

GORSTAGE CEMETERY
Manged by Weaverham, Cuddington & Acton Bridge (Joint) Cemetery Committee (JCC)
Extra Ordinary Meeting
Minutes Wednesday 19th August 2026 at Weaverham Community Centre
Meeting started 19.00

Present:

Cllr J Freeman (JF) (WPC (Chairperson) (WPC)
Cllr S Brookes (SB) (CPC)
Cllr A Crist (AC) (CPC)

Cllr D Charlton (DC) (ABPC)
Cllr P Wilkinson (PW) (WPC)
Cllr P Wakefield (PWd) (WPC)

Cllr D Ruchat (DR) (CPC)

In Attendance: Tracey Whitlow – Clerk (TW)

26/37 Apologies for Absence were received & accepted from:

Cllr J McDonald (JM) (CPC), Cllr C Fifield (CF) (ABPC)
M. Gerrard (MG) was not present

26/38 Declarations of Members' Interests:

None

26/39 Approval of Minutes:

The committee Resolved to approve the minutes of the JCC meeting held on 15 July 2026 as a true and accurate record. Signed by the chair.

26/40 Public Participation:

None present

26/41 Matters Arising: (from previous minutes if not an agenda item)

None not covered by agenda or clerks report

26/42 Clerks Report: (if not an agenda item)

- Waste management: Clerk suggested using a section of out of sight ground to use for composting purposes, to reduce the amount in the bins. Add to next agenda
- Dead conifers at the entrance have been removed. £350 as agreed.
- Hedging off of existing plinths has been completed. £1200. As agreed. Added to maintenance contract going forward.
- Grave topple testing completed. £77 + VAT
- NTC have only charged for one full mow in July, due to the hot, non-growing weather.
- Maintenance tender to go out next week, to be returned by 29.09.26 to enable collating before presenting to the AGM.
- Back filling of graves – as requested, discussed this with NTC. They will charge £25.
- Hedge cutting - awaiting a quote from NTC
- Vaults – will be installed very soon. One has already been reserved.

26/43 Delegated Authority:

Proposed and voted unanimously to give the clerk delegated authority, between meetings, to action items of expenditure up to £500. Items from £500 - £2K with approval of two of the bank finance group, as getting agreement from all three is proving very difficult.

26/44 Quotes for maintenance:

1. Installation of removable bollard £550. **Approved.**
2. Fence repairs £250 **Approved.**
3. Seasonal cutting of wildflower area £155 **Approved.**

26/45 Fee Increases:

To consider fee increased as of 02.10.26 following the change of cemetery management the costs are higher, to remain solvent the cemetery needs to increase the fees, in line with other local cemeteries, ASAP. The 2025/26 receipts were £2.5K over expenditure, with the change of management structure 2026/27 will show a large deficit without the increase in fees.

Fee increases were considered and agreed, to be formally approved at the AGM on 01.10.26. Fee increases to be implemented on 02.10.26

1. In theory the precept should be used for admin staff wages, but this has not happened for several years, the current precept is only £2K, this would have to rise significantly to cover salary, with a huge impact on all 3 parishes. A reduction in the cemetery precept was agreed for 1 year in conjunction with the increase in cemetery fees. This is to be reviewed with the next fee review, to be formally agreed at the October AGM. Salary to be taken from the income from the cemetery.
2. Fee increases to be circulated to the 3 parishes for approval at their September meetings. **TW**
3. Notice of amendment to constitution to be circulated to the 3 parishes, to allow fee increases as required, as opposed to only at the AGM, following agreement from all 3 parishes. **TW**

26/46 Items for Next Meeting:

Fee increases. Maintenance tender/contract. Tree survey. Policy review. CCTV. Benches. Waste management. Communication.

26/47 Date of Next Meeting:

The next JCC meeting is planned for **THURSDAY 1ST OCTOBER 2026** for the AGM – venue to be confirmed.

Signed.....

Dated.....