

## Weaverham, Cuddington and Acton Bridge Cemetery Committee

<b>Date &amp; time</b>	21 <sup>st</sup> February 2024 at 19.30	<b>Location</b>	Acton Bridge Parish Rooms
<b>Attendees</b>	Cllr J Freeman (Acting Chairperson) (WPC), Cllr P Chrimes (CPC), Cllr S Brookes (CPC), Cllr D Ruchat (CPC), Cllr P Wilkinson (WPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)		
<b>Apologies</b>	Cllr T Brocklebank (ABPC) Cllr G Edwards, (WPC), Cllr C Fifield (ABPC),		
<b>Absent</b>	Cllr S Fleet (CPC),		
<b>Minutes written by</b>	Mrs C Robinson (Clerk)		

*The meeting commenced at 19:30*

Agenda item	Notes & actions
<b>79. Welcome to new Committee Member</b>	The Chairperson welcomed new Joint Cemetery Committee member from WPC, Peter Wilkinson replacing Cllr Bland.
<b>80. Apologies</b>	Apologies for Absence – as noted above. Cllr Williams has resigned from WPC (and therefore the JCC), WPC are seeking to appoint a new JCC member at their February meeting (26 <sup>th</sup> Feb).
<b>81. Public Open Forum</b>	There were no members of the public present
<b>82. Declarations of interest</b>	There were no disclosable pecuniary interests declared.
<b>83. Minutes of Committee meeting held on 19<sup>th</sup> December 2023</b>	Cllr Chrimes proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> that, the minutes of the Cemetery Committee meeting held on 19 <sup>th</sup> December 2023 are accepted as a true and correct record.
<b>84. Decision on when to apply new cemetery fees</b>	All 3 Parish Councils have now approved the proposed fees agreed by the JCC at the October meeting. Cllr Chrimes proposed and Cllr Ruchat seconded and it was <b>RESOLVED</b> to apply the new fees from 1 <sup>st</sup> April 2024. <span style="float: right;"><b>Action Mrs Robinson</b></span>
<b>85. Review and decision on costs of fence repair between the cemetery car park and quarry</b>	The revised cost for strengthening the fence will be £337.08 (inc VAT). There may be additional costs for postcrete. Cllr Chrimes proposed and Cllr Brookes seconded and it was <b>RESOLVED</b> that the maintenance Manager repair the fence with the materials required, without referring back to the JCC.
<b>86. Removal of the fence between Sections 1 &amp; 2 and neighbouring land</b>	The fence at the top of Section 1 & 2 is falling down in places. After discussion the JCC agreed to review the state of the fence at the site visit in June, in the meantime the Clerk to Contact the neighbouring land owner, to discuss any concerns. <span style="float: right;"><b>Action Mrs Robinson</b></span>
<b>87. Updates on matters arising were given</b>	<b>More detailed information was circulated prior to the meeting in the Clerks &amp; Cemetery Maintenance Managers reports.</b> <b>87.1</b> Cemex have agreed to gift the requested additional land requested by the JCC. Then next Cemex meeting is 17th April, when it will be discussed. Cemex have requested that Cuddington PC (who will be the named owners) cover the solicitor fees, are the JCC agreed that these costs should come from the cemetery budget. The JCC will look at the area to be gifted at the June site visit. <b>87.2</b> As Cuddington PC have also now approved the amendment to the Constitution this can now be implemented. <span style="float: right;"><b>Action Cllrs Freeman &amp; Fifield &amp; Mrs Robinson</b></span>
<b>88. Cemetery Maintenance Managers Report</b>	The Cemetery Maintenance Manager's report was circulated prior to the meeting and contained detailed updates on matters arising, contractor maintenance and regular tasks. He highlighted the following items in the meeting:

- Due to the quality of the work, Cllr Brookes proposed and Cllr Freeman seconded and it was **RESOLVED** the JCC would like to continue with TCC as the Maintenance Contractor after the end of the existing contract in May 24. **Action Mr Robinson**
- Samples of edging for the 1<sup>st</sup> and 2<sup>nd</sup> gardens of remembrance were reviewed and Cllr Chrimes proposed and Cllr Freeman seconded and it was **RESOLVED** to install metal edging with curved top. **Action Mr Robinson**
- The Wildflower area germination appears to be ongoing.
- The grit boxes have been refilled, but it is suspected that a member of the public may have removed some grit. Signs stating the grit is for the cemetery and that CCTV is in place to be put on the boxes. One box to be moved to the car park. **Action Mr Robinson**
- The Maintenance Manger removed a sign advertising grave cleaning from the entrance
- The JCC Christmas clear up was agreed to be Thursday 29<sup>th</sup> February 14:30, the Maintenance Manger to confirm dependant on weather forecast. **Action Mr Robinson**

**89. Clerks Report**

The Clerk provided a report detailing interments from 1<sup>st</sup> April 2023 up until 18<sup>th</sup> February 2024 in advance of the meeting. In summary:

	Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	21	5	14	40	9	5
Non-Parishioners	6	3	2	11	6	1
<b>Total</b>	<b>27</b>	<b>8</b>	<b>16</b>	<b>51</b>	<b>15</b>	<b>6</b>

**90. Finance Report**

a. **Total Balances as at 18<sup>th</sup> February 2024**

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		4,396.94
Reserve A/c		24,883.79
National Savings A/c		107,968.34
Unrepresented bankings		0.00
Unpresented Chqs/DDs	1,098.04	
		<b>136,151.03</b>
<b><u>Summary</u></b>		
Total Balance B/Fwd @ 16/12/23		132,920.95
Plus total receipts		7,821.29
Less total payments		4,591.21
		<b>136,151.03</b>

**Total Balance C/fwd to 19/02/24** **136,151.03**

**Income vs Expenditure** – The overall balance has increased by £3.2k in the last 2 months. The overall balance has increased by £5,800 since 1st April.

**Internal Auditor** – the Clerk needs to appoint a new internal Auditor, she will look at the current internal Auditors for CPC and WPC. **Action Mrs Robinson**

**91. Correspondence** The Clerk has received a 'Request for Information' issued 7th February from the Valuation Office (an Executive Agency on HMRC). The form must be returned within 56 days and requires information about the cemetery. The JCC agreed they are comfortable with the Clerk and Maintenance Manager completing and returning. **Action Mr & Mrs Robinson**

**92. AOB** • None raised

**93. Date of next meeting** The next meeting is planned for **Wednesday 17th April 2024 19:30** - Cuddington and Sandiway Village Hall.

The meeting closed at 20:15

Signed..... (Chairperson)

Date.....