

Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time 20th June 2023 at 19.30 **Location** Gorstage Cemetery

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

Apologies Cllr C Fifield (ABPC), Cllr S Brookes (CPC), Cllr E Bland (WPC), Mr K Byrne

Absent Cllr S Fleet (CPC)

Minutes written by Mrs C Robinson (Clerk)

The meeting commenced at 19:21

Agenda item	Notes & actions
15. Apologies	Apologies for Absence – as noted above. Cllr Brocklebank welcomed new Cllr Gary Williams from WPC to the Joint Cemetery Committee. The Clerk hasn't heard anything from the new CPC Cllr, S Fleet, but is concerned she has been given the wrong email address. Cllr Crist attended in her place.
16. Declarations of interest	There were no disclosable pecuniary interests declared.
17. Minutes of Committee meeting held on 19th April 2023	Cllr Chrimes proposed and Cllr Freeman seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 19 th April 2023 are accepted as a true and correct record.
18. Public Open Forum	There were no members of the public present
19. Review of site visit held prior to the meeting	<p>The Joint Cemetery Committee (JCC) discussed the items raised for their review at the site meeting, which took place immediately before the meeting started:</p> <p>a. <u>Decision on placement of new bench requested</u> – The JCC agreed that the new bench could be sited on the perimeter of section 10 near to the hedge, the exact placement to be decided by the donator. Action Mrs Robinson</p> <p>b. <u>Decision on maintenance of existing benches</u> – the Clerk has had a request for maintenance on a specific bench. After reviewing all the benches, the JCC agreed to get a quote for maintenance of the benches and felt cleaning might be the best course of action for many of them. Action Mr Robinson</p> <p>c. <u>Review of any decision on actions to improve the entrance to the cemetery</u>. The Maintenance Manager has been in contact with 5 Structural Engineers about the state of the slabs at the entrance. Two have been sent photographs and one has come back verbally to say they believe they are cosmetic and not structural. There is a significant cost to get a site visit from a structural engineer (detailed separately in the Maintenance Managers report). The JCC agreed the priority for the entrance was safety, ahead of aesthetics, and asked the Maintenance Manger to get written confirmation from a Structural Engineer. Tidying up of any dead shrubs could go ahead but any substantial cosmetic improvement would need be in 2-3 years. Action Mr Robinson</p> <p>d. <u>Update on wildflower meadows</u>. The beds have been re-sprayed and the weedkiller has taken. The beds will be kept in this state until September when they will be weeded, rotavated, and finally seeded for next year. Cllr Chrimes proposed and Cllr Crist seconded and it was RESOLVED the fence between the cemetery and the car park could be removed to allow better access for the new Maintenance Contractor. Action Mr Robinson</p> <p>e. <u>Update on placement of notice board & Grit bin</u> – the JCC agreed the Noticeboard should have the banner 'Gorstage Cemetery'. The Clerk will order both when the Maintenance Manager has capacity to install. Action Mr & Mrs Robinson</p> <p>f. <u>Decision on hedge height</u> – Cllr Freeman proposed and Cllr Ruchet seconded and it was RESOLVED that the hedges should be kept to a height of 6ft. Action Mr Robinson</p>

20. Update on the Digital Mapping Project	<p>The Clerk has declined to pay the outstanding balance of £157.50 to Pear and asked that they invoice Edge, as previously requested by Edge (on 26th April). No further emails/updates received from Pear or Edge. Edge may still re-invoice the Cemetery.</p> <p>The issue of approx. 500 missing records has been resolved and the Clerk now needs to finish training, catch up the backlog of records from November 2022 and start adding scans etc to get rid of the ever-growing number of files and documents in her home office.</p> <p style="text-align: right;">Action Mrs Robinson</p>																																							
21. Decision on investment of the Cemetery's reserves	<p>Following attendance at a SLCC meeting in June, it was recommended to the Clerk that the JCC have an investment policy as an oversight to how the JCC manage their funds. The Clerk had circulated a draft of a 'model' version for the JCC to review prior to the meeting.</p> <p>The investment account the JCC currently have, attracted a 0.6% interest rate which is credited annually, and everything has to be done by post. The JCC can't directly transfer funds to another NS&I account – they have to withdraw funds and then re-invest. The only other account that the JCC we can invest in (as it is a business and not an individual) is the Income Bond Account that has an annual interest rate of 2.85% paid monthly with no notice period. So, the JCC can't go straight to a 3-month rolling solution with 4 amounts of £25k unvested for 12 months each, with NS&I.</p> <p>The Clerk had also circulated information on 3 Accounts with CCLA. However, 2 of these accounts are about to change. After discussion Cllr Ruchet proposed and Cllr Crist seconded and it was RESOLVED that the investment policy and recommendations on investments should be reviewed by a subcommittee and recommendations should be brought to the next meeting. The subcommittee will consist of Cllrs Fifield and Freeman and the Clerk.</p> <p style="text-align: right;">Action Cllrs Fifield, Freeman and Mrs Robinson</p>																																							
22. Cemetery Maintenance Managers Report	<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 working with the new Maintenance Contractor.</p>																																							
23. Clerks Report	<p>The Clerk provided a report detailing interments from 1st April 2022 up until 16th June 2023 in advance of the meeting. In summary:</p> <table border="1" data-bbox="379 1200 1474 1391"> <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>5</td> <td>0</td> <td>3</td> <td>8</td> <td>2</td> <td>2</td> </tr> <tr> <td>Non-Parishioners</td> <td>1</td> <td>1</td> <td>0</td> <td>2</td> <td>2</td> <td>0</td> </tr> <tr> <td>Total</td> <td>6</td> <td>1</td> <td>3</td> <td>10</td> <td>4</td> <td>2</td> </tr> </tbody> </table>		Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	5	0	3	8	2	2	Non-Parishioners	1	1	0	2	2	0	Total	6	1	3	10	4	2											
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24. Finance Report	<p>a. <u>Total Balances as at 16th June 2023</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>DR -ve</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>CR +ve</u></th> </tr> </thead> <tbody> <tr> <td>Current A/c</td> <td></td> <td style="text-align: right;">1,693.63</td> </tr> <tr> <td>Reserve A/c</td> <td></td> <td style="text-align: right;">23,998.70</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;">1,009.94</td> <td></td> </tr> <tr> <td></td> <td style="border-top: 1px solid black; border-bottom: 3px double black;"></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">131,831.79</td> </tr> <tr> <td colspan="3"> <u>Summary</u></td> </tr> <tr> <td>Total Balance B/Fwd @ 01/04/23</td> <td></td> <td style="text-align: right;">130,350.44</td> </tr> <tr> <td>Plus total receipts</td> <td></td> <td style="text-align: right;">6,854.60</td> </tr> <tr> <td>Less total payments</td> <td></td> <td style="text-align: right;">5,373.25</td> </tr> <tr> <td> Total Balance C/fwd to 17/06/23</td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">131,831.79</td> </tr> </tbody> </table>		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		1,693.63	Reserve A/c		23,998.70	National Savings A/c		107,139.40	Unrepresented bankings 2017/18		10.00	Unrepresented bankings		0.00	Unpresented Chqs/DDs	1,009.94				131,831.79	 <u>Summary</u>			Total Balance B/Fwd @ 01/04/23		130,350.44	Plus total receipts		6,854.60	Less total payments		5,373.25	 Total Balance C/fwd to 17/06/23		131,831.79
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Unrepresented bankings 2017/18 –£10 write off agreed, the Internal Auditor has given the Clerk a couple of notes on how to write off the remaining outstanding banking from 2017/18. Cllr Brocklebank will work with the Clerk to adjust the accounts. **Action Cllr Brocklebank & Mrs Robinson**

