

Weaverham, Cuddington and Acton Bridge Cemetery Committee Meeting

Date & time	25th March 2026 at 19.00	Location	Weaverham Community Centre
Attendees	Cllr J Freeman (WPC) (Chairperson), Cllr D Ruchat (CPC), Cllr S Brookes (CPC), Cllr A Crist (CPC), Cllr C Fifield (ABPC), Cllr Gerrard (WPC), Mr K Byrne, Cllr P Wilkinson (WPC)(from 19:15), Cllr T Brocklebank (ABPC)(from 20:05), Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk & RFO),		
Apologies	Cllr J McDonald (CPC), Cllr P Wakefield (WPC), Miss P Jackson (Temporary Ass. Clerk to the Committee)		
Absent			
Minutes written by	Mrs C Robinson (Clerk & RFO)		
	<i>The meeting commenced at 19:02</i>		

Agenda item	Notes & actions
93. Apologies	Apologies for Absence – as noted above.
94. Declarations of interest	There were no disclosable pecuniary interests declared.
95. Minutes of Committee meeting held on 24th February 2026	Cllr Fifield proposed and Cllr Ruchat seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 24th February 2026 are accepted as a true and correct record.
96. Public Open Forum	There were no members of the public present
97. Replacing the Clerk and Maintenance Manager	<p>a. Review of responses to the invitation to tender invite, closing date 24th March: the Clerk circulated the one response received, for discussion at the meeting. Following discussion, the Recruitment Sub Committee agreed to review the comments and agree next steps, following the meeting, and they will bring a final recommendation on whether to appoint the applicant as the cemetery administration and site management contractor at the next meeting. Action Cllrs Freeman, Crist & Fifield</p> <p>b. <u>Review of applications for the Clerk to the Joint Cemetery Committee role, closing date 24th March</u>: the Clerk circulated CVs received from the 3 applications. Following discussion, the Recruitment Sub Committee agreed to review the CVs and agree who to interview, following the meeting, and will bring a final recommendation on who to offer the Clerk/RFO role to at the next meeting. Action Cllrs Freeman, Crist & Fifield</p> <p>c. <u>Review of all options, next steps, and decisions on replacing the Clerk and Maintenance Manager</u>. It was agreed no further actions were required.</p>
98. Review and Approval of Cemetery Policies and Procedures	<p>The draft policies were circulated for review prior to the meeting, with the exception of f. Cemetery Users Risk Assessment; this will be reviewed at the next meeting. Action Mr Robinson</p> <p>The Clerk highlighted that b. Data protection and Information Security policy refers to a Freedom of Information Policy – this will need to be written and reviewed at the next meeting. Action Mrs Robinson</p> <p>After discussion, Cllr Brookes proposed and Cllr Wilkinson seconded and it was RESOLVED to approve all policies below, with no amendments:</p> <ol style="list-style-type: none"> a. Document Retention Policy b. Data Protection and Information Security Policy c. IT Policy d. Health and Safety Contractors Policy e. Risk Assessment and Method Statements (RAMS) g. Lone Working Risk Assessment h. Home Working Risk Assessment

