

# Frodsham Town Council

Minutes of a meeting of  
The Cemetery Committee  
held on Thursday 20 July 2017 at 7pm  
In the Town Council Office, Castle Park, Frodsham



**Present:** Cllrs J Critchley (Chair), L Brown, F Pennington and P Williamson (part).  
Mrs H Catt (Town Clerk)

**In Attendance:** None

## Meeting 1

| No  | Item  |
|-----|---|
| 1   | <b>Appointment of Chair</b><br>Cllr J Critchley was re-appointed Chair – proposed and seconded by Cllrs L Brown & F Pennington.   |
| 2   | <b>Appointment of Deputy Chair</b><br>Cllr F Pennington was appointed Deputy Chair - proposed and seconded by Cllrs J Critchley & L Brown.  |
| 3   | <b>Apologies</b><br>Cllrs M Poulton & C Ashton, Mrs A Parker and Mrs N Smith.   |
| 4   | <b>Minutes of the meeting 2 of Cemetery Committee held on 19 May 2017</b><br>The minutes were <b>agreed</b> and signed as a true record – proposed and seconded by Cllrs F Pennington and J Critchley.  |
| 5   | <b>Terms of Reference</b><br>It was <b>agreed</b> to recommend adoption of the amended Terms of Reference – <b>R1</b> . Proposed and seconded by Cllrs F Pennington & L Brown.  |
| 6   | <b>Cemetery Design Support</b>  |
| 6.1 | It was noted that the design work has been commissioned.  |
| 6.2 | It was <b>agreed</b> that the topographical survey needed to assist the design work @ £475+VAT should be approved <b>EP1</b> . Proposed and seconded by Cllrs F Pennington and L Brown.   |
| 7   | <b>Cemetery Cost 2016-17</b><br>The actual payments & receipts in 2016-17 were note. It was <b>agreed</b> to recommend to council that the surplus should be added to the Earmarked Reserve for Burial Ground Maintenance. <b>R2</b> . Proposed & seconded by Cllrs J Critchley & L Brown. This earmarked reserve is for the future development and maintenance costs (when the cemetery is full) of running the cemetery. Replacing the ground maintenance equipment should be considered too. |
| 8   | <b>Business Plan</b><br>This item was deferred.   |
| 9   | <b>Friends of Tarvin Road Cemetery</b><br>It was <b>agreed</b> that TC will research to see if other Councils have set up a Friends Group. An informal meeting in the Autumn for interested people could be arranged to discuss its remit and role.   |

Cllrs C Ashton, L Brown, J Critchley, F Pennington, M Poulton and P Williamson.

| No                              | Item   |
|---------------------------------|--|
| 10                              | <b>Exhumation Admin Charges</b><br>Although it is very rare for anyone to request an exhumation it involves significant paperwork and currently there are no specified charges. It was <b>agreed</b> that TC would research what other cemeteries charge.                        |
| 7.25 Cllr P Williamson arrived. |  |
| 11                              | <b>Agenda items for the next meeting</b><br>Additional agenda items for the next meeting were agreed: <ul style="list-style-type: none"> <li>• Trees (pruning) – raised by Mrs A Parker</li> <li>• Design ideas – TC to invite the designer if the designs are ready.</li> </ul> |
| 12                              | <b>Date of next meeting(s)</b><br>It was agreed to change the date of the next meeting to Friday 6 October 2017 (3pm). Meetings in 2018 remain the same 18 January (3pm) and 19 April 2018 (7pm).  |

Meeting ended 7.30pm.

**R1.** To adopt the amended Cemetery Committee Terms of Reference - proposed and seconded by Cllrs F Pennington & L Brown.

**R2.** To agree that the surplus of £10,401.08 should be added to the Earmarked Reserve for Burial Ground Maintenance - proposed & seconded by Cllrs J Critchley & L Brown.

**EP1.** To approve the topographical survey @ £475+VAT - proposed and seconded by Cllrs F Pennington & L Brown