

Frodsham Town Council

Minutes of a meeting of the Cemetery Committee held on Friday 7 December 2018 at 3pm in the Town Council Office, Castle Park, Frodsham



Present: Cllrs J Critchley (Chair), C Ashton, L Brown, P Williamson (part)

Meeting 4

No	Item
34	Apologies Apologies were received and accepted from Cllr Lord F Pennington.
35	Declarations of Interest None
36	Minutes of meeting 2 of the Cemetery Committee held on 27 September 2018 The minutes were agreed and signed as a true record – proposed and seconded by Cllrs J Critchley and Brown.
37	Minutes of meeting 3 of the Cemetery Committee held on 26 October 2018 The minutes were agreed and signed as a true record – proposed and seconded by Cllrs Ashton and Brown.
38	Opportunity for Public to Speak – None present.
39	Cemetery Design Support It was agreed to commission the Designer to provide professional oversight of the installation of the new road layout @ £12,269 + VAT – proposed and seconded by Cllrs Ashton and Brown. R1 Recommend to Council to commission the Designer to oversee the project
40	Cemetery Regulations
40.1	The amended regulations were agreed – proposed and seconded by Cllrs J Critchley and Brown
40.2	As the regulations are unlikely to change again for some time it was agreed to get a quotation to have the regulations booklets professionally printed. Action: The Administrative Officer to seek a quotation for printing a small number of books, eg 250 and multiples thereof.
41	Cemetery Paperwork
41.1	3:05pm Cllr Williamson joined the meeting. The following revised documents were agreed : <ul style="list-style-type: none"> • Notice of Interment, • Right of Ownership and Acceptance of Regulations letter • Acceptance of Regulations form • Memorial Permit Application • Memorial Plaque application Action: The Administrative Officer to ensure the references to ‘Hazel Catt’ are amended to refer only to the Town Clerk
41.2	It was noted that the paperwork to transfer or assign ownership needs reviewing Action: Cllr J Critchley agree to progress this review
42	Fee structure It was agreed that a wider review, comparing the fees structures at other local cemeteries was needed. Action: Cllr J Critchley agreed to progress this review

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

No	Item
43	<p>Cemetery Office</p> <p>It was agreed to defer consideration of the potential to extend the cemetery office to provide a single office base for FTC until after meeting the new tenant of the ground floor at Castle Park House.</p> <p>Action: Cllr J Critchley agreed to progress this if appropriate after meeting the new CPH tenant</p>
44	<p>Agenda items for the next meeting</p> <p>Review signage for car park users when not visiting the cemetery</p> <p>Sanctum 2000</p> <p>Natural burials</p>
45	<p>Date of next meeting</p> <p>29 March 2019 (3pm).</p>

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