Weaverham, Cuddington and Acton Bridge Cemetery Committee

Date & time 19th December 2023 at 19.30 **Location** Weaverham Community Centre

Cllr T Brocklebank (ABPC) (Chairperson), Cllr J Freeman (WPC), Cllr P Chrimes (CPC), Cllr S **Attendees**

Brookes (CPC), Cllr D Ruchat (CPC), Cllr C Fifield (ABPC), Cllr Williams (WPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the

Committee)

Apologies Absent

Cllr S Fleet (CPC), Cllr G Edwards, (WPC),

Minutes written by Mrs C Robinson (Clerk)

The meeting commenced at 19:30

Agenda item	Notes & actions
64. Apologies	Apologies for Absence – as noted above.
	Cllr Williams (WPC) hasn't resigned from the committee, he only stood down for the last
	meeting.
65. Minutes silence	The JCC observed a minutes silence at the sad passing last month of Joint Cemetery
at the passing of Cllr	Committee member Cllr Eileen Bland from Weaverham Parish Council.
Bland	
66. Public Open	There were no members of the public present
Forum	
67. Declarations of	There were no disclosable pecuniary interests declared.
interest	
68. Minutes of	Cllr Freeman proposed and Cllr Chrimes seconded and it was RESOLVED that, the minutes
Committee meeting	of the Cemetery Committee meeting held on 18 th October 2023 are accepted as a true and
held on 18 th October	correct record.
2023	
69. Decision on	The Clerk sent an email to the JCC on 21/11 asking for decision on allowing an additional
request for	inscription, without transferring ownership, due to exceptional circumstances. The ICCM
additional	have advised against transferring ownership in these circumstances. 3 Cllrs agreed by
inscription without	email to 'Yes, accept the instructions from the close family to add an inscription'. Cllr
a transfer of	Williams proposed and Cllr Brookes seconded and it was RESOLVED to allow the additional
ownership	inscription for the deceased owner of the burial rights without transferring ownership.
	Action Mrs Robinso
70. Review of Joint	The Clerk received a request from Weaverham Parish Council for the Joint Cemeter
Cemetery	Committee to hold at least some meetings on a day other than Tuesday so that a potential
Committee meeting dates for 2024,	replacement for CIIr Bland can join at least some of the meetings. The Clerk had circulate
including decision	a draft of the meeting dates if they were still being held exclusively on the 3rd Tuesday of
on request to vary	every other month for the JCC to review. After discussion the JCC agreed to hold meeting
the day of the	on the 3 rd Wednesday of every other month with the exception of December, when it wi
week.	be held on the 2 nd Wednesday. The Clerk will amend the dates and circulate again.
	Action Mrs Robinson
71. Review and	A draft Joint Cemetery Committee Investment Policy had been circulated by email for
decision on whether	review earlier in the day. The JCC discussed the importance of having funds put away
to approve the draft	(sinking fund) to limit the liability of the 3 Parish Councils once the cemetery had a reduce
Joint Cemetery	income due to lack of available space, but still had maintenance requirements. Cllr Fifield
Committee	proposed and Cllr Freeman seconded and it was RESOLVED to adopt the Investment Police
investment policy.	(subject to the approval of the change to the JCC constitution).
	The JCC asked the Clerk to start thinking about metrics/statistics that could be reviewed in
	2024 to see if any forecasts on income and liability could help with future decision making
	, , , ,
	The Clerk was also asked to contact the ICCM and local cemeteries (such as Swanlow) to

see what recommendations they might have for the number of years being granted for

ownership of burial rights. Gorstage is currently issuing deeds with the maximum allowed of 100 years.

Action Mrs Robinson

72. Updates on matters arising were given

More detailed information was circulated prior to the meeting in the Clerks & Cemetery Maintenance Managers reports.

72.1 The Noticeboard has been installed and notices are on display.

72.2 Both Weaverham PC and Acton Bridge PC have approved the amendments to the Joint Cemetery Committee constitution and the 10% increase in fees, as agreed by the JCC at the October meeting. Cuddington PC at their meeting on 18th December decided not to take a vote on either decision as they were unsure why they had been asked to approve the fees, as they hadn't been asked before. After a short discussion and the relevant sections in the constitution being highlighted, Cuddington PC Cllrs agreed both items would be on the January PC agenda for review. The fees cannot be increased from 1st January 2024 and the Investment Policy cannot be adopted until after Cuddington PC have made a decision. The JCC were comfortable with the fees being increased from 1st April 2024 if approval was received.

73. 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. He highlighted the following items in the meeting:

- The continued wet weather has made everything difficult, especially leaf collection from the Garden of Remembrances.
- The grit boxes are due to be refilled.
- The hedges have been cut.
- The fencing in the area around the car park is in need of repair, the Maintenance Manager will get the costings for the replacement wood for the JCC to review.

Action Mr Robinson

- Edging for the 1st and 2nd gardens of remembrance were discussed and Cllr Chrimes proposed and Cllr Freeman seconded and it was **RESOLVED** to install metal edging with curved top at a (material) cost of no more than £1,221 (Excl. Vat). **Action Mr Robinson**
- There is good germination on the wildflower beds.
- The Maintenance Manager would like to add some spring bulbs into the new wildflower beds to ensure colour in the spring. This will have to be next Autumn.
- The JCC asked that the Maintenance Manager gives consideration on how to demonstrate Health and Safety matters are addressed, and whether there are any appropriate training or refresher training courses are available for him to attend.

Action Mr Robinson

74. Clerks Report

The Clerk provided a report detailing interments from 1st April 2023 up until 13th August 2023 in advance of the meeting. In summary:

	Burials	Burials-	GOR	Total	New	New GOR
		C/Remains			Graves	plots
Parishioners	18	5	11	34	9	4
Non-Parishioners	5	2	2	9	6	1
Total	23	7	13	43	15	5

75. Finance Report

Total Balances as at 15th December
 2023

DR -ve CR +ve

Current A/c	2,296.11
Reserve A/c	25,471.44
National Savings A/c	107,139.40
Unrepresented bankings	210.00
Unpresented Chqs/DDs	2,196.00
	132,920.95
<u>Summary</u>	
Cummany	
-	405 040 04
Total Balance B/Fwd @ 14/10/23	135,610.84
Total Balance B/Fwd @ 14/10/23 Plus total receipts	6,129.34
Total Balance B/Fwd @ 14/10/23	·

Income vs Expenditure – The overall balance has dropped by a further £2.7k in the last 2 months. However, there has also been additional expenditure (benches & wildflowers) of £2,844 and back pay of £740 following the recent backdated pay increase. The overall balance has increased by £2,760 since 1st April.

Insurance renewal - due 22nd December £395.93; last years premium was £395.40.

76. Correspondence	There was no correspondence to bring to the attention of the JCC outside anything already on the agenda/detailed in the Clerks report.
77. AOB	 The Chairperson thanked the Clerk and the Maintenance Manager for all their hard work over the year. The Chairperson thanked all the members of the Joint Cemetery Committee for their time and commitment being on the Committee. Those present thanked the Chairperson for his work as Chairperson for the last year.
78. Date of next meeting	The next meeting is planned for Wednesday 21st February 2024 (Acton Bridge Parish Rooms TBC)

The meeting closed at 20:20

Signed	(Chairperson)	Date