

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time	21 st June 2022 at 19.15	Location	Weaverham Community Centre
Attendees	Cllr T Brocklebank (Chairperson, ABPC), Cllr J Freeman (WPC), Cllr W Maddock (CPC), Cllr E Bland (WPC), Cllr G Edwards (WPC), Mrs C Robinson (Clerk to the Committee)		
Apologies	Cllr P Chrimes (CPC), Cllr M Gerrard (WPC), Cllr C Fifield (CPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager)		
Absent	Cllr S Brookes (CPC),		
Minutes written by	Mrs C Robinson (Clerk)		

The meeting commenced at 19:15 Following a site visit attended by: Cllrs Brocklebank, Freeman, Maddock, Chrimes, and Mr Robinson.

Agenda item	Notes & actions
18. Apologies	Apologies for Absence – as noted above.
19. Declarations of interest	There were no disclosable pecuniary interests declared.
20. Minutes of Committee meeting held on 19th April 2022	With a couple of minor spelling corrections, Cllr Maddock proposed and Cllr Bland seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 19 th April 2022 are accepted as a true and correct record.
21. Review of Site meeting held at 18:30 at Gorstage Cemetery	<ol style="list-style-type: none">Update on the car park project The car park is nearly finished, the contractors expect to be there for only 1 more day. The car park is looking excellent – the JCC wanted to extend their thanks for a very good job, well managed, to the Maintenance Manager.Decision on actions to improve the cemetery entrance The entrance is looking tired with a couple of dead shrubs and cracks in a couple of the paving slabs. The JCC agreed that this was a job for the future given the recent spend on the car park, and also a Structural Engineer would need to be engaged due to the slopes both side of the entrance. The JCC agreed it is not an urgent issue and have tasked the Maintenance Manager to look at options to take this project forward in the future. Action Mr Robinson
22. Digital Mapping Project	<p>The Clerk is still looking at the alternatives for the database; costs previously quoted:</p> <ul style="list-style-type: none">Railtas – 1st year costs £1,121 (+vat), Training £399 per day, Ongoing approx. £200 (+vat) per year. Confirmed costs held whilst JCC makes a decision.Edge – Initial set up £172 + data set up (£76 per hour) (+vat), Annual fees £523.45 (+vat). Awaiting confirmation of costs being held. <p>The Clerk was given a demonstration of the Railtas database on Tuesday 21st June, there are a couple of question marks, particularly that only two attachments can be put against each plot. The Clerk is still waiting for a response to arrange a demonstration from Edge. The JCC agreed to defer a decision on taking this forward to the August meeting. Action Mrs Robinson</p>
23. Interment of ashes in incorrect plot in third Garden of Remembrance	Jacqueline Wilson Funeral Director's should have interred Mr Odlin's ashes in plot F7 (March 2022) but interred the ashes in plot G8. Following the interment, the stone mason had instructed the grave digger to cement the plaque in place, and they cemented it in the wrong place somewhere between rows G & H and between plots 7 & 8. The Clerk moved the plaque to be in line with the row, and on plot G7. The family complained the plaque had been moved, and also questioned whether the ashes had been moved. The correct placement of the ashes was confirmed by a video of the interment and the stone mason using a rod to check the position of the casket, and the

plaque has been moved to plot G8. Cllr Freeman proposed and Cllr Maddock seconded and it was **RESOLVED** to ban stone masons and grave diggers from cementing tablets in the Gardens of Remembrance. The Clerk will update the rules and contact stone masons.

Action Mrs Robinson

24. Review of Cemetery Maintenance Managers salary and hours

Cllr Brocklehurst proposed and Cllr Maddock seconded and it was **RESOLVED** that the hourly rate for the Cemetery Maintenance Manager would be increased by 3% to £13.28, for an average of 5 hours per work. In addition, it was agreed the Cemetery Maintenance Manager could work up to an additional 16 hours per month up to a maximum additional 100 hours a year as and when required. The temporary raising of his hours to 7 per week would finish when the grass seed had germinated as additional watering would be required until then. The JCC hoped the Cemetery Maintenance Manager would feel comfortable and appreciated with this package.

25. Cemetery Reserves

Following information circulated by Cllr Fifield after his investigations with CWAC into the CCLA investment fund, the JCC decided to defer any decision due to the current volatility of the markets and due to the requirement of suitability reports that would need to be commissioned at £800 per fund.

26. Transference of reservations

The Clerk has been asked to transfer a reservation from a deceased party (interred in another plot next to the reserved one at Gorstage), to his son (sole heir to his estate and resident). Cllr Freeman proposed and Cllr Bland seconded and it was **RESOLVED** to transfer the reservation into the sons name without any further fees.

27. 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:

- Cllr Maddock proposed and Cllr Bland seconded and it was **RESOLVED** to ratify the requirement for Collateral Warranty Insurance for the Car Park project at £560.00.
- Following a discussion on materials required by the Cemetery Maintenance Manager, including grass seed and irrigation system, Cllr Brocklebank proposed and Cllr Bland seconded and it was **RESOLVED** that the Clerk had discretion up to £500.00 monthly for maintenance costs.
- Building Maintenance - Cllr Freeman asked that a cheaper alternative to Perspex be used behind the tap when the Maintenance Manager repoints the brickwork.
- Cllr Edwards will send the Cemetery Maintenance Manager information from Streetscene on their help wildflower seeds.

Action Cllr Edwards

28. Clerks Report

The Clerk provided a report detailing interments from 1st April 2022 up until 16th June 2022 in advance of the meeting. In summary:

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	2	2	4	8	0	3
Non-Parishioners	3	0	0	3	1	0
Total	5	2	4	11	1	3

- One interment of ashes in a full grave that had been paid for in 2021/22 has been refunded (£105.00) as the ashes are not going to be interred in the foreseeable future.

29. Finance Report

Total Balances as at 17th June 2022

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		2,599.97
Reserve A/c		22,702.67
National Savings A/c		107,039.78
Unrepresented bankings 2017/18		90.00
Unrepresented bankings		0.00
Unpresented Chqs	7,585.60	
		<u><u>124,846.82</u></u>

Summary

Total Balance B/Fwd @ 01/04/22	175,788.49
Plus total receipts	6,479.59
Less total payments	57,421.26

Total Balance C/fwd to 18/06/22	<u><u>124,846.82</u></u>
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Detailed information on receipts received and payments made between 01/04/22 – 17/06/2022 were issued prior to the meeting in the Clerks report.

The Clerk used emergency powers in May to order a new mobile phone (via O2/Arial Direct) at £11.68 per month for 36 months, following the old mobile phone breaking.

The Internal Auditor approved the 2021/22 accounts on 7th May 2022 and the figures have been passed to the 3 parishes to include in their year-end submissions

Cllr Freeman proposed and Cllr Bland seconded and it was **RESOLVED** that the financial report was a fair and accurate report of the Cemetery’s financial affairs.

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

Request to paint memorial bench – Matilda’s family have decided to stain the bench to match the others in the cemetery.

Cemetery Committee Constitution – The Clerk was given confirmation at the meeting that Weaverham PC had approved the amendment to the Cemetery Committee Constitution, at their meeting held on 25th April 2022, of ‘Five members present, with a minimum of one from Cuddington Parish Council and one from Weaverham and/or Acton Bridge, shall form a quorum.’

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

32. AOB None raised

33. Date of next meeting The next meeting is planned for **Tuesday 16th August 2022** at 19:30, venue TBC. As Cllr Brocklebank will not be able to attend, Cllr Freeman will be the Chairperson.

The meeting closed at 20:10

Signed..... (Chairperson)

Date.....