99. Decision on extending temp Assistant to the Clerk's contract	<p>Cllr Freeman proposed and Cllr Ruchat seconded and it was RESOLVED to extend Paula Jacksons contract to allow for holiday cover for the Clerk (7th – 14th April) and training for whoever takes over the cemetery administration on Epitaph.</p>																																																									
100. Cemetery Maintenance Mangers 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, he highlighted for discussion and decisions:</p> <p>a) After discussion Cllr Crist proposed and Cllr Fifield seconded and it was RESOLVED to fix the damage to roof and facia of the brick hut, at a cost of £420.00. Action Mr Robinson</p> <p>b) Following a request from a cleaning company to do work on a headstone in the cemetery, the Maintenance Manager obtained a quote of £438.00 to clean up the British Legion memorial. The JCC felt the responsibility for the cleaning should probably be down to the British Legion, and they should be consulted. Action Mr Robinson</p>																																																									
101. Clerks Report	<p>The Clerk provided a report detailing interments from 1st April 2025 up until 20th March 2026 in advance of the meeting. In summary:</p> <table border="1" data-bbox="411 797 1489 954"> <thead> <tr> <th></th> <th>Burials</th> <th>Burials- C/R</th> <th>GOR</th> <th>Total</th> <th>New Graves</th> <th>New GOR plots</th> </tr> </thead> <tbody> <tr> <td>Parishioners</td> <td>27</td> <td>7</td> <td>14</td> <td>48</td> <td>14</td> <td>6</td> </tr> <tr> <td>Non-Parishioners</td> <td>11</td> <td>4</td> <td>6</td> <td>21</td> <td>5</td> <td>3</td> </tr> <tr> <td>Total</td> <td>38</td> <td>11</td> <td>20</td> <td>69</td> <td>19</td> <td>9</td> </tr> </tbody> </table> <p><i>Interments in new graves includes 3 interments in graves that had been that had been pre-purchased and 1 that has been reserved.</i></p> <p>The total number of interments for the full year is expected to be 72.</p>		Burials	Burials- C/R	GOR	Total	New Graves	New GOR plots	Parishioners	27	7	14	48	14	6	Non-Parishioners	11	4	6	21	5	3	Total	38	11	20	69	19	9																													
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102. Finance Report	<p>a. Total Balances as at 20st March 2026</p> <table border="0" data-bbox="427 1111 1369 1608"> <thead> <tr> <th></th> <th style="text-align: right;"><u>DR -ve</u></th> <th style="text-align: right;"><u>CR +ve</u></th> </tr> </thead> <tbody> <tr> <td>Current A/c</td> <td></td> <td style="text-align: right;">2,219.09</td> </tr> <tr> <td>Reserve A/c</td> <td></td> <td style="text-align: right;">72,506.10</td> </tr> <tr> <td>National Savings A/c</td> <td></td> <td style="text-align: right;">24,044.53</td> </tr> <tr> <td>CCLA</td> <td></td> <td style="text-align: right;">50,000.00</td> </tr> <tr> <td>Unrepresented bankings</td> <td></td> <td style="text-align: right;">465.00</td> </tr> <tr> <td>Unpresented Chqs/DDs</td> <td style="text-align: right;">165.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">149,069.72</td> </tr> <tr> <td colspan="3"> Summary</td> </tr> <tr> <td>Total Balance B/Fwd @ 21/01/26</td> <td></td> <td style="text-align: right;">146,408.03</td> </tr> <tr> <td>Plus total receipts</td> <td></td> <td style="text-align: right;">7,185.98</td> </tr> <tr> <td>Less total payments</td> <td></td> <td style="text-align: right;">4,524.29</td> </tr> <tr> <td>Total Balance C/fwd to 22/03/26</td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">149,069.72</td> </tr> </tbody> </table> <p><i>Income vs Expenditure</i> – <i>The overall balance is currently slightly greater than the figure at the start of the financial year (which was just below £145k), there are expenses of approx. £1,500 still to be deducted, and a small amount of receipts for the current financial year (around £500 - £1000)</i></p> <p>The Clerk also included a forecast vs Actuals report, full details circulated prior to the meeting:</p> <table border="1" data-bbox="92 1783 1310 1966"> <thead> <tr> <th></th> <th>Actual 2024/25</th> <th>Forecast 2025/26 (5% increase)</th> <th>Actual 2025/26 (to date)</th> <th>Difference</th> <th>% to date</th> </tr> </thead> <tbody> <tr> <td>Total Payments</td> <td style="text-align: right;">32,212.57</td> <td style="text-align: right;">33,823.20</td> <td style="text-align: right;">36,119.36</td> <td style="text-align: right;">-2,296.16</td> <td style="text-align: right;">107%</td> </tr> <tr> <td>Total Receipts</td> <td style="text-align: right;">38,256.08</td> <td style="text-align: right;">40,068.88</td> <td style="text-align: right;">39,031.13</td> <td style="text-align: right;">1,037.75</td> <td style="text-align: right;">97%</td> </tr> </tbody> </table> <p><i>% of the year to date:97%</i></p>		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		2,219.09	Reserve A/c		72,506.10	National Savings A/c		24,044.53	CCLA		50,000.00	Unrepresented bankings		465.00	Unpresented Chqs/DDs	165.00				149,069.72	 Summary			Total Balance B/Fwd @ 21/01/26		146,408.03	Plus total receipts		7,185.98	Less total payments		4,524.29	Total Balance C/fwd to 22/03/26		149,069.72		Actual 2024/25	Forecast 2025/26 (5% increase)	Actual 2025/26 (to date)	Difference	% to date	Total Payments	32,212.57	33,823.20	36,119.36	-2,296.16	107%	Total Receipts	38,256.08	40,068.88	39,031.13	1,037.75	97%
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	<p>i. Following a request to complete a transfer of ownership and extension of burial rights to a plot in section 1, due to expire in 2027, when the ownership will revert back to the cemetery – the JCC decided not to overturn the resolution, or grant an exception, made in agenda item 30 on the 8th September 2021, which was a decision not to extend burial rights, but to write to the daughter who has made the request, to confirm that her father will still be able to be interred after 2027 if required, and the additional inscription will be approved by the JCC. This can be recorded on the Epitaph system as well.</p> <p style="text-align: right;">Action Mrs Robinson</p> <p>ii. The Clerk has received a request (via email) from a Cuddington resident to have a path and gate into Gorstage cemetery from the Cemex quarry, due to the dangers of walking along Weaverham Road where there is no pedestrian footpath. Whilst the JCC felt it would be pertinent to wait for the donation from Cemex before looking at this idea, and also recognised there would be significant funds to be raised to complete the work involved, the Cuddington PC Cllrs believed this had been discussed at a CPC meeting and asked the Clerk to contact the CPC Clerk for information of what was said to the resident following that discussion.</p> <p style="text-align: right;">Action Mrs Robinson</p>
<p>104. AOB</p>	<ul style="list-style-type: none"> • The Clerk raised a request from a former resident (of 65 years) who had moved after a stroke to be close to Leighton Hospital (where he had lived for 7 years), if he could be considered a resident for the fee for pre-purchasing burial rights. Cllr Brookes proposed and Cllr Brocklebank seconded and it was RESOLVED to apply resident rates for his pre-purchase. • The Clerk circulated by email a recent update from the Law Commission on Burial and Cremation (circulated by email 18th March). She has reviewed 14 of the 62 recommendations so far and has 2 possible concerns the key one of which, is recommending cemeteries will have to be maintained as burial grounds for 100 years after the last <u>interment</u>. • The Clerk and Maintenance Manager will be on holiday and uncontactable from 7th – 14th April. The Clerk will circulate the year-end figures before she goes on holiday for review at the next meeting in April. Internal Audit currently planned for Friday 17th April
<p>105. Date of next meeting</p>	<p>Date of next meeting – Wednesday 15th April 2026 19:00 Cuddington & Sandiway Village Hall TBC</p>

