

Frodsham Town Council

Minutes of a meeting of
The Cemetery Committee
held on Thursday 28 June 2018 at 7pm
In the Town Council Office, Castle Park, Frodsham



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

In Attendance: Mr J Nield

Meeting 1

No	Item
1	Appointment of Chair Cllr J Critchley was appointed as Chair – proposed and seconded by Cllrs L Brown and Lord F Pennington.
2	Appointment of Deputy Chair Cllr Lord F Pennington was appointed as Deputy Chair – proposed and seconded by Cllrs L Brown and J Critchley
3	Apologies Apologies were received and accepted from Cllr C Ashton.
4	Minutes of the meeting 4 of Cemetery Committee held on 19 April 2018 The minutes were agreed and signed as a true record – proposed and seconded by Cllrs L Brown and Lord F Pennington.
7.05 Cllr P Williamson arrived.	
5	Site Visit
5.1	The site visit held on 17 May reviewed the latest drawings and it was suggested that the proposed road should be moved inwards to avoid the trees being affected. The area to trial the improved access was agreed and TC has gone out for quotations (item 8) below.
5.2	The need for an additional noticeboard near the water tap on the building was agreed and this has been erected.
6	Cemetery Design Support
6.1	TC contacted the designer after the site visit about the revision to the road layout and she had suggested revisiting the original proposed suggested in 2011. This was agreed if the following were taken into consideration: <ul style="list-style-type: none">• Make it a vehicular road - a continuation of the existing road• Ensure the corners are sufficient for a hearse to get round easily• Only include plots in the centre of the new road• Take out the plots around the edges• Consider seating. The designer will be asked to attend the next meeting. This design could be displayed at the Town Meeting for people to comment on.
6.2	It was agreed to extend the design contract by £534+VAT to allow for the addition work involved – proposed and seconded by Cllrs J Critchley and L Brown.
6.3	It was agreed to extend the cremated remains offer to include Sanctum 2000 repositories and TC will research and get costs for the next meeting. This could also be mentioned at the Town Meeting.

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

No	Item
7	Cemetery Training It was notes that SLCC are holding a training day, on Cemetery management and regulations, on Tuesday 21 August. It was agreed that Cllr J Critchley should attend with TC. TC will check if Cllr C Ashton would also like to attend.
8	Access Improvements TC had invited 3 companies to quote for the work to lay the grassloc path and dropped kerbs in the Family plot area and received 2 quotations - £1,289.59 and £1,500+VAT. R1 . It was agreed to accept the lower quote – proposed and seconded by L Brown and J Critchley. Cllr Lord F Pennington reminded TC that there were a couple of outstanding minor works that needed to be completed – a dropped kerb near the toilet and covering the sharp edges on the grass bin post. TC will speak to the contractor and add these into the contract.
9	Cemetery Regulations This item was deferred until the next meeting as the training may highlight things that need changing.
10	Cemetery Paperwork This item was also deferred until the next meeting
11	Natural Burials TC had researched into Natural Burials and had circulated several documents. Mr Nield felt that there was a suitable area at Hob Hey Wood. It was agreed to carry out a site visit to a Natural Burial site in Manley.
12	Repairs to water tap The cost of the repairs to the water tap @ £45+VAT was noted.
13	Agenda items for the next meeting Agenda items for the next meeting include: Report back from the training Designer Regulations and paperwork Natural Burial Ground visit.
14	Date of next meeting(s) 20 September 2018 (7pm), 7 December 2018 (3pm) and 29 March 2019 (3pm).

Meeting ended at 8pm.

R1. It was agreed to accept the lower quote for the work to lay the grassloc path and dropped kerbs in the Family plot area @ £1,289.59+VAT – proposed and seconded by L Brown and J Critchley.

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