

Weaverham, Cuddington and Acton Bridge Cemetery Committee Meeting

Date & time 15th April 2026 at 19.00 **Location** Cuddington and Sandiway Village Hall

Attendees Cllr J Freeman (WPC) (Chairperson), Cllr D Ruchat (CPC), Cllr A Crist (CPC), Cllr S Brookes (CPC), Cllr McDonald (CPC), Cllr T Brocklebank (ABPC), Cllr P Wakefield (WPC), Mr K Byrne, Mr G Robinson (Cemetery Maintenance Manager), Mrs C Robinson (Clerk to the Committee)

Apologies Cllr C Fifield (ABPC), Cllr P Wilkinson (WPC), Cllr M Gerrard (WPC), Miss P Jackson (Temporary Ass. Clerk to the Committee)

Absent

Minutes written by Mrs C Robinson (Clerk)

The meeting commenced at 19:05

Agenda item	Notes & actions
1. Apologies	Apologies for Absence – as noted above.
2. Public Open Forum	There were no members of the public present
3. Declarations of interest	There were no disclosable pecuniary interests declared.
4. Minutes of Committee meeting held on 25th March 2026	Cllr Crist proposed and Cllr Brookes seconded and it was RESOLVED that, the minutes of the Cemetery Committee meeting held on 25 th March 2026 are accepted as a true and correct record.
5. Replacing the Clerk and Maintenance Manager	<p>a. Decision on awarding the invitation to tender invite for Cemetery Administration and Site Management</p> <p>After discussion and review of the only tender submitted, by Northwich Town Council, Cllr Crist proposed and Cllr Wakefield seconded and it was RESOLVED to offer Northwich Town Council the contract for Gorstage cemetery administration and site management as from 1st May 2026, proposed as a 12 month contract with a probationary period subject to negotiations with Northwich Town Council.</p> <p>b. Decision on appointing a Clerk to the Joint Cemetery Committee role</p> <p><i>It was noted Cllr Ruchat replaced Cllr Fifield for the Clerk interviews.</i> Following a discussion of the merits of the 2 candidates interviewed for the position of Clerk to the Joint Cemetery Committee, Cllr Crist proposed and Cllr Freeman seconded and it was RESOLVED to offer Tracey Whitlow the position, subject to satisfactory professional references being received as from 1st May 2026.</p> <p>The JCC recognised that cemetery fees and the precept will most likely need to increase (for discussion and decision at the October Annual Meeting), following these decisions, so the 3 Parish Councils are being made aware as they will all have to agree to any increases in fees or precept.</p>
6. Review and approval of Cemetery Policies and Procedures	<p>a. Freedom of Information policy</p> <p>Cllr Brocklebank raised concerns about the draft Freedom of Information policy being reviewed, it was agreed to review, with potential changes at the next meeting. ction Cllr Brocklebank/Clerk</p> <p>b. Cemetery Users Risk Assessment</p> <p>After concerns were raised, it was agreed the beekeepers should erect a fence around the bee hives to stop visitors getting too close. Action Mr Robinson</p> <p>It was also agreed to defer the decision on the Cemetery Users Risk Assessment to the next meeting. Action Clerk</p> <p>There are 3 outstanding policies to be reviewed and approved C/F to the next meeting.</p>