The meeting closed at 20:27

Signed..... (Chairperson)

Date.....

Cemetery Maintenance Manager's Report

8. Cemetery Maintenance Manager's Report

Maintenance Contract

No issues.

The contractor has started on reducing the hedges.

Health & Safety

The topple testing will continue shortly. Social media posts have been sent out and a note has been posted on the Notice Board as per the H&S policy.

I have been working on the H&S paperwork.

DECISIONS REQUIRED

Regular Tasks

Task	Comment
Tidy Up	The Christmas clear up date needs to be agreed.
Clear Branches & Leaves	The front entrance of the cemetery was tidied of leaves and litter.
Garden of Remembrance	
Back Fill Areas	Two plot have been identified that have settled and require back filling.
Replace Camera Cards	The lack of power needs to be investigated. I think that the wires have become corroded but can be cleaned up.
Building Maintenance	The roofer should give me a verbal price by the meeting for fixing the roof, the fascia board and potentially the batons that have been damaged. The tile will have to be glued back together.
Pests	
Benches	

Other Activities

Task	Details	Progress
Tree work		
Shrubs	The camelia has been stunning but has gone over. I will give the rose a feed.	
Edging	The wooden edge in GOR2 has rotted. I have removed a section that collapsed. New edging will be ordered once the weather breaks.	ONGOING
Paths	Bollard is to be installed on main path Broken slabs and broken concrete need to be replaced next to the building.	ONGOING ONGOING
Hedges		
Building	Moss needs to be removed from the roof.	ONGOING
Fences & Gates	Main fence needs to be fixed. The double fence along the boundary needs to be removed.	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. The potholes at the entrance need to be filled.	ONGOING
Drains	The drains need to be cleared.	ONGOING
Wild Flower		
Cemetery Grounds		

Car Park		
Complaints		
Equipment		

DRAFT

Joint Cemetery Committee meeting 25th March 2026 – Clerks Report

1. **Apologies** – Apologies received from Cllrs McDonald and Wakefield.

