

Weaverham, Cuddington and Acton Bridge Cemetery Committee Meeting

Date & time	18 th February 2025 at 19.30	Location	Weaverham Community Centre
Attendees	Cllr J Freeman (WPC) (Chairperson), Cllr T Brocklebank (ABPC) Cllr P Chrimes (CPC), Cllr P Wilkinson (WPC), Cllr I Mills (WPC), Cllr D Ruchat (CPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)		
Apologies	Cllr C Fifield (ABPC), Cllr A Christ (CPC), Cllr S Brookes (CPC)		
Absent	Cllr G Edwards (WPC)		
Minutes written by	Mrs C Robinson (Clerk)		

The meeting commenced at 19:30

Agenda item	Notes & actions
70. Apologies	Apologies for Absence – as noted above.
71. Public Open Forum	There were no members of the public present
72. Declarations of interest	There were no disclosable pecuniary interests declared.
73. Minutes of Committee meeting held on 11th December 2024	Cllr Brocklebank proposed and Cllr Wilkinson seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 11 th December 2024 are accepted as a true and correct record.
74. Review Information from the Banking and Investment Sub Committee	Cllr Mills gave an update from the meeting held by the Banking and Investment sub Committee on 4th February 2025 on the various (green) funds he had reviewed, and the outcome of an action he had completed to research whether FSCS support/guarantees were needed. Cllr Mills then gave a presentation on the requirement for a growth fund, showing estimates of the size of fund that could be required once all the burial rights to plots had been sold (approx. 40 years). Cllr Mills estimated the reserves will need to be in the region of £300k - £600k at the end of 40 years (currently £100k). Following a discussion the JCC agreed: - To review reducing the number of years granted for the purchase of burial rights at the October meeting to agree a plan on how to reduce the number of years from 100 years to 60 years to limit the number of years full maintenance/admin will be required after the last burial rights are sold. Action Mrs Robinson - The amount of excess required per annum is in the region of £10k, with a minimum £5k. This needs to be monitored annually when the fees and precept are reviewed and agreed at the October meeting. Action Mrs Robinson - Cllr Mills proposed and Cllr Wilkinson seconded and it was RESOLVED to split the existing £100k fund into 2 £50k investments with the AJ Bell Responsible Screened Growth Fund and the Eden Tree R&S Global Equity. Action Mrs Robinson
75. Cemetery Maintenance Mangers 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 maintenance contractor has submitted an increase in costs by 3% to £756 per month (£9,072 annually) for 2025/26. Cllr Mills proposed and Cllr Freeman seconded and it was RESOLVED to approve the increase. - It was agreed the Christmas clear up would take place at the cemetery on Thursday 27th February at 14:30. - Cllr Chrimes proposed and Cllr Ruchat seconded and it was RESOLVED to employ a labourer to assist the Maintenance Manager with backfilling approx. 350 graves that have sunk, partly due to the amount of wet weather. Estimated costs are £915 - £1,373 for labour and £400 - £600 for equipment hire

