

# Frodsham Town Council



Minutes from  
The Cemetery Committee Meeting  
held on Friday 12<sup>th</sup> April at 3pm  
in the Town Council Office, Castle Park, Frodsham

Attended by: Cllrs Brown, J Critchley and Williamson

Also in attendance: J O'Donoghue (Town Clerk)

No	Item
46	<b>Apologies</b> <b>RESOLVED:</b> Apologies were received and accepted from Cllrs Ashton and Lord Pennington.
47	<b>Declarations of Interest</b> <b>NOTED:</b> None
48	<b>Minutes of the meeting 4 of Cemetery Committee held on 7 December 2018</b> To agree and sign as a true record <b>RESOLVED:</b> It was unanimously agreed to approve and sign the minutes.
49	<b>Opportunity for Public to Speak</b> <b>NOTED:</b> 2 members of the public attended. One resident asked for the gates to be locked at night and it was noted that the 1937 Order does not require gates to be locked and there are no plans to lock the cemetery gates. 1 resident complained about disposal of flowers and requested improved signage and it was noted that this was on the agenda for later discussion.
50	<b>Cemetery Design Update</b> To receive an update <b>NOTED:</b> The Clerk provided an update and it was noted a site meeting with the consultants has taken place and that discussions are currently continuing with UU regarding the necessity or otherwise for additional drainage/storage of run off. It was noted that there are 9 full burial plots remaining.
51	<b>Cemetery Regulations</b>
51.1	To review and agree amendments to the Cemetery Regulations <b>RESOLVED:</b> It was unanimously agreed to approve the following amendments to the regulations: 6.1 The funerals/interments must take place between the hours of 9 am and 4 pm, Monday to Friday. No burials will be allowed on a Saturday, a Sunday or a public holiday. 6.2. Only one funeral/interment will be allowed in the Cemetery at any one time except with the consent of the parties concerned. 6.3. The time fixed for a funeral/interment is that at which the process is due at the Cemetery and such times must be strictly observed. In the event of a funeral arriving late, it must wait until it is convenient for it to proceed. It was agreed to refer paragraph 11.2 regarding access to dogs to the full Council Meeting due to be held on 20 May 2019 for a decision. <b>ACTION: JO</b>

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

No	Item
51.2	To note quotation received for printing 250 copies of the Cemetery Regulations. <b>NOTED:</b> A quote has been received in the sum of £150 for 250 x 8 page booklets and it was agreed this would be acceptable subject to full council decision on paragraph 11.2. <b>ACTION: JO</b>
<b>52</b>	<b>Cemetery Paperwork</b> To approve the paperwork to transfer ownership or assign ownership. <b>RESOLVED:</b> It was unanimously agreed to approve the Statutory Declaration.
	<b>Fees structure</b>
53.1	To note the review of fee structures at other local cemeteries. <b>NOTED:</b> The Clerk presented a report comparing 6 other cemetery fees with Frodsham and this was noted.
53.2	To approve fee structure <b>NOTED:</b> The Committee agreed, in principle, to a small increase in fees on an annual basis however deferred the decision to the next Cemetery Committee Meeting.
<b>54</b>	<b>Signage</b> To review signage for car park users when not visiting the cemetery <b>NOTED:</b> The Committee agreed, in principle, that the sign should read “Car park only to be used by people visiting the cemetery” however deferred the decision to the next Cemetery Committee and until full Council has agreed the policy on access to dogs.
<b>55</b>	<b>Sanctum 2000</b> To review purchase and costings <b>NOTED:</b> The Clerk provided a report with full costings and it was agreed that the Clerk will seek advice from the cemetery consultants appointed to manage the extension to the burial ground. <b>ACTION: JO</b>
<b>56</b>	<b>Agenda items for the next meeting</b> To agree any additional agenda items for the next meeting. <ul style="list-style-type: none"> <li>• Review cemetery fees</li> <li>• Approve cemetery regs</li> </ul>
<b>57</b>	<b>Date of next meeting – 26<sup>th</sup> June 2019</b>
<b>58</b>	<b>Close of meeting</b> The meeting closed at 3.45pm

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