	Cllr Brookes proposed and Cllr Freeman seconded and it was RESOLVED to approve the Risk Assessment – working from home, and the Contractor Health and Safety policy.																																																									
7. 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> <ul style="list-style-type: none"> • There is a problem with power to the security cameras, the maintenance manager will investigate. Action Mr Robinson • The roofer has been given to go ahead for the repairs and is scheduling the work. • Improving weather means grass seeding can start and the wild flowers are showing signs of life. • A few of the paving slabs on the main pavement are broken and will need to be replaced at some point. • The Maintenance Manager plans to get the toppling testing in section 1 finished shortly. Action Mrs Robinson 																																																									
8. Clerks Report	<p>The Clerk provided a report detailing interments from 1st April 2025 up until 31st March 2026 in advance of the meeting. In summary:</p> <table border="1" data-bbox="373 801 1476 994"> <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>28</td> <td>7</td> <td>14</td> <td>49</td> <td>14</td> <td>6</td> </tr> <tr> <td>Non-Parishioners</td> <td>12</td> <td>4</td> <td>7</td> <td>23</td> <td>5</td> <td>3</td> </tr> <tr> <td>Total</td> <td>40</td> <td>11</td> <td>21</td> <td>72</td> <td>19</td> <td>9</td> </tr> </tbody> </table> <p><i>Interments in new graves includes 1 interment in a grave that had been reserved, and 3 that had been pre-purchased.</i></p> <p>The Clerk highlighted that the number of interments was much more in line with previous years after a much lower number (52) the previous year.</p>		Burials	Burials-C/Remains	GOR	Total	New Graves	New GOR plots	Parishioners	28	7	14	49	14	6	Non-Parishioners	12	4	7	23	5	3	Total	40	11	21	72	19	9																													
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9. Finance Report	<p>a. Total Balances as at 31st March 2026</p> <table data-bbox="384 1227 1331 1727"> <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;">4,316.13</td> </tr> <tr> <td>Reserve A/c</td> <td></td> <td style="text-align: right;">72,561.41</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;">135.00</td> </tr> <tr> <td>Unpresented Chqs/DDs</td> <td style="text-align: right;">2,010.32</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">149,046.75</td> </tr> <tr> <td colspan="3">Summary</td> </tr> <tr> <td>Total Balance B/Fwd @ 22/03/26</td> <td></td> <td style="text-align: right;">149,069.72</td> </tr> <tr> <td>Plus total receipts</td> <td></td> <td style="text-align: right;">1,850.31</td> </tr> <tr> <td>Less total payments</td> <td></td> <td style="text-align: right;">1,873.28</td> </tr> <tr> <td>Total Balance C/fwd to 01/04/26</td> <td></td> <td style="text-align: right;">149,046.75</td> </tr> </tbody> </table> <p>The Clerk also included a forecast vs Actuals report, full details circulated prior to the meeting:</p> <table border="1" data-bbox="97 1827 1422 1977"> <thead> <tr> <th></th> <th>Actual 2024/25</th> <th>Forecast 2025/26</th> <th>Actual 2025/26</th> <th>Difference</th> <th>% to date</th> </tr> </thead> <tbody> <tr> <td>Total Payments</td> <td style="text-align: right;">32,857.11</td> <td style="text-align: right;">34,499.97</td> <td style="text-align: right;">32,212.57</td> <td style="text-align: right;">2,287.40</td> <td style="text-align: right;">55%</td> </tr> <tr> <td>Total Receipts</td> <td style="text-align: right;">41,228.01</td> <td style="text-align: right;">47,112.21</td> <td style="text-align: right;">38,255.99</td> <td style="text-align: right;">-8,856.22</td> <td style="text-align: right;">53%</td> </tr> </tbody> </table> <p><i>% of the year to date 100%</i></p> <p>The Clerk had submitted a request for overtime, which Cllr Freeman had approved for 20 hours due to the work involved with the tender submission and recruitment.</p>		<u>DR -ve</u>	<u>CR +ve</u>	Current A/c		4,316.13	Reserve A/c		72,561.41	National Savings A/c		24,044.53	CCLA		50,000.00	Unrepresented bankings		135.00	Unpresented Chqs/DDs	2,010.32				149,046.75	Summary			Total Balance B/Fwd @ 22/03/26		149,069.72	Plus total receipts		1,850.31	Less total payments		1,873.28	Total Balance C/fwd to 01/04/26		149,046.75		Actual 2024/25	Forecast 2025/26	Actual 2025/26	Difference	% to date	Total Payments	32,857.11	34,499.97	32,212.57	2,287.40	55%	Total Receipts	41,228.01	47,112.21	38,255.99	-8,856.22	53%
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a. **Review and Approval of the 2025/2026 Accounts prior for submission to the internal auditor**

The Clerk circulated the year end accounts and balances prior to the meeting. **VAT claim to be submitted is for £1,275.59**

Internal Auditor – As long as the accounts are approved, the Internal Auditor Jo O’Donoghue has pencilled in Friday 17th April for a review with the Clerk.

Total Balances as at 31st March 2026

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		2,440.81
Reserve A/c		72,561.41
National Savings A/c		24,044.53
CCLA		50,000.00
	-	149,046.75
		149,046.75

Summary

Total Balance B/Fwd @ 01/04/25	144,764.76
Plus total receipts	40,881.44
Less total payments	36,599.45
Total Balance C/fwd to 01/04/26	149,046.75

Income vs Expenditure – The overall balance has increased by just over **£4k** in the last financial year.