	- A tree has fallen in the area of land Cemex are planning to donate to the cemetery, it has further impacted the already falling fence. It needs to be raised with Cemex Action Mr Robinson - The bee keepers have highlighted an issue with visitors walking around the wild flower meadows close to the beehives. Cllr Mills proposed and Cllr Chrimes seconded and it was RESOLVED to erect a Fence around bee hives with notice(s) not to go near the bee hives. Action Mr Robinson - After the Maintenance Manager highlighted the need for equipment to do his job Cllr Freeman proposed and Cllr Brocklebank seconded and it was RESOLVED to replace the lute at an approx. cost of £30-£60 and purchase a landscaping rake at a cost of approx. £50 - £60. Action Mr Robinson																													
76. Clerks Report	The Clerk provided a report detailing interments from 1st April 2024 up until 14th February 2025 in advance of the meeting. In summary: <table><tr><td></td><td>Burials</td><td>Burials- C/Remains</td><td>GOR</td><td>Total</td><td>New Graves</td><td>New GOR plots</td></tr><tr><td>Parishioners</td><td>13</td><td>8</td><td>10</td><td>31</td><td>8</td><td>5</td></tr><tr><td>Non-Parishioners</td><td>11</td><td>2</td><td>1</td><td>15</td><td>7</td><td>1</td></tr><tr><td>Total</td><td>24</td><td>10</td><td>11</td><td>45</td><td>15</td><td>6</td></tr></table> <i>Interments in new graves includes 2 interments in graves that had been reserved, and one that had been pre-purchased.</i> Following conversations with Cllr Freeman, Zurich Insurance and Whitby’s Memorials, the Clerk brought amendments to paperwork sent to owners of burial rights to highlight their responsibility for safety and maintenance of headstones. After discussion a couple of amendments were requested, and the Clerk will re-circulate to the Committee to approve. Action Mrs C Robinson The Clerk has been doing investigations on 2 plots in the cemetery (452 & 453) due to a residents request to pre-purchase the plot next to their parents, which appeared to be free on the cemetery records, but has a memorial placed on it. After Nagle’s funeral directors kindly dug both plots, it transpires the cemetery records, including the burial register, are wrong. The JCC confirmed they are happy with the work done to clarify the situation and will allow the family to pre-purchase the plot previously shown in the records for Rhoda Brazier (currently shown as 452). They also asked the Clerk to speak to Edge to change the numbering on the plan of the cemetery to reflect the burial register (swapping plots 452 & 453) and the paperwork previously issued to the relative of Rhoda Brazier, otherwise a deed will have been issued with the wrong plot number. Action Mrs C Robinson		Burials	Burials- C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	13	8	10	31	8	5	Non-Parishioners	11	2	1	15	7	1	Total	24	10	11	45	15	6	
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77. Finance Report	a. Total Balances as at 14th February 2025 <table><tr><td></td><td><u>DR -ve</u></td><td><u>CR +ve</u></td></tr><tr><td>Current A/c</td><td></td><td>3,288.97</td></tr><tr><td>Reserve A/c</td><td></td><td>121,328.13</td></tr><tr><td>National Savings A/c</td><td></td><td>23,806.46</td></tr><tr><td>Unrepresented bankings</td><td></td><td>0.00</td></tr><tr><td>Unpresented Chqs/DDs</td><td>0.00</td><td></td></tr><tr><td></td><td></td><td>148,423.56</td></tr></table> <u>Summary</u> <table><tr><td>Total Balance B/Fwd @ 10/12/24</td><td>143,659.07</td></tr><tr><td>Plus total receipts</td><td>10,740.00</td></tr><tr><td>Less total payments</td><td>5,975.51</td></tr><tr><td>Total Balance C/fwd to 15/02/25</td><td>148,423.56</td></tr></table>		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		3,288.97	Reserve A/c		121,328.13	National Savings A/c		23,806.46	Unrepresented bankings		0.00	Unpresented Chqs/DDs	0.00				148,423.56	Total Balance B/Fwd @ 10/12/24	143,659.07	Plus total receipts	10,740.00	Less total payments	5,975.51	Total Balance C/fwd to 15/02/25	148,423.56
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The Clerk also included a forecast vs Actuals report, full details circulated prior to the meeting:

	Actual 2023/24	Forecast 2024/25	To date	Forecast remaining
Total Payments	32,857.11	34,499.97	25,807.18	8,692.79
Total Receipts	41,228.01	47,112.21	35,521.08	11,591.13

% of the year to date 87%

The JCC reviewed the figures and Cllr Freeman proposed and Cllr Brocklebank seconded and it was **RESOLVED** that the figures are an accurate reflection of the cemeteries accounts.

