

Frodsham Town Council



**Minutes of the Cemetery Committee
be held on Wednesday 5th June at 7pm
In the Town Council Office, Castle Park, Frodsham**

MINUTES

Attended by: Cllrs Lord F Pennington, J Critchley, Poulton, Dawson and J O'Donoghue
(Town Clerk)

Meeting 1

No	Item
1	Appointment of Chair To appoint the Chair RESOLVED: It was proposed by Cllr Poulton, seconded by Cllr J Critchley and unanimously agreed to appoint Cllr Lord Pennington as Chairman.
2	Appointment of Deputy Chair To appoint the Deputy Chair RESOLVED: It was proposed by Cllr Dawson, seconded by Cllr Pennington and unanimously agreed to appoint Cllr Nield as Deputy Chairman.
3	Apologies NOTED: Apologies were received and accepted from Cllr Nield. Cllr Williamson did not attend the meeting.
4	Declarations of interests NOTED: There were no declarations of interest
5	Minutes of the meeting 4 of Cemetery Committee held on 12th April 2019 To agree and sign as a true record RESOLVED: It was proposed by Cllr Critchley that the minutes be approved and signed and this was agreed.
6	Opportunity for the public to speak NOTED: No member of the public attended the meeting.
7	Cemetery development update To receive a report from the Clerk NOTED: The Clerk provided a report together with a progress report from the appointed managing agent. It was noted that works have not yet begun as there are issues with drainage of the proposed new path. Cllr Ashton has offered to meet with UU and the contractor to attempt to progress and identify current drainage. It was noted that there are also problems with blocked drains and the gully in the road which need to be cleaned. There are 4 remaining full burial spaces however there is space to use a section of the cemetery previously marked out for cremated remains which would increase the number of spaces to 30. This does not require any additional expenditure and would provide sufficient full burial plots until the new section is developed. RESOLVED: It was proposed by Cllr Poulton, seconded by Cllr Critchley and unanimously agreed to: contact CWAC Highways and ask for the gully to be cleaned; Clerk to engage a contractor to carry out the works if Highways are unable to do so; appoint Cllr Ashton as advisor to the Committee in relation to drainage; arrange a meeting with UU, Cllr Ashton and contractor, Cllr Lord Pennington to attend. ACTION: JO/CA/FP

Members: Lord F Pennington, J Critchley, M Poulton, P Williamson, M Neild, A Dawson
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No	Item
8	<p>Cemetery training To note the Clerk attended training on 1st April and 30th May NOTED: It was noted that the Clerk has attended training and will be putting in place systems in accordance with regulations.</p>
9	<p>Fee structure To approve modest increase in fees as previously agreed in principle RESOLVED: It was proposed by Cllr Dawson, seconded by Cllr Poulton and unanimously agreed to increase fees by a modest amount. New fees to be uploaded to the website.</p>
10	<p>Cemetery Regulations To note that full Council has not yet considered banning all dogs except for assistance dogs in the cemetery NOTED: It was agreed to defer this to the Community Committee Meeting to be held on 11th June 2019 when signage across all Council owned land will be considered.</p>
11	<p>Cemetery Paperwork To note process for Transfer of Ownership NOTED: The process for transferral of exclusive rights to burial was explained by the Clerk.</p>
12	<p>Agenda items for the next meeting To agree any additional agenda items for the next meeting. NOTED: It was agreed that an extra ordinary meeting will be necessary following the meeting with UU.</p>
13	<p>Date of next meeting(s) 25th September, 11th December, 25th March</p>
14	<p>Close of meeting NOTED: The meeting closed at 7.45pm</p>