3. **To approve and sign minutes of the Joint Cemetery Committee Special meeting held on 24th February 2026** – no amendments received to date, please let me know if you have any amendments asap.

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

5. Replacing the Clerk and Maintenance Manager

a. **Review of responses to the invitation to tender invite closing date 24th March**, one request for the invitation pack (attached), response not received as yet.

b. **Review of applications for the Clerk to the Joint Cemetery Committee role**, job description attached, two applications received – and one since withdrawn, further discussions have been had with 2 other interested parties – closing date for applications 24th March

c. **Review of all options, next steps, and decisions on replacing the Clerk and Maintenance Manager**

6. **Review and approval of Cemetery Policies and Procedures**: see separate email

7. **Review and decision on extending the temporary clerk's contract past end March 2026** – Paula Jackson has been in the temporary Clerk role since 1st September 2025. The Clerk and temporary Clerk would like the JCC to agree to continue the current arrangement until the Clerk role for Cemetery Admin has been filled, allowing for an overlap for training. The Clerk will also need holiday cover (for the mobile phone) from 7th – 14th April see AOB.

9. Cemetery Clerk's report

From 1st April 2025 up until 20th March 2026:

- There have been 38 burials, 11 cremated remains burials and 20 cremated remains interred in the GOR.
- 27 burials, 7 cremated remains burials and 14 cremated remains in the Garden of Remembrance were of parishioners.
- 11 burials, 4 cremated remains burial and 6 cremated remains in the Garden of Remembrance were of non - parishioners.
- 3 further interments are in the diary in March, 1 booked in April, with another one being planned in April.
- 2 cremated remain interments are still to be arranged.
- 60 memorial requests have been approved, 33 for new memorials.
- 6 graves have been pre-purchased (2 by non-residents)
- 16 Transfers of ownership have been completed
- 3 Reservations (Residents only) – 2 in the 3rd Garden of Remembrance

	Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots
Parishioners	27	7	14	48	14	6
Non-Parishioners	11	4	6	21	5	3
Total	38	11	20	69	19	9

Interments in new graves, includes 3 interments in graves that had been pre-purchased, and 1 that had been reserved.

The number of interments, expected to be **72**, is relatively high compared to the last 3 years, **52** in total for 2024/25; **58** in total for 2023/4, 2022/23 **60** in total. However, in 2021/22 there were **80**, and 2020/21 there were **78** (Covid years), which gives an average of **67** per year for the last 6 years. But, the highest number was actually **89** in 2017/18.

10. Finance Report

a. Cemetery Balances to date

Total Balances as at 20th March 2025

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		2,219.09
Reserve A/c		72,506.10
National Savings A/c		24,044.53
CCLA		50,000.00
Unrepresented Bankings		465.00
Unpaid Chqs/DDs (yet to be presented)	165.00	
		<u><u>149,069.72</u></u>

Summary

Total Balance B/Fwd @ 21/01/2026	146,408.03
Plus total receipts	7,185.98
Less total payments	4,524.29
Total Balance C/fwd to 21/03/26	<u><u>149,069.72</u></u>

Receipts 22/01/26 – 20/03/26

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	2,540.00
Interment fees	2,885.00
Memorial fees	1170.00
Misc (Incl. Transfers & Reservations)	172.50
Precept from Parish Councils	0.00
Donations	0.00
Interest & VAT reclaim	418.48
Total	7,185.98

Payments 22/01/26 – 20/03/2026

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
29/01/2026	002099	Mrs C Robinson	Expenses- Laptop, Strimmer line printer ink, stamps	473.86
11/02/2026	002100	S Cadman	January Maintenance	756.00
11/02/2026	002101	Weaverham Community Assoc.	Hire community centre hall for January meeting	20.00
12/02/2026	Standing order	Carole Robinson	Salary	245.00
12/02/2026	Standing order	Graeme Robinson	Salary	460.00
16/02/2026	002098	Northwich Town Council	Fill Grit Bins	198.00
18/02/2026	002102	Paula Jackson	Salary	271.08
18/02/2026	DD 05775349/001	O2 Monthly charge	Mobile phone charges	15.19
27/02/2016	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	3.04
27/02/2026	002103	Mrs C Robinson	Expenses - Camera, stamps, ink	212.04
06/03/2026	Charges	Nat West Bank	Bank transfer charge	23.00
12/03/2026	Standing order	Carole Robinson	Salary	245.00
12/03/2026	Standing order	Graeme Robinson	Salary	460.00
12/03/2026	002104	Burial rights owner	Cost of moving base stone etc	100.00
13/03/2026	002107	Paula Jackson	Salary	271.08
19/03/2026	002106	S Cadman	February Maintenance	756.00
	002105	C&SPPFA	Hire village hall for February meeting	15.00
Total				4,524.29

Income vs Expenditure – The overall balance is currently slightly greater than the figure at the start of the financial year (which was just below £145k), there are expenses of approx. £1,500 still to be deducted, and a small amount of receipts for the current financial year (around £500 - ££100).