Parish Council	Band D Equivalents 2015/16	%	Balance B/F	Receipts	Payments	Balance C/F	Employee salaries	Asset Register
Acton Bridge	309	7%	10,133.53	2,861.70	2,561.96	10,433.27	1,092.23	1,173.65
Cuddington	2414	52%	75,277.68	21,258.35	19,031.71	77,504.31	8,113.71	8,718.54
Weaverham	1892	41%	59,353.55	16,761.39	15,005.77	61,109.17	6,397.35	6,874.23
Total	4615	100%	144,764.77	40,881.44	36,599.45	149,046.75	15,603.29	16,766.42

The JCC reviewed the figures and Cllr McDonald proposed and Cllr Crist seconded and it was **RESOLVED** that the end of year figures were an accurate reflection of the cemetery’s accounts, and they could be forwarded to the Internal Auditor.

10. Updates on matters arising were given	<ul style="list-style-type: none"> No updates were given
11. Correspondence	<ul style="list-style-type: none"> Letters written by the Clerk Nothing of note to raise with the JCC Letters received The Clerk and Maintenance Manager have officially tendered their resignations with 1 months’ notice, giving an official finish date of 15th May 2026. Cllr Brocklebank Formally thanked Mr & Mrs Robinson for all their hard work over the years.
12. AOB	<ul style="list-style-type: none"> Cllr Brocklebank raised the issue that some paperwork says JCC/Joint Cemetery Committee and some has Weaverham Cuddington and Acton Bridge Cemetery Committee. Surely all documentation should be consistent? Cllr Brocklebank felt it should be Joint Cemetery Committee or JCC for short. Action Clerk The Clerk asked whether any decision had been made by Cuddington PC to respond to the resident re the request for a path and gate from the Cemex quarry. It had not, and

	<p>the feeling was that nothing can be done until the land belongs to Cuddgton PC (and therefore the JCC).</p> <ul style="list-style-type: none"> The Clerk gave Miss Jackson’s apologies for dropping the mobile phone and breaking the screen, whilst covering for the Clerk. The mobile phone is still working. The JCC accepted the apology and asked the Clerk to get the phone fixed. Action Mrs Robinson
<p>13. Date of next meeting</p>	<p>Tuesday 19th May 2026 19:00 – Provisionally Acton Bridge, hopefully with the new Clerk and Northwich Town Council (Cemetery Admin/site Manager)</p>

The meeting closed at 20:27

Signed..... (Chairperson)

Date.....

DRAFT

Joint Cemetery Committee meeting 15th April 2026

Cemetery Maintenance Manager's Report

7. Cemetery Maintenance Manager's Report

Maintenance Contract

The hedges have been cut back and do not look too bad.

Health & Safety

Topple testing will continue tomorrow.

DECISIONS REQUIRED

Regular Tasks

Task	Comment
Tidy Up	Ongoing
Clear Branches & Leaves	
Garden of Remembrance	
Back Fill Areas	A plot has developed a hole that needs to be filled.
Replace Camera Cards	The lack of power needs to be investigated. I think that the wires have become corroded but can be cleaned up. This is ongoing.
Building Maintenance	The roofer is scheduling the roof work.
Pests	
Benches	

Other Activities

Task	Details	Progress
Tree work		
Shrubs		
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		
Wild Flower	The wild flowers are showing signs of life.	
Cemetery Grounds	A few of the paving slabs down the main path have broken. They are still flat at the moment but will need to be monitored.	
Car Park		
Complaints		
Equipment		

DRAFT

Joint Cemetery Committee meeting 15th April 2026 – Clerks Report

1. Apologies – Apologies received from Cllr Ruchat

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 Special meeting held on 25th March 2026 – no amendments received to date, please let me know if you have any amendments asap.

5. Replacing the Clerk and Maintenance Manager

a. Decision on awarding the invitation to tender for Cemetery Administration and Site Management – a separate paper will be circulated from the sub-committee with a summary of their findings

b. Decision on appointing a Clerk to the Joint Cemetery Committee role – The sub-Committee interviewed 2 candidates, they will give an update at the meeting

8. Cemetery Clerk's report

From 1st April 2025 up until 31st March 2026:

- There have been 40 burials, 11 cremated remains burials and 21 cremated remains interred in the GOR.
- 28 burials, 7 cremated remains burials and 14 cremated remains in the Garden of Remembrance were of parishioners.
- 12 burials, 4 cremated remains burial and 7 cremated remains in the Garden of Remembrance were of non - parishioners.
- 3 further interments are in the diary in April, and 3 in May
- 2 cremated remain interments are still to be arranged.
- 64 memorial requests have been approved, 34 for new memorials.
- 7 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	28	7	14	49	14	6
Non-Parishioners	12	4	7	23	5	3
Total	40	11	21	72	19	9

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

9. Finance Report

a. Cemetery Balances to date

Total Balances as at 31st March 2026

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		4,316.13
Reserve A/c		72,561.41
National Savings A/c		24,044.53
CCLA		50,000.00
Unrepresented Bankings		135.00
Unpaid Chqs/DDs (yet to be presented)	2,010.32	
		149,046.75

Summary

Total Balance B/Fwd @ 22/03/2026	149,069.72
Plus total receipts	1,850.31
Less total payments	1,873.28
Total Balance C/fwd to 01/04/26	149,046.75

Receipts 21/03/26 – 31/03/26

Receipt Description	Amount
Plot fees (incl. Pre-purchase)	430.00
Interment fees	1050.00
Memorial fees	315.00
Misc (Incl. Transfers & Reservations)	0.00
Precept from Parish Councils	0.00
Donations	0.00
Interest & VAT reclaim	55.31
Total	1,850.31

Payments 21/03/26 – 31/03/2026

Date debited from bank Account	Cheque no./DD	Payee	Details	Total
31/03/2026	BACs payment	Carole Robinson	Salary Adjustment CR	-7.92
31/03/2026	DD0014101734	SUEZ R&R UK LTD	Refuse collection - Excess weight charges	35.88
	002108	S Cadman	March Maintenance	756.00
02/04/2026	002109	Mrs C Robinson	Expenses - Mole Repellant, stamps, ink, envelope	44.49
	002112	HMRC	PAYE Month 7/8/9 underpayment and interest	126.00
	002113	HMRC	PAYE C & G Robinson, P Jackson Jan, Feb & Mar	372.60
02/04/2026	002110	Graeme Robinson	Salary Adjustment GR	516.23
	002115	C&SPPFA	Hire village hall for Clerk Interviews	30.00
Total				1,873.28

Income vs Expenditure – The overall balance is higher than the figure at the start of the financial year, an increase in funds of £4,281.99.

Forecast vs Actuals				
Payments (Current Account) 1st April to 31st March 2026				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Spend to date	Amount remaining
Cemetery Maintenance	15773.44	16562.11	17149.46	-587.35
Cemetery Infrastructure	0.00	0.00	153.86	-153.86
Salaries & NI	12980.02	13629.02	15603.29	-1974.27
Admin	772.61	811.24	743.53	67.71
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	1271.89	157.97
Training	0.00	0.00	88.70	-88.70
Misc	0.00	0.00	126.08	-126.08
Total Payments	32212.57	33823.20	36599.45	-2776.25
			108%	
% of year	100%			
Receipts 1st April - 31st March 2026				
	Actual 2024/25	Forecast 2025/26 (5% increase)	Receipts to date	Amount remaining
Pre-purchase	2150.00	2257.50	3830.00	-1572.50
Plot	10590.00	11119.50	7660.00	3459.50
Interments	13720.00	14406.00	17920.00	-3514.00
Headstone	5490.00	5764.50	5985.00	-220.50
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	1414.66	558.86
VAT reclaim	1591.54	1671.12	1361.78	309.34
Total Receipts	38256.08	40068.88	40881.44	-812.56
			102%	

- a. **Review and Approval of the 2025/2026 Accounts prior to submission to the internal auditor**, currently booked for Friday 17th April. Excel Spreadsheet with years figures attached. The scans of statements showing the year end figures will be circulated following my return from holiday, just prior to the meeting.

11. Correspondence

- a. Letters/emails written by the Clerk - Nothing of note to raise with the JCC
b. Letters/emails received by the Clerk - Nothing of note to raise with the JCC

There may be something to raise after I have checked emails and post on my return from holiday on 15th April

13. Date of next meeting – Currently **Tuesday 14th July 2026 19:00 Site visit** (2nd Tuesday in the month), venue should be Acton Bridge Parish rooms, but Weaverham Community Centre is more convenient for a site visit; **if there is going to be a meeting in May or June, pe**