Decision on aligning the Clerks and Maintenance Managers hours to 7.5 a week each from April 2025

The Clerk is currently contracted to do an average of 10 hours per week and the Maintenance Manager 5; they are on the same hourly rate. The amount of maintenance work required is proving problematic to get done in the time allocated (particularly wild flower meadow and grave back filling) and the Clerks has enough hours banked to complete work required to get the new digital system up to date. Cllr Freeman proposed and Cllr Brocklebank seconded and it was **RESOLVED** that the Clerk and Maintenance Manager hours are aligned at an average of 7.5 hours per week from April 2025. This change will be incorporated into the Maintenance Managers new contract.

78. Updates on matters arising were given	There is no update on the transfer of the land from CEMEX; the next Cemex meeting is currently planned for 26th March.
79. Correspondence	There was one additional piece of correspondence to bring to the attention of the JCC: There had been an enquiry from a family about exhuming ashes from the Garden of Remembrance to a full grave plot. The Clerk has pointed the family to the Diocese of Chester, as the ground is consecrated. After discussion the JCC confirmed they would support the family's request if they went ahead with a formal application.
80. AOB	None raised
81. Date of next meeting	The next meeting is planned for Wednesday 16th April 2025 19:30 at Cuddington and Sandiway Village Hall to include review and approval of the 2024/2025 Accounts for Audit.

The meeting closed at 20:35

Signed..... (Chairperson)

Date.....

Date & time 4th February 2025 at 19.00 **Location** Weaverham Community Centre

Attendees Cllr J Freeman (WPC)(Chairperson), Cllr C Fifield (ABPC), Cllr Ian Mills & Mrs C Robinson (Clerk to the Committee)

Apologies None

Absent None

Minutes written by Mrs C Robinson (Clerk)

The meeting commenced at 19.05

Agenda item **Notes & actions**

82. Apologies Apologies for Absence – None as noted above

Matters Discussed

14. CCLA funds not covered by the FSCS guarantee The Clerk confirmed that the CCLA had sent email messages stating their funds are not covered by the FSCS guarantee. Cllr Mills will look into the FSCS coverage of these funds to determine if it is a concern that they are not covered. **Action Cllr Mills**

Cllr Mills has been reviewing possible alternative capital growth funds, e.g. Eden Tree, and after discussion the attendees agreed that the surplus cemetery funds should be split between at least 2 different funds to reduce potential risks. Cllr Mills will continue to access possible capital growth funds with a view to making recommendations to the Joint Cemetery Committee. **Action Cllr Mills**

15. Assumptions for future funding requirements Cllr Mills has started modelling future funding requirements, especially once the cemetery is closed. There is estimated to be 40 years of new burial rights to be sold with the existing land, and then 100 years of maintenance for owners who will still be able to continue to utilise their plots. Income will drastically reduce once there are no more new plots. **Action Cllr Mills**

The Clerk will make enquiries to the Institute of Cemetery and Crematorium Management (ICCM) to see if there are any recognised templates for costs for a cemetery once the cemetery has been closed. **Action Mrs Robinson**

16.Next Steps The information the sub-committee will have gathered for the Investment Policy will put to the Joint Cemetery Committee, for review and discussion on which investment funds are suitable for investment, at the 18th February JCC meeting.

17.AOB None raised.

18.Date of next meeting Joint Cemetery Committee meeting 18th February 2025

The meeting closed at 19.35

Signed.....

Date.....

Name

Cemetery Maintenance Manager's Report

6. Cemetery Maintenance Manager's Report

Maintenance Contract

The maintenance contract costs will increase by 3% to £756 month (£9,072 annual) for 2025/26.

DECISION REQUIRED.

No problems. The cemetery is looking good and still receives lots of complements.

Health & Safety

No accidents or incidents.

Through Facebook I have been in contact with the plot owners of the headstone that is loose. I am waiting for an update on when, or if, repairs will be made. I have placed a cone on the grave as a warning as there is no other way to secure the area. The headstone is too heavy to move without mechanical tools.