Forecast vs Actuals				
Payments (Current Account) 1st April to 20th March 2026				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15773.44	16562.11	17111.09	-548.98
Cemetery Infrastructure	0.00	0.00	153.86	-153.86
Salaries & NI	12980.02	13629.02	15227.25	-1598.23
Admin	772.61	811.24	689.60	121.64
Insurance	395.91	415.71	395.92	19.79
Subscriptions	403.81	424.00	197.00	227.00
IT	525.00	551.25	869.72	-318.47
VAT	1361.78	1429.87	1262.22	167.64
Training	0.00	0.00	88.70	-88.70
Misc	0.00	0.00	124.00	-124.00
Total Payments	32212.57	33823.20	36119.36	-2296.16
			107%	
% of year	97%			
Receipts 1st April - 20st March 2026				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Receipts to date	Amount remaining
Pre-purchase	2150.00	2257.50	3400.00	-1142.50
Plot	10590.00	11119.50	7660.00	3459.50
Interments	13720.00	14406.00	16870.00	-2464.00
Headstone	5490.00	5764.50	5670.00	94.50
Transfer of ownership	385.00	404.25	440.00	-35.75
Reservations	450.00	472.50	270.00	202.50
Donations	0.00	0.00	0.00	0.00
Precept	2000.00	2000.00	2000.00	0.00
Misc	0.00	0.00	0.00	0.00
Interest	1879.54	1973.52	1359.35	614.17
VAT reclaim	1591.54	1671.12	1361.78	309.34
Total Receipts	38256.08	40068.88	39031.13	1037.75
			97%	

11. Correspondence

- a. Letters/emails written by the Clerk - Nothing of note to raise with the JCC
- b. Letters/emails received
 - i. **Review and decision on extending burial rights to a plot in Section 1** - the Clerk has received a request to transfer ownership and extend burial rights (expires 2027), potentially beyond 2029 on a plot in Section 1. The JCC RESOLVED at their meeting on 8th September 2021 agenda item 30 – Decision on length of time for burial rights not to extend rights for deeds with 40 years, although the plots could still be utilised until 2029 when all the deeds will have expired in Section 1. The daughter is asking so that her now frail father can be buried with his 4yr daughter when he passes and the daughter will be able to sort out headstone etc. *Note the recent update from the Law Commission on Burial and Cremation (circulated by email 18th March), is recommending cemeteries have to be maintained as burial grounds for 100 years after the last interment.*
 - ii. **Review request to have a path and gate into Gorstage cemetery from the Cemex quarry** – a Cuddington resident has asked the JCC to discuss putting a path and a gate into the cemetery from Cemex quarry, due to the dangers of walking along Weaverham Road where there is no pedestrian

footpath. No further update from Cemex re transfer of land; does JCC want to wait and assume this is going to happen?

12. AOB

- Request from a previous resident (of 65 years) to still be classed as a resident (for a pre-purchase) as he moved out of Weaverham Parish 7 years ago after a stroke to be near Leighton Hospital and has family in Gorstage cemetery
- The Clerk circulated by email a recent update from the Law Commission on Burial and Cremation (circulated by email 18th March). She has reviewed 14 of the 62 recommendations so far, and has 2 possible concerns the key one of which, is recommending cemeteries will have to be maintained as burial grounds for 100 years after the last interment. Does the JCC want to review the whole document, or have a small working party? Or can it wait until it passes into law?
- For information, the Clerk and Maintenance Manager will be on holiday and uncontactable from 7th – 14th April. The Clerk will circulate the year end figures before she goes on holiday for review at the next meeting in April. Internal Audit currently planned for Friday 17th April.

13. Date of next meeting –Currently **Wednesday 15th April 2026 19:00** Cuddington & Sandiway Village Hall **TBC**