

Frodsham Town Council

Minutes of a meeting of
The Cemetery Sub-Committee
 held on Wednesday 29 June 2016 at 3pm
 In the Town Council Office, Castle Park, Frodsham



Present: Cllrs C Ashton, J Critchley and F Pennington
 Mr J Nield, Mr N Smith and Mrs H Catt (Town Clerk)

Other members of the Sub-committee are Cllr L Brown, Mrs A Parker, Mrs J McDonagh and Father M Mills not able to attend.

Meeting 1

No	Item	Note/Decision/ Action
1	Appointment of Chair	It was agreed that Cllr F Pennington would be the Chair.
2	Appointment of Deputy Chair	It was agreed that Cllr C Ashton would be the Deputy Chair.
3	Agree TOR for the year	The Terms of Reference, which have been approved by FTC, were noted.
4	Budget 2016-17	The income of £10,000 is an estimate. Spend against budget will be presented to future meetings together with income from burials and cremation ashes internments.
5	Cemetery Regulations	Generally the regulations are satisfactory. The use of 'burial authority' at the end of para 2 rather than 'Frodsham Town Council' will be checked by TC. Concern was expressed that the regulations are not always being followed – examples were given of headstones too large and plants, flowers & other items extending onto the grave beyond the 9 inch limit. TC explained that where there are issues with a specific grave she writes to them to remind them about the regulations. It was agreed that a copy of the rules should always be sent out with the Rights of Burial Certificates. TC to speak to the Facilities Manager about numbering the plots to assist the grave digger. Cllr Pennington, Facilities Manager and TC will try to meet with the Grave Digger to discuss the issue about spacing between graves. It was also noted by TC that there had been issues with the grave walls collapsing whilst being dug leading to greater spaces being needed between graves.
6	Development of the site	It was agreed that a site visit should take place and should be part of the next meeting in September. The need to develop the upper area could be delayed by the removal of the trees along either side, which had been planted to allow the trees in the hedge to mature. This has been suggested in the past and it was pointed out that it had been agreed to leave the trees in for 5 years.
7	Access	The toilets are locked except during a funeral. Quotations to make the toilets DDA compliant have been sought – one has been received at £1,105.50+VAT which was thought to be very expensive. TC to get additional quotes. One suggestion was to give the funeral directors a key for the toilets so they can take responsibility for ensuring they are open for funerals – to be considered further. TC is to research grants to pay for disability grants. Cllr Ashton also advised she would forward details of a Disability Contact who would probably be able to advise.
8	Maintenance Plan	It was agreed that a maintenance plan developed to cover short medium and long term maintenance of the cemetery. TC to review existing documentation provided by JN and bring a draft to a future meeting.

No	Item	Note/Decision/ Action
9	Business Plan	It was agreed that a business plan needed to be developed to cover short, medium and long term development and management of the cemetery. TC to review existing documentation provided by JN and bring a draft to a future meeting.
10	Agenda items for the next meeting	To agree any additional agenda items for the next meeting: As above 5-9 plus Budget/spend 2016-17 - Fees & Charges – Trees - Budget 2017-18.
11	Date of next meeting	Wednesday 7 September 2016 at 3pm with a site visit at Tarvin Road Cemetery followed by business meeting at CPH.