

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time 15th August 2023 at 19.30 **Location** Acton Bridge Parish Rooms

Attendees Cllr J Freeman (WPC) (Vice Chairperson acting as Chairperson for the meeting), Cllr P Chrimes (CPC), Cllr S Fleet (CPC), Cllr D Ruchat (CPC), Cllr C Fifield (ABPC), Mr K Byrne Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)

Apologies Cllr T Brocklebank (ABPC), Cllr G Williams (WPC), Cllr S Brookes (CPC), Cllr G Edwards (WPC), Cllr E Bland (WPC)

Absent

Minutes written by Mrs C Robinson (Clerk)

The meeting commenced at 19:32

Agenda item	Notes & actions
29. Apologies	Apologies for Absence – as noted above. Cllr Freeman welcomed new Cllr Susan Fleet from CPC to the Joint Cemetery Committee.
30. Declarations of interest	There were no disclosable pecuniary interests declared.
31. Minutes of Committee meeting held on 20th June 2023	Cllr Chrimes proposed and Cllr Freeman seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 20 th June 2023 are accepted as a true and correct record.
32. Public Open Forum	There were no members of the public present
33. Update on review of the Cemetery Maintenance Mangers salary and hours	On the request of Cllr Crist this agenda item is carried forward to the October Joint Cemetery Committee meeting
34. Decision on reviewing the JCC constitution	Currently the Cemetery constitution states: ‘A current account, and savings accounts will be maintained on behalf of the committee at a bank or Savings provider agreed by the committee.’ It was agreed the Constitution will need to be revised at the October meeting and an investment policy will also need to be adopted to enable the JCC to invest funds into the CCLA Public Sector Deposit fund (current rate 5.1%). Action Cllr Fifield/Mrs Robinson
35. To review the rules for the Gardens of Remembrance	At the June site meeting Cllr Freeman noted the amount of ‘white’ items in the Second Garden of Remembrance. It was agreed the rules wording for the Gardens of Remembrance will be reviewed at the August meeting. The rules currently state: ‘24 TABLETS IN THE GARDEN OF REMEMBRANCE Tablets in black marble with gold lettering not exceeding nine inches by nine inches will be allowed in The Garden of Remembrance placed immediately above the position of any cremated remains. In addition one flower holder also in black marble will be allowed to be placed immediately behind a tablet. The position of any tablet and any flower holder is to be agreed with the clerk, and must not be cemented in place.’ The JCC agreed that the rules needed to be more widely advertised before they are enforced, the Clerk will look at getting more signs for GOR2 (the same as the one on GOR 3), and putting the information on village Facebook pages and Parish Council websites as well as a notice on the soon to be installed, noticeboard. Action Mrs Robinson
36. Cemetery Maintenance Managers Report	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 fence in between the wildflower field and the cemetery will be removed this week to allow access for TCC’s equipment that will be used in Autumn, the work is progressing well.

The wood will be reused wherever within the grounds. An 8 cubic metre skip will be on the car park from Wednesday. This cost was estimated as part of the TCC submission and the cost already approved.

Cllr Freeman noted the taps maintenance should not include 'perspex', but an appropriate material.

Cllr Freeman proposed and Cllr Chrimes seconded and it was **RESOLVED** to repair or replace the Maintenance Managers own strimmer that has been used at the cemetery.

Action Mr Robinson

The quote from Redburne to rotovate the beds set aside for wild-flowers is £1,040. The JCC asked the Maintenance Manager to look at alternative options.

Action Mr Robinson

Following engagement with several Surveyors the JCC agreed with the Maintenance Manager that Lawrence Gottieb should be instructed to do the survey on the cemetery entrance.

Action Mrs Robinson

Cllr Chrimes proposed and Cllr Fleet seconded and it was **RESOLVED** to instruct Redburne to replace the membrane and gravel on GOR3.

Action Mr Robinson

Replacement of the timber on the GOR2 needs to be investigated, kerbstone or metal might be better replacements.

Action Mr Robinson

37. Clerks Report

The Clerk provided a report detailing interments from 17th June 2023 up until 11th August 2023 in advance of the meeting. In summary:

	Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	7	0	6	13	3	3
Non-Parishioners	3	1	2	6	4	1
Total	10	1	8	19	7	4

38. Finance Report

a. Total Balances as at 11th August 2023

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		6,213.22
Reserve A/c		24,047.40
National Savings A/c		107,139.40
Unrepresented bankings 2017/18		10.00
Unrepresented bankings		0.00
Unpresented Chqs/DDs	0.40	
		<u><u>137,409.62</u></u>

Summary

Total Balance B/Fwd @ 17/06/23	131,831.79
Plus total receipts	8,102.55
Less total payments	2,524.72
Total Balance C/fwd to 12/08/23	<u><u>137,409.62</u></u>

Donation – A additional donation of £1,000 has been received from the donator of a bench. The JCC asked the Clerk to send a formal letter thanking the donator.

Action Mrs Robinson

Weaverham PC precept – Invoice raised 16/06/23 £801.15, still outstanding, the Clerk has resent as she can't find the original email to WPC. Cuddington and Acton Bridge have paid their invoices.

Cemetery insurance- The JCC will continue to insure the buildings, Cuddington PC do not need to insure the buildings as well.

Income vs Expenditure – There are currently no concerns, the total balance has grown by over £5k since the last meeting. Cemetery fees will be reviewed at the next meeting

39. Updates on matters arising were given	More detailed information was circulated prior to the meeting in the Clerks & Cemetery Maintenance Managers reports 39.1 A notice board has been ordered and 50% deposit paid, it is due for delivery at the end of August. The Maintenance manager to organise installation, along with slabs for grit bin in the car park. 39.2 Update on the Digital Mapping Project: Yet another delay, Clerk has asked for final training session, but the trainer is off work due to a bereavement, they are due back in work on Monday 14th August. It is in the Clerks Appraisal, Action Plan to Complete transition of cemetery data to Epitaph system. 39.3 The new bench has been installed (by the donators contractors, who did a good job) 39.4 Bells are now using the preferred gravedigger, but unfortunately he recently had a motorbike accident, and the other gravedigger was used at the last minute. 39.5 Cllr Fifield proposed and Cllr Chrimes seconded and it was RESOLVED to accept Northwich Town Councils quote of £1830.00 + vat to refurbish 9 benches.
40. Correspondence	There was no correspondence to bring to the attention of the JCC outside anything already on the agenda/detailed in the Clerks report.
41. AOB	<ul style="list-style-type: none">• A question was raised re using solar panels for cameras – there are solar panels, but they are not connected to the grid as there is no supply to the cemetery• The Clerk will be working remotely for the next couple of weeks due to family issues
42. Date of next meeting	The next meeting is planned for Wednesday 18th October at 19:30 This is the Annual Meeting – Cuddington Village Hall TBC

The meeting closed at 20:15

Signed..... (Chairperson)

Date.....