I will conduct a manual topple test on all grave stones and document any further issues.

Regular Tasks

Task	Comment
Tidy Up	The flowers that were blown everywhere after the storms have been disposed of. Facebook worked well as a mechanism to distribute information. A date is required for the Christmas clear up. More hands make less work. DECISION REQUIRED.
Clear Branches & Leaves	Done.
Garden of Remembrance	A dog has been allowed to defecate in GOR3. The mess has been cleared up. I would like permission to post on our new Facebook page that this is not acceptable and to remind people that dogs are not allowed at the cemetery. DECISION REQUIRED
Back Fill Areas	An increasing number of plots have dropped. The plan is to start backfilling and levelling in March to allow grass seed to be sown shortly afterwards – weather depending. This is a much larger job than previous with whole sections requiring attention. Deeper holes have been filled for health and safety. The two quotes for backfilling were expensive. I propose that we engage a labourer to work with me to complete the task. I estimate that it will take a minimum of 10-15 days (2 people) and will require the hire of a wheeled powered barrow Estimated cost £915 - £1,373 for labour and £400-£600 equipment hire. Delivery additional.

	Previous estimates £500 and £240 per day verses £132 per day at current minimum wage. This will increase to £138 per day if we continue into April due to the increase in the minimum wage. Costs ex VAT. DECISION REQUIRED
Replace Camera Cards	There is still an issue with one of the camera. Still investigating.
Building Maintenance	The brickwork below the tap needs to be re-pointed and possibly a sheet of waterproof material attached to protect from water damage. Moss removal still ongoing.
Pests	Usual issues. Soil is cleared away.
Benches	A bench that has had the paint picked off is still to be repaired by Northwich Town Council. Waiting for NTC to respond. The last update in Jan was that it was too cold.

Other Activities

Task	Details	Progress
Tree work	A tree in the Cemex area of the woodland that they will donate to the cemetery as fallen on our fence.	
Shrubs		
Edging	New edging will be ordered once the weather breaks. This is still ongoing and has been overtaken by the levelling work.	ONGOING
Paths	Bollard is to be installed on main path Broken slabs need to be replaced next to the hut.	ONGOING ONGOING
Hedges	No issues. Flowers from storm removed from hedge.	ONGOING
Building	Moss needs to be removed	ONGOING
Fences & Gates	Main fence still needs to be fixed. Fence to be removed following the site visit. The bee keepers have raised an issue with people walking very close to the hives as they walk around the wildflowers. They are concerned that somebody will get stung. They would like us to erect a small fence around the hives to keep people at a distance. We can re-use the rails that were removed from the fence that we took out but we will need to purchase posts. DECISION REQUIRED	ONGOING ONGOING

Roads	The tarmac next to the gully in the turning circle has dropped and collects water. I will look at what can be done to repair it.	ONGOING
Drains	The drain has been blocked. I have managed to knock a hole through to the pipework but it will require further work. It seems to be concrete but this requires further investigation.	
Field		
Wild Flower	All the wildflower beds have been cut back and all of the waste collected. The waste is stored in ton bags and will be emptied into the bin for disposal over a period of time. This task has been very labour intensive and tasks approx. 4hrs per bed. I have had an offer from Petty Pool to help next Autumn with the collection of seeds and the collection of waste. We need to check that our public liability covers the cemetery if this offer is taken up. To reduce the labour, I propose that we purchase a Landscaping rake. Approx. £50-60. DECISION REQUIRED The beds will be overseeded in April once the threat of frosts has gone. Seed costs already approved and still to be purchased.	ONGOING
Cemetery Grounds		
Car Park	No issues	
Complaints	The person that donated the bench that has been damaged verbally complained about the time it is taking to repair.	ONGOING
Equipment	The lute's handle has broken. It was a cheap loot to see if it worked. It has reduced the time to level off plots and therefore it is recommended that it be replaced with a new one. £30-£60 DECISION REQUIRED.	

Joint Cemetery Committee meeting 18th February 2025 – Clerks Report

1. Apologies – Only apologies received to date from Cllr Fifield.

2. Public Open Forum - I am not aware of any members of the public wishing to attend.

4 To approve and sign minutes of the Joint Cemetery Committee meeting held on 11th December 2024 – no amendments received to date, please let me know if you have any amendments asap.

7. Cemetery Clerk's report

From 1st April 2024 up until 14th February 2025:

- There have been 24 burials, 10 cremated remains burials and 11 cremated remains interred in the GOR.
- 13 burials, 8 cremated remains burials and 10 cremated remains in the GOR were of parishioners.
11 burials, 2 cremated remains burials and 1 cremated remains in the GOR were of non-parishioners.
- 2 further interments are in the diary for February, and 1 for March
- 4 cremated remain interments are still to be arranged.
- 52 memorial requests have been approved, 30 for new headstones
- 5 graves have been pre-purchased (0 by non-residents)
- 12 Transfers of ownership have been completed
- 3 Reservations (Residents only) – Section 6

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	13	8	10	31	8	5
Non-Parishioners	11	2	1	15	7	1
Total	24	10	11	45	15	6

Interments in new graves, includes 2 interments in graves that had been reserved

Items to bring to the attention of the JCC

- Following an enquiry from Cllr Freeman, the Clerk has spoken to the Insurers, and to Whitby's Memorials about the costs relating to headstones, particularly if they are damaged. As the memorials are the property of the owners of the burial rights, they are not covered by the cemetery's insurance (unless there is liability due to something the cemetery has specifically done), but anything else is the responsibility of the owners. The relevant paperwork for owners could be amended to highlight this.
- The Clerk has been doing investigations on 2 plots in the cemetery due to a request to pre-purchase the plot next to someone's parents. After Nagle's funeral directors kindly dug both plots, it looks like the cemetery records, including the burial register, are wrong. All the information will be brought to the meeting – but the Clerk would like to confirm the Committee is happy with the work done to clarify the situation and to allow the family to pre-purchase a plot.

8. Finance Report

Total Balances as at 14th February 2025

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		3,288.97
Reserve A/c		121,328.13
National Savings A/c		23,806.46
Unrepresented Bankings		0.00
Unpaid Chqs/DDs (yet to be presented)	0.00	
		148,423.56

Summary

Total Balance B/Fwd @ 10/12/2024	143,659.07
Plus total receipts	10,740.00
Less total payments	5,975.51

Total Balance C/fwd to 15/02/25

148,423.56

Receipts 10/12/24 – 14/02/25

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	5,100.00
Interment fees	3,400.00
Memorial fees	990.00
Misc (Incl. Transfers & Reservations)	137.50
Interest & VAT reclaim	1,112.50
Total	10,740.00

Payments 10/12/24 – 14/02/2025

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
12/12/2024	Standing order	Graeme Robinson	Salary	347.10
12/12/2024	Standing order	Carole Robinson	Salary	608.60
16/12/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
19/12/2024	002033	Zurich Insurance	Insurance renewal	395.91
19/12/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	7.82
30/12/2024	002034	Carole Robinson	Expenses - Stamps, ink, Folders, Ton bags, Strimme	104.83
31/12/2024	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	13.10
31/12/2024	DD4073150757	Water Plus	Water Supply	19.92
09/01/2025	002037	Carole Robinson	Salary shortfall - Standing Order	160.11
09/01/2025	002038	Graeme Robinson	Salary shortfall - Standing Order	100.56
10/01/2025	002036	HMRC	PAYE C & G Robinson Oct, Nov & Dec	297.40
13/01/2024	Standing order	Graeme Robinson	Salary	347.10
16/01/2024	DD PC-51168	Propel Finance	Mobile Phone finance	11.68
16/01/2025	002035	S Cadman	December Maintenance	733.00
20/01/2025	002041	Carole Robinson	Salary	652.20
20/01/2024	DD 05775349/001	O2 Monthly charge	Mobile phone charges	7.82
22/01/2025	002042	HMRC	PAYE C Robinson Employer NIC	18.95
28/01/2025	002039	Weaverham Community Assoc	December Hire of meeting room	18.00
31/01/2025	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	35.03
11/02/2025	002043	S Cadman	January Maintenance	733.00
12/02/2025	Standing order	Carole Robinson	Salary	608.60
12/02/2025	Standing order	Graeme Robinson	Salary	347.10
13/02/2025	002040	Northwich Town Council	Two deliveries to fill grit bins 8th & 10th Jan	396.00
Total				5,975.51

Forecast vs Actuals:

Forecast vs Actuals 14th February				
Payments (Current Account) 1st April to 14th February 2025				
	Actual 2023/24	Forecast 2024/25 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15415.98	16186.78	11535.93	4650.85
Cemetery Infrastructure	736.00	772.80	0.00	772.80
Salaries & NI	12462.38	13085.50	11647.32	1438.18
Admin	865.82	909.11	618.83	290.28
Insurance	395.93	415.73	395.91	19.82
Subscriptions	212.00	222.60	183.00	39.60
IT	654.98	687.73	525.00	162.73
VAT	1594.02	1673.72	901.19	772.53
Training	0.00	0.00	0.00	0.00
Misc	520.00	546.00	0.00	546.00
Total Payments	32857.11	34499.97	25807.18	8692.79
			75%	
Number days	319			
Days in the year	366			
% of year	87%			

Receipts 1st April - 14th February 2024				
	Actual 2023/24	Forecast 2024/25 (10% increase)	Receipts to date	Amount remaining
Pre-purchase	8440.00	9706.00	2150.00	7556.00
Plot	10945.00	12586.75	10160.00	2426.75
Interments	11505.00	13230.75	12345.00	885.75
Headstone	4665.00	5364.75	5040.00	324.75
Transfer of ownership	325.00	373.75	420.00	-46.25
Reservations	80.00	92.00	180.00	-88.00
Donations	1003.00	1153.45	0.00	1153.45
Precept	2000.00	2000.00	0.00	2000.00
Misc (Incl precept)	510.00	586.50	2000.00	-1413.50
Interest	1158.13	1331.85	1634.54	-302.69
VAT reclaim	596.88	686.41	1591.54	-905.13
Total Receipts	41228.01	47112.21	35521.08	11591.13
			75%	

i. Decision on aligning the Clerks and Maintenance Managers hours to 7.5 a week each from April 2025

The Clerk is currently doing 10 hours per week and the Maintenance Manager 5; they are on the same hourly rate. As the amount of maintenance work required is proving problematic to get down in the time allocated (particularly wild flower meadow and grave back filling) and the Clerks has enough hours banked to complete work required to get the new digital system up to date – particularly scanning historical documents, the Clerk and Maintenance Manager are proposing that the hours are aligned at an average of 7.5 hours per week from April 2025. This change could be incorporated into the Maintenance Managers new contract.

9. Matter arising (Clerks updates) (Also see Maintenance Managers report)

- Still waiting on Cemex re the transfer of land – no update received. Cuddington PC's Clerk has chased, next meeting with Cemex and the Parishes is 26 March.

10. Correspondence - No correspondence apart from one item, outside the usual day to day business activities: The Clerk has had an enquiry from someone wanting to exhume 2 sets of ashes from the Garden of Remembrance and re-inter them in a full grave plot. They have been directed to the Diocese of Chester; but should the requester

want to go ahead and make an application to the Diocese, would the Committee be supportive? What process would they like the Clerk to follow – e.g. must it be a decision on the agenda of a JCC meeting?

12. Date of next meeting - Wednesday 16th April 2025 19:30 – Cuddington & Sandiway Village Hall – Including Approval 2024/25 Accounts for Audit

DRAFT