

**ELLESMERE TOWN COUNCIL CEMETERY WORKING GROUP
MINUTES OF MEETING HELD ON 7th February 2019
AT ELLESMERE TOWN HALL**

Members Present:

Chair : John Baker

Vice Chair : John Frost

Councillors : Jen Clayton, Graham Dyke, Geoff Elner, Paul Goulbourne

Public Participation Session

No members of the public were present this evening.

Apologies Received

Apologies had been received from Councillors Pat Clubbe, Anne Wignall and Judith Williams

Disclosure of Pecuniary Interests

No disclosures were made.

Public Participation Session

Nothing further was discussed.

01/19 Minutes

RESOLVED: that the minutes of the meeting held on 29th November 2018 are confirmed, approved and signed.

02/19 Matters Arising

The Cemetery Co-ordinator advised Councillors again that Mandy Evans had confirmed that 40% of the CWG's cash assets at the financial year end (once the accounts are signed off) would be transferred over to the Rural Parish Council. Councillor Frost advised that the Woosnam & Excel bank account would remain as a separate entity and would not be included in any transfer of cash assets.

03/19 Grounds Maintenance Contract

Councillor Frost advised the meeting that the Town Mayor, Councillor Ryan Hartley, at the last ETC meeting had said that the CWG should take control regarding any items or issues that needed to be addressed. Councillor Hartley instructed the CWG to go ahead and get quotes for the grounds maintenance of the cemetery, new grave space (removal of tarmac path) and possible memorial testing and Councillors agreed to press on and do this.

The CC advised Councillors that the current Greenfingers Contract terminated on 31st May 2019. Councillors Baker, Frost and the CC will now assess the original job specification and amend and update it to ensure that it satisfied the needs of the cemetery going forward. Once this had been done the CC would e-mail all Councillors with the proposed updated specification for their comments and thoughts. Once the final specification for contract was agreed to by Councillors then the CC would try to obtain quotes from various parties who had expressed an interest in carrying out the work.

04/19 New Grave Space

This was again discussed by Councillors and the original proposal to take up one of the existing tarmac paths (for a new row of graves) together with installing a new path adjacent to the fence at the top of the cemetery was again agreed to by Councillors. Councillor Baker proposed that the new path could possibly be an EcoGrid path which may not require an edging. The tarmac from the existing path would thus not need to be used as a hardcore base for the new path and could be removed from the cemetery. Councillors liked this proposal and Councillor Baker agreed to draw up a fleshed out job specification for the work to be undertaken and we can then obtain quotes. Councillor Dyke will ask one of his contacts who had stated an interest in quoting for the grounds maintenance if he would also be interested in quoting for this work.

05/19 Memorials Testing

The CC advised Councillors that Mandy Evans had previously told him that she would be speaking to David Preston the Clerk at Oswestry Town Council for guidance regarding how they carried out memorials testing. However, as Mandy was still currently off work the CC was unaware of the outcome of their discussion. In view of the Mayor's comments noted in 03/19 above it was agreed that Councillors Baker and Frost together with the CC would look into the matter in the interim.

06/19 Financial Information received from ETC

The CC had previously emailed Councillors copies of all financial information relating to the CWG received from Mandy Evans. The CC advised Councillors that Mandy had told him the CWG would receive a total grant of £23,700 (£14,220 from ETC and £9,480 from the Rural Parish Council) to be allocated in the financial year 2019/2020. Thereafter in coming financial years the situation would be reviewed at that time.

The CC advised Councillors that he had noted on the last sheet showing CWG income as at the 25th January 2019 the figures shown relating to interment fees, headstone fees and fees for the hire of the Chapel were all higher than in his records and that he would query this with Mandy.

07/19 Cemetery Co-ordinator's Report

The CC advised Councillors that, since the meeting on 29th November there had been four coffin interments at the cemetery. One of these was a new single in the M 'D' Section and was for Ted Vaughan who had been a previous caretaker at the cemetery. Councillor Baker wanted it minuted that when Ted had been the caretaker the cemetery had been kept in immaculate condition, a sentiment with which other Councillors present were in agreement.

The other three interments had all been new double graves in the N Section which now left only one remaining space in this Section. Once this grave had been allocated we shall start in the P Section which will be designated to be part of a lawned section within the cemetery as it is situated within the A to F Sections which themselves have always been designated as lawned. All relevant funeral directors will be advised of this fact and told to advise the families concerned accordingly.

The CC advised that Edgertons had previously told us that they would be purchasing shoring equipment for newly