

Frodsham Town Council

Minutes of a meeting of
The Cemetery Committee
held on Thursday 27 September 2018 at 7pm
In the Town Council Office, Castle Park, Frodsham



Present: Cllrs J Critchley (Chair), L Brown and P Williamson
Mrs H Catt (Town Clerk)

In Attendance: Mrs B Fletcher

Meeting 2

No	Item
15	Apologies & Declarations of Interest Apologies were received and accepted from Cllrs C Ashton and Lord F Pennington. Mr J Neild also sent his apologies. There were no Declarations of Interest.
16	Minutes of the meeting 1 of Cemetery Committee held on 28 June 2018 The minutes were agreed and signed as a true record – proposed and seconded by Cllrs L Brown and P Williamson.
17	Cemetery Design Support
17.1	Unfortunately the designer was unable to attend. It was agreed to hold an Extra-ordinary meeting when the designer would be available and preferably on a Friday afternoon.
17.2	It was agreed to try and get the work completed this financial year.
18	Cemetery Training Cllr J Critchley and TC had attended the course run by the Institute of Cemetery & Crematorium Management and gave a verbal feedback. FTC is doing most things appropriately but the main areas that needed to be reviewed, following the course were ownership and transfers arrangements. TC will also get quotations for a fireproof cabinet to keep the paper records in.
19	Cemetery Regulations The current regulations were reviewed and amended, based on information received at the training event. There was a discussion about the risks of leaving the gates open but this was felt to be a justifiable risk given the costs involved in arranging for the gates to be opened and closed each day 365 days a year. It was agreed to include assistance dogs to those allowed in the Cemetery. There was an issue with people using the car park when not visiting the Cemetery so it was agreed to review signage in the Cemetery at the next meeting. Also the fees will be reviewed at the next meeting. The rule about transfer of ownership need to be strengthened to make it clear that a Probate Certificate or Statutory Declaration is needed when the owner dies. It was agreed that generally there should be only one owner but that, in exceptional circumstances, two might be allowed. The owner has automatic right to be interred in the plot if there is room.

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

No	Item
20	Cemetery Paperwork The paperwork, including the Notice of Interment, Acceptance of Regulations, Transfer of Ownership and Memorial Application, was reviewed and many minor amendments suggested. The need for a Statutory Declaration pro-forma was also discussed. TC will bring the complete suite of revised papers to the next meeting for approval.
21	Access Improvements
21.1	It was noted that the grassloc path and dropped kerbs have been installed and have improved the access to the Family plot area. The family which raised the issue have emailed to say thank you.
21.2	It was agreed that TC would get quotes for adding dropped kerbs to other areas to improve access. The designer will be asked to consider alternative to kerbs in the new section when designing the road layout.
21.3	The new noticeboard has been installed but the display materials need to be more securely pinned – TC will speak to the Estates Manager.
22	Sanctum 2000
22.1	TC hadn't progressed this matter due to pressure of other work and Annual
22.2	Leave.
23	Natural Burials The site visit to the Natural Burial site in Manley has not been arranged.
24	Agenda items for the next meeting Additional agenda items for the next meeting were agreed: Review of the Fees structure Cemetery Regulations & paperwork for Approval. Cemetery Office – to discuss the potential to extend to provide an office base for FTC.
25	Date of next meeting(s) 7 December 2018 (3pm) and 29 March 2019 (3pm). An Extra-ordinary Meeting will be arranged with the designer – date & time to be confirmed.

Meeting ended at 8.30pm.

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

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