

**Frodsham Town Council**  
**Minutes of an Extraordinary meeting of**  
**The Cemetery Committee**  
**held on Friday 26 October 2018 at 2.30pm**  
**In the Town Council Office, Castle Park, Frodsham**



**Present:** Cllrs J Critchley (Chair), C Ashton and L Brown.  
Mrs H Catt

**In Attendance:** Mrs C Halestrap, Director, Harrison Design Development

**Meeting 3**

No	Item
26	<b>Apologies</b> Apologies were received and <b>accepted</b> from Cllr Lord F Pennington. Cllr P Williamson was not present and had not sent apologies.
27	<b>Cemetery Design Support</b> – deferred to later in the meeting.
28	<b>Action Plan 2018-19</b> Progress against the agreed action plan was <b>noted</b> . Expansion of the burial plots is under discussion and the design should be agreed today. It was <b>agreed</b> that the Cemetery Committee monitors and manages the cemetery and therefore a written business plan isn't needed at the moment. TC will ensure there are adequate desk instructions for the cemetery book keeping.
29	<b>Budget 2018-19</b> The actual expenditure against the agreed budget was <b>noted</b> . The basic elements of the projected spend were also <b>noted</b> . There may be additional spend depending on progress with the cemetery extension work.
30	<b>Action Plan 2019-20</b> The major item next year will be the development of the new area following the installation of the new roadway.
31	<b>Budget 2019-20</b> Deferred until after the design work quotation
27	<b>Cemetery Design Support</b> – deferred from earlier in the meeting.
27.1	The design of the extension to the burial plots area was discussed. TC confirmed that Planning had stated that planning permission would not be needed for the road. The new road, which will be wide enough to easily accommodate funeral vehicles, will be a continuation of the existing road in a large loop allowing for the development of a new section (Section G) which would accommodate approximately 96 burial plots. This design will be recommended to Council – <b>R1</b> . There will need to be additional drainage survey work, which might require alterations to the existing drainage system to meet new standards to mitigate flooding.
27.2	The work will be carried out in the next financial year as the required survey work and tendering for contractors will take time. Costs could be between £35,000 and £50,000 plus professional fees.
3.25pm Cllr L Brown left the meeting. The meeting was ended as it was inquorate.	
32	<b>Clerk's Report</b> - deferred
33	<b>Date of next meeting(s)</b> 7 December 2018 (3pm) and 29 March 2019 (3pm).

**R1.** To approve the design for the new road will be a continuation of the existing road in a large loop allowing for the development of a new section (Section G) which would accommodate approximately 96 burial plots.

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