

Frodsham Town Council

Minutes of a meeting of
The Cemetery Committee
held on Friday 2 February 2018 at 3pm
In the Town Council Office, Castle Park, Frodsham



Present: Cllrs J Critchley (Chair), C Ashton, L Brown and Lord F Pennington.
Mrs H Catt (Town Clerk)

In Attendance: Mr J Nield and 3 members of the public.

Meeting 3

No	Item
25	Apologies No apologies were received but Cllr Williamson was absent. It was also noted that Cllr Poulton has resigned from council and therefore is no longer a member of this committee.
26	Minutes of the meeting held on 6 October 2017 The minutes were agreed and signed as a true record – proposed and seconded by Cllrs Lord F Pennington and L Brown.
27	Right for the public to speak Mrs J Owen – Commemorative Bench. Mrs Owen, who was accompanied by her father, explained that her mother died a year ago and her father attends the grave regularly. She understands that currently the policy is to have no additional benches in the cemetery but wondered if the committee might reconsider this. The family would agree to sign an agreement which would allow the bench to be removed if it wasn't properly maintained. Mr B Tenant - Commemorative Bench. Mr Tenant had a similar request as his mother is buried in the cemetery. He already has a suitable bench and doesn't mind where in the cemetery it is placed.
28	Request for Commemorative Bench The committee was reluctant to do anything at this stage as the development of the upper part of the cemetery is being planned and any benches may need to be moved as part of the development. Mr Nield felt that FTC should provide 2 benches near the centre for anyone to sit. Places were left on the path for benches during the laying out of the lower section. TC pointed out that the design standards for cemeteries state that resting points with a bench should be provided every 200m. It was agreed to review the matter again once the design work has been completed.
29	Cemetery Design Support
29.1	The estimated costs of implementing the design proposal for the expansion discussed at the last meeting is £25,220. Mr Percival was also asked to provide the cost of putting a road all the way round the site, which would be approximately £64,626. Mr Percival has now left the company and Ms Halestrap has taken over. She has suggested an alternative road layout which would cost approximately £31,000. It was suggested that it may be possible to upgrade the grey path in the original design to make it suitable for vehicles, with a turning circle and passing places. TC will ask Ms Halestrap to look at this and also invite her to attend the next meeting. Cllr Lord Pennington reminded the committee that there was still the option to take the trees out and that would provide additional grave spaces to last for twenty years. It was suggested that photographs of the trees should be taken throughout the year to show what the trees look like – they are currently dormant and bare. Public consultation on the design could take place at the Town Meeting in the summer. Further discussion will take place after the visit to Northwich Cemetery on Friday 16 February at 10am.

Committee Members: Cllrs C Ashton, L Brown, J Critchley, Lord F Pennington and P Williamson.
Town Clerk: Mrs H Catt

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No	Item
29.2	Proposals for improving access to the existing layout, as suggested by Mr Percival, were discussed. It was agreed that TC should get quotes for putting in dropped kerbs and also installing grass grids between the family plots. A dropped kerb is also needed to the top tap. A site plan for the current site will be displayed to help people find their relative's graves.
30	Action Plan & Budget 2017-18 The Action Plan and budget for 2017-18 was noted. The end of year forecast shows a small overspend but this was due to emergency repairs to the mower.
31	Action Plan & Budget 2018-19 The Action Plan and budget for 2018-19, which have already been presented to council, were agreed – proposed and seconded by Cllrs Ashton and Brown.
32	Friends of Tarvin Road Cemetery It was agreed to defer this item for the time being.
33	Cemetery Report The updated cemetery report on trends, income and expenditure was noted. The trend is towards cremation rather than burial, with the proportion of re-opens increasing slowly.
34	Business Plan TC had spoken to local Town Council and none had a business plan for their cemeteries. Northwich Town Council have invited FTC to visit to see how they operate their cemetery. Their Town Clerk had pointed out that we might need to review our processes relating to transfer of ownership to avoid difficulties in the future.
35	Exhumation Admin Charges TC had contacted several local councils about administrative charges for exhumations. Only one had a charge, which was £150 but this could vary depending on the site and depth of the grave. It was agreed to ask Northwich about this on the visit.
36	Ivy Removal It was noted that all the ivy has been removed from the cemetery building.
37	Cemetery Toilet It was noted that a RADAR lock has been fitted to the toilet and keys are available from FTC office at £2 each.
38	Agenda items for the next meeting The agenda will include the design work, report back on visit to Northwich and quotations for the access improvement work.
39	Date of next meeting 19 April 2018 (7pm). This is an evening meeting.

Meeting ended at 4.15pm.

Committee Members: Cllrs C Ashton, L Brown, J Critchley, Lord F Pennington and P Williamson.

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