

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time 19th April 2023 at 19.30 **Location** Cuddington & Sandiway Village Hall

Attendees Cllr T Brocklebank (ABPC) (Chairperson), Cllr J Freeman (WPC), Cllr P Chrimes (CPC), Cllr C Fifield (ABPC), Cllr S Brookes (CPC), Cllr A Crist (CPC), Cllr D Ruchat (CPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)

Apologies Cllr E Bland (WPC), Cllr M Gerrard (WPC),

Absent Cllr G Edwards (WPC)

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. Public Open Forum | There were no members of the public present. |
| 4. Minutes of Committee meeting held on 21st February 2023 | Cllr Chrimes proposed and Cllr Fifield seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 21 st February 2023 are accepted as a true and correct record. |
| 5. To make a decision on appointing a Contractor for the Cemetery Maintenance | The Maintenance Manager circulated a summary of the review he had completed of the 3 companies that responded to the request to tender, prior to the meeting. Based on his scoring and comments Cllr Freeman proposed and Cllr Chrimes seconded and it was RESOLVED to offer the cemetery maintenance contract to Northwich Town Council. Action Mr Robinson |
| 6. To make a decision on outstanding payment to Pear Technology | The latest invoice request from Pear is for £157.50, this matches the original revised quote from 18/04/22. However, the Clerk has also agreed with Edge IT Systems that they would be covering the cost of this work, and they would invoice the Cemetery for a sum not greater than the outstanding amount. Cllr Brocklebank proposed and Cllr Brookes seconded and it was RESOLVED to empower the Clerk to make the decision on the best way forward. Action Mrs Robinson |
| 7. Maintenance Manager pay review – Decision on annual salary increase | The Cemetery Maintenance Manager was started on an hourly rate of £12.90 in December 2020 and has had one pay increase to £13.28 (3% increase) in June 2022. Cllr Brocklebank proposed a delay to awarding an increase to allow for an in-depth review of the role, but all present agreed the increase would be back dated to April. Cllr Crist volunteered to do the review. Action Cllr Crist |
| 8. Updates on matters arising were given | More detailed information was circulated prior to the meeting in the Clerks & Cemetery Maintenance Managers reports 8.1 Digital Mapping Project – Work is ongoing to incorporate the digital map. Adding new records and training, has been suspended whilst this work is being completed. Currently there is an issue with missing records that Edge are investigating. Action Mrs Robinson 8.2 Update on the wildflower area – The Maintenance Manager has sprayed weedkiller on the areas designated for the wild flowers over Easter, once the weeds have died he can look to sow the wild meadow seed. Action Mr Robinson 8.3 Pruning of Ash Tree – the tree surgeon has completed the approved work and his invoice has been paid. |

| | <p>8.4 Donated bench – The Clerk re-iterated to the family that the bench could potentially be moved in the future and they are still going ahead with the bench donation.</p> <p>8.5 Clerks Appraisal – Cllr Crist and the Clerk completed an appraisal review on 30th March, draft appraisal document currently being reviewed. Action Mrs Robinson</p> <p>8.6 Grave Digger Issues- The Cemetery Maintenance Manager has had further reason to complain to one FD in particular, and their response has been that if the JCC decide to ban a specific grave digger, it will be up to them to arrange to have graves dug. The JCC re-iterated it is the Funeral Directors responsibility to ensure their grave digger follows the Cemetery’s rules and procedures.</p> <p>8.7 Cemex additional land – The Clerk attended a Parish Councils meeting with Cemex and has subsequently sent information on the costs of the land bought for the car park, to allow them to make a case for donating the additional land without writing off a substantial sum.</p> <p>8.8 Update on survey of the entrance to the cemetery - A Structural Engineer still needs to be identified and instructed. C/F In addition, there are potholes beginning to appear at the entrance. C/F The JCC asked that this be expediated. Action Mr Robinson</p> <p>8.9 Decision on siting of proposed notice board - Notice board still to be purchased and installed. C/F Action Mr Robinson</p> <p>8.10 Grit bins – The new Grit Bin for the car park is yet to be purchased and installed, the Maintenance Manager need to install slabs for it to sit on. Action Mr Robinson</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------------|---------------|-----------------------|---------------|------------------|---------------|------------------|--------------|-----------|----------------------|----|------------|--------------------------------|----|------------------|------------------------|---|------|----------------------|--------|---|--------------|-----------|-------------------|--------------------------------|------------|---------------------|-----------|---------------------|----------|--|-------------------|
| <p>9. Cemetery Maintenance Managers Report</p> | <p>The Cemetery Maintenance Manager’s report was circulated prior to the meeting and contained detailed updates on matters arising, contractor maintenance and regular tasks. The Maintenance Managers current focus is the wild meadow and backfilling graves to get a more even surface for the grass.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10. Clerks Report</p> | <p>The Clerk provided a report detailing interments from 1st April 2022 up until 31st March 2023 in advance of the meeting. In summary:</p> <table border="1" data-bbox="373 1263 1474 1458"> <thead> <tr> <th></th> <th>Burials</th> <th>Burials- C/Remains</th> <th>GOR</th> <th>Total</th> <th>New Graves</th> <th>New GOR plots</th> </tr> </thead> <tbody> <tr> <td>Parishioners</td> <td>20</td> <td>8</td> <td>15</td> <td>43</td> <td>9</td> <td>10</td> </tr> <tr> <td>Non-Parishioners</td> <td>8</td> <td>3</td> <td>6</td> <td>17</td> <td>5</td> <td>1</td> </tr> <tr> <td>Total</td> <td>28</td> <td>11</td> <td>21</td> <td>60</td> <td>14</td> <td>11</td> </tr> </tbody> </table> | | Burials | Burials- C/Remains | GOR | Total | New Graves | New GOR plots | Parishioners | 20 | 8 | 15 | 43 | 9 | 10 | Non-Parishioners | 8 | 3 | 6 | 17 | 5 | 1 | Total | 28 | 11 | 21 | 60 | 14 | 11 | | | | |
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| Total | 28 | 11 | 21 | 60 | 14 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>11. Finance Report</p> | <p>a. <u>Total Balances as at 31st March 2023</u></p> <table data-bbox="389 1532 1222 1823"> <thead> <tr> <th></th> <th style="text-align: right;"><u>DR -ve</u></th> <th style="text-align: right;"><u>CR +ve</u></th> </tr> </thead> <tbody> <tr> <td>Current A/c</td> <td></td> <td style="text-align: right;">2,459.14</td> </tr> <tr> <td>Reserve A/c</td> <td></td> <td style="text-align: right;">21,364.10</td> </tr> <tr> <td>National Savings A/c</td> <td></td> <td style="text-align: right;">107,139.40</td> </tr> <tr> <td>Unrepresented bankings 2017/18</td> <td></td> <td style="text-align: right;">10.00</td> </tr> <tr> <td>Unrepresented bankings</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Unpresented Chqs/DDs</td> <td style="text-align: right;">622.20</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">130,350.44</td> </tr> </tbody> </table> <p><u>Summary</u></p> <table data-bbox="389 1912 1222 2096"> <tbody> <tr> <td>Total Balance B/Fwd @ 18/02/23</td> <td style="text-align: right;">131,544.19</td> </tr> <tr> <td>Plus total receipts</td> <td style="text-align: right;">992.86</td> </tr> <tr> <td>Less total payments</td> <td style="text-align: right;">2,186.61</td> </tr> <tr> <td>Total Balance C/fwd to 01/04/23</td> <td style="text-align: right;">130,350.44</td> </tr> </tbody> </table> | | <u>DR -ve</u> | <u>CR +ve</u> | Current A/c | | 2,459.14 | Reserve A/c | | 21,364.10 | National Savings A/c | | 107,139.40 | Unrepresented bankings 2017/18 | | 10.00 | Unrepresented bankings | | 0.00 | Unpresented Chqs/DDs | 622.20 | | | | 130,350.44 | Total Balance B/Fwd @ 18/02/23 | 131,544.19 | Plus total receipts | 992.86 | Less total payments | 2,186.61 | Total Balance C/fwd to 01/04/23 | 130,350.44 |
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Unrepresented bankings 2017/18 – Cllr Chrimes proposed and Cllr Freeman seconded and it was **RESOLVED** to write off the remaining £10, following the reservation of £80 that had been offset against the unrepresented bankings from 2017/18 for £90. **Action Mrs Robinson**

UKL – UKL have cancelled the invoices from January, February and March

Buildings insurance – There are ongoing discussion between Cuddington PC Clark, their internal Auditor and The Cemetery Clerk. The JCC Constitution states the buildings remain the property of Cuddington PC, so the Clerk believes they should stay on the Cuddington PC asset register. **Action Mrs Robinson**

Interest rates – The Clerk is to investigate Interest rates as per Cllrs Fifield’s proposal to place 4 amounts (25% each of the NSI balance) on 3 months’ notice, starting at different times, once the year-end is completed. **C/F Action Mrs Robinson**

b. To review and approve 2022/2023 Year End figures

The Clerk circulated detailed information on the year end figures, for review, prior to the meeting.

| | Band D Equivalents 2015/16 | % | Balance B/F | Receipts | Payments | Balance C/F | Employee salaries |
|---------------------|---|----------|--------------------|------------------|------------------|--------------------|------------------------------|
| Acton Bridge | 309 | 7% | 12,305.19 | 2,533.81 | 5,714.47 | 9,124.53 | 775.49 |
| Cuddington | 2414 | 52% | 91,410.01 | 18,822.58 | 42,450.36 | 67,782.23 | 5,760.75 |
| Weaverham | 1892 | 41% | 72,073.28 | 14,840.88 | 33,470.48 | 53,443.68 | 4,542.13 |
| Total | 4615 | 100% | 175,788.49 | 36,197.27 | 81,635.32 | 130,350.44 | 11,078.36 |

For note – a comparison of Receipts for 2023/3 of £24,250.91 (Current account receipts plus interest) against payments of £23,917.24 (excludes cemetery infrastructure payments and VAT) highlights the reduced receipts and increasing costs currently being experienced. The Clerk will continue to monitor closely.

Cllr Freeman proposed and Cllr Fifield seconded and it was **RESOLVED** that the figures presented for the 2022/23 year end are a fair and accurate representation of the Joint Cemetery Committees finances. The Clerk will get the information across to the new Internal Auditor when he returns from holiday in May. **Action Mrs Robinson**

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|---------------------------------|--|
| 12. Correspondence | <p>The Clerk brought 2 requests to the attention of the JCC:</p> <ul style="list-style-type: none"> • A request for another bench has been received and the expectation has been set that the JCC with review where it can be sited at the site visit in June. But given the lead time for benches, the JCC agreed they were comfortable with the Clerk approving the actual bench for the requester to order it. Action Mrs Robinson • The Clerk has a request for a reservation from a daughter that wants an ashes plot next to her recently interred Dad’s ashes in GOR3. The JCC agreed the Clerk can investigate the best way for the daughter to make a reservation, as the JCC does not sell burial rights to GOR plots. Action Mrs Robinson |
| 13. AOB | None raised. |
| 14. Date of next meeting | The next meeting is planned for Tuesday 20th June at 19:30 – Site visit 18:30 followed by Committee Meeting (Weaverham Community Centre) |

The meeting closed at 20:10

Signed..... (Chairperson)

Date.....