exceeded full burials for the year, 60% to 40%.
- 80 interments are the 2nd highest in Gorstage Cemetery history (89 in 2017/18 was the highest). The average over the last 10 years is 72 interments per annum
- Of the 24 new graves used for interments, 9 have been used for the interment of ashes (37.5%).

12. Finance Report **Total Balances as at 31st March 2022**

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		1,704.71
Reserve A/c		68,328.08
National Savings A/c		107,039.78
Unrepresented bankings 2017/18		90.00
Unrepresented bankings		0.00
Unpresented Chqs	1,374.08	
	175,788.49	

Summary

Total Balance B/Fwd @ 19/02/22	174,634.86
Plus total receipts	4,001.06
Less total payments	2,847.43

Total Balance C/fwd to 01/04/22 **175,788.49**

Detailed information on receipts received and payments made between 19/02/22 – 31/03/2022 were issued prior to the meeting in the Clerks report.

The JCC asked that the recent invoice for £1,200 +vat from the Solicitor, which is addressed to Cuddington PC be paid by Cuddington PC so they could reclaim the VAT, and the Net figure should then be invoiced to the JCC to pay.

13. Review and approval of 2021/22 Year End figures

	Band D Equivalents 2015/16	%	Balance B/F	Receipts	Payments	Balance C/F	Employee salaries
Acton Bridge	309	7%	11,067.04	2,862.97	1,624.81	12,305.19	718.51
Cuddington	2414	52%	82,212.30	21,267.75	12,070.04	91,410.01	5,337.47
Weaverham	1892	41%	64,821.24	16,768.80	9,516.76	72,073.28	4,208.39
Total	4615	100%	158,100.58	40,899.52	23,211.61	175,788.49	10,264.36

Full details on all the figures, including all receipts and payments, the Asset Register, VAT reclaim, the Burial Register and the summarised bank accounts were circulated by the Clerk to the JCC to review prior to the meeting. Cllr Brookes proposed and Cllr Freeman seconded and it was **RESOLVED** the figures were accepted as a true and correct record of the Cemetery activity for 2021/22 and could be submitted to the internal auditor, Mr Frith.

14. Updates on matters arising were given – more detailed information was circulated prior to the meeting in the Clerks & Cemetery Managers reports

Cemetery Committee Constitution – The Clerk asked for confirmation as to whether Weaverham PC had approved the amendment to the Cemetery Committee Constitution, Cuddington and Acton Bridge had confirmed they had. Cllr Freeman said he thought they had, but would get confirmation. **Action Cllr Freeman**

CCLA Local Authority Safe Fund – The Clerk had done some investigation into the fund Cllr Freeman had suggested and found CW&C use it. Cllr Fifield agreed to do some investigating and also suggested another fund, the Brine Board, that he will send details over for. **Action Cllr Fifield**

15. Correspondence No correspondence other than the usual standard correspondence used for running the cemetery and items already raised earlier in the meeting.

16. AOB None raised

17. Date of next meeting The next meeting is planned for **Tuesday 21st June 2022** – Site visit 18:30 followed by Committee Meeting which should be at Weaverham Community Centre, TBC.

The meeting closed at 20:10

Signed..... (Chairperson)

Date.....