

GORSTAGE CEMETERY
Manged by Weaverham, Cuddington & Acton Bridge (Joint) Cemetery Committee (JCC)
Minutes Wednesday 15th July 2026 at Gorstage Cemetery

Meeting started 18.30

2026/27		By:
	Present: Cllr J Freeman (JF) (WPC (Chairperson) (WPC) Cllr D Charlton (DC) (ABPC) Cllr J McDonald (JM) (CPC) Cllr C Fifield (CF) (ABPC) Mr K Byrne (KB) Cllr S Brookes (SB) (CPC), Cllr P Wilkinson (PW) (WPC), In Attendance: Tracey Whitlow – Clerk (TW)	
26/19	Apologies for Absence were received & accepted from: Cllr A Crist (AC) (CPC) Cllr P Wakefield (PWd) (WPC) Cllr D Ruchat (DR) (CPC), M. Gerrard (MG) was not present	
Note:	The meeting was preceded by a cemetery walk-about. Committee members were impressed at how good the cemetery looked. JF requested TW obtain a quote for bollards from the car park to the top path, to ensure no one drives on it. Sizes of headstones were noted. TW to ask NTC to remind all stone masons of the acceptable dimensions.	TW TW
26/20	Declarations of Members' Interests: None	
26/21	Approval of Minutes: The committee Resolved to approve the minutes of the JCC meeting held on 19th May 2026 as a true and accurate record. Signed by the chair.	
26/22	Public Participation: None present	
26/23	Matters Arising: (from previous minutes if not an agenda item) Policy review has been deferred to the October meeting, with many changes required as NTC are now managing the cemetery. Bank signatory paperwork requested. TW suggested not removing the previous clerk until TW is added. Approved.	
26/24	Cemetery Contractors Report: Northwich Town Council took on the contract of the Cemetery Admin & maintenance on 01.05.26 NTC gave a written report on maintenance: • Moles have now been treated, and we have seen no further incidents • We are continuing to maintain on a two-week schedule which is working well, weedkilling has been completed on hardstanding paths. • Quote of £350 approved for removal of dead conifer trees at the entrance – quote previously approved to old contractor, but work not carried out. NTC gave an update on the cemetery admin:	

	• Funeral activity has slowed slightly; however, previous interments have run smoothly. • Epitaph is up to date with all relevant information should you wish to see the site activity. • Feedback from funeral directors and families has been positive. • 4 further internments scheduled for July.	
26/25	Accounts/Financial: Ratify/Approve Receipts & Payments: 1. R&P list presented and approved. Appendix 1. 2. Bank reconciliation of 30.06.26 approved and signed. Appendix 2. Noted opening bank balance was out by £5 due to the amount of an unrepresented cheque differing from that on the cash book. This has been restated. 3. Clerks overtime- TW circulated timesheets for May/June. 28 hours overtime due to handover and numerous meetings with NTC. This should now start to decrease. To continue with timesheets to ensure correct hours for the job. Approved.	
26/26	Clerks Report: (if not an agenda item) None not covered as an agenda item.	
26/27	Correspondence: (to note correspondence of consequence, unless an agenda item) None not actioned or circulated.	
26/28	Deed Book: NTC have suggested using a deed book. KB suggested that the committee were already using one. TW informed this is not the case. TW to confirm with previous clerk and NTC. Add to next agenda.	TW
26/29	Reservations: The committee considered discontinuing reservations and only allow pre-purchase plots. This needs to be an AGM decision. Add to October AGM agenda. The amount of work in a reservation outweighs the receipt.	
26/30	Vaults: NTC recommended the installation of vaults. Cost of £2000 for the plinth (which will take 50 vaults) Vaults would then be sold to families in the same manner as a plot. Resolved to go forward with this. TW to accept NTC's quote.	
26/31	Buildings: 1. To consider NTC's proposal of utilising the building as an on-site office. Resolved to action. 2. To review the quote from NTC for the refurbishment of the building to office space and storage room. Resolved to accept NTC quote of £1200 to clear, clean and paint the main room. To hold back at present on the small room.	TW
26/32	Records: All cemetery paper records have been taken to NTC for storage. They have not been indexed. Resolved to leave as is at the present time. All records are in digital format.	
26/33	Garden of Remembrance Plots: The committee considered charging for GoR plots. Resolved. Add to AGM agenda for cost considerations.	

26/34	CCTV: Installed in 2017. Does not work adequately. Technology has improved over the 9 years. TW to obtain quotes for a replacement system.	TW
26/35	Fee Increases: Following 2 months of NTC covering the admin of the cemetery it is noted that fee's need to increase. This can only be done at the AGM. Agreed for an extra ordinary meeting to agree fee increases, which will then be approved at the AGM. Fee increases to be as of 01.10.26	
26/36	Items for Next Meeting: Fee increases.	
26/18	Date of Next Meeting: The next JCC meeting is planned for WEDNESDAY 19th AUGUST – Weaverham community centre (to be confirmed).	
Noted	Mr Ken Byrne informed the committee that he was standing down. Mr Byrne was thanked for all his work on the committee.	

The meeting closed at 19.25

Signed:

Date

Appendix 1.

JCC Receipts & Payment Schedule			
	Meeting date:		15.07.26
<u>Receipts since the last meeting:</u>			
	Natwest	Bank Interest	£47.70
		Cemetery Receipt	£40.00
	Natwest	Bank Interest	£51.18
	payroll	overpay refund	£16.11
			£154.99
<u>Payments ratified/for approval:</u>			
R	O2 Monthly charge	mobile phone	£9.00
R	SUEZ R&R UK LTD	Waste removal (6 moths)	£1,311.63
R	O2 Monthly charge	Mobile phone	£9.00
R	SUEZ R&R UK LTD	Excess weight	£6.07
R	Water Plus	Water Supply	£22.39
R	S Cadman	May maintenance	£756.00
A	NTC	May (Total) invoices	£2,609.00
A	NTC	June invoices	£1,362.40
A	NTC	Maintenance June	£1,612.80
A	Clerk	May - June Expenses	£61.52
			£7,759.81

Appendix 2.

Gorstage Cemetery (JCC)	
Bank Reconciliation	
Prepared by T Whitlow - Clerk/RFO	
	30.06.26
<u>BANK RECONCILIATION</u>	
Nat West Current a/c	2819.37
Nat West Deposit a/c	68582.76
Total	71402.13
<u>CASH BOOK RECONCILIATION</u>	
B/F Nat West Current a/c	2435.81
B/F Nat West Savings a/c	72561.41
Total B/F 01.04.25	74997.22
Receipts to date	3786.35
Expenditure to date	7396.44
Less unrepresented payments	15.00
	71402.13

Gorstage Cemetery (JCC)	
Savings A/c	
Prepared by T Whitlow - Clerk/RFO	
O/B NS&I 01.04.26	£24,044.53
O/B CCLA 01.04.26	£50,000.00
TOTAL B/F	£74,044.53
Interest to date	£423.19
	£74,467.72
NS&I 13.05.26	£24,044.53
CCLA 30.06.26	£50,423.19
Total 30.06.26	£74,467.72