Cemetery insurance- The Internal Auditor has raised a couple of questions in his notes – the Clerk has emailed Zurich to make sure there are no issues, and she has an outstanding action to talk to Cuddington PC Clerk about who should be insuring the buildings. **Action Mrs Robinson**

Income vs Expenditure – Whilst the overall balance has increased since the beginning of the financial year by just under £1.5k, it should be noted that the Maintenance contract only started from May and there is a VAT refund of £600 included in the income. The Clerk is in the process of raising the annual invoices for the precept from the individual Parish Councils (Total £2,000). Numbers of interments has remained relatively low. The Clerk will continue to monitor. **Action Mrs Robinson**

b. To give the report from the Internal Auditor for the JCCs finances for 2023/24

The Clerk circulated the internal Auditor’s Memorandum dated 30th May 2023 confirming the accounts are a fair and accurate record, along with the Auditors notes, for review, prior to the meeting. No concerns were raised at the meeting.

<p>25. Updates on matters arising were given</p>	<p>More detailed information was circulated prior to the meeting in the Clerks & Cemetery Maintenance Managers reports</p> <p>25.1 Appointment of Contractor for Cemetery Maintenance: Following Northwich Town Council’s decision to decline the contract when offered, the Contract was offered to Stan Cadman and TTC (the 2nd option agreed by the JCC). More detail was given prior to the meeting in the Maintenance Managers report.</p> <p>25.2 Clerks Appraisal – Cllr Crist and the Clerk completed an appraisal review on 30th March, draft appraisal document currently being reviewed. This will be completed when Clerk meets Cllr Crist which was postponed. Action Cllr Crist & Mrs Robinson</p> <p>25.3 Reservation for GOR3. The Correspondence was sent to the requesters parents address and a reservation has been made.</p> <p>25.4 Draft Complaints procedure – The Clerk circulated a see separate document with a draft complaints’ procedure for review prior to the meeting.</p> <p>25.5 The Maintenance Managers Salary and hours - The initial review meeting was planned for 15th June, but unfortunately Cllr Crist had a cancelled flight and did not get back in time. This agenda item will therefore be C/F to the next JCC meeting in August, but the JCC agreed any raise will be backdated to April. Action Cllr Crist & Mr Robinson</p>
<p>26. Correspondence</p>	<p>There was no correspondence to bring to the attention of the JCC outside anything already on the agenda/detailed in the Clerks report.</p>
<p>27. AOB</p>	<ul style="list-style-type: none"> • The Clerk and Maintenance Manager are away for a week in Cornwall 24th – 30th June, she will put an out of office on the email account, but will take the phone and deal with anything urgent. • There is an issue with signatories on the account, Cllr Brocklebank has not been added despite 2 requests. The process is being repeated. The signatories currently are therefore Cllrs Chrimes & Freeman, and Mrs Robinson. Action Mrs Robinson • Cllr Freeman highlighted the amount of ‘white’ items in the Second Garden of Remembrance. The rules wording for the Gardens of Remembrance will be reviewed at the next meeting and a notice placed on the new notice board. Action Mrs Robinson
<p>28. Date of next meeting</p>	<p>The next meeting is planned for Tuesday 15th August at 19:30 – Acton Bridge Parish rooms TBC</p>

The meeting closed at 20:15

Signed..... (Chairperson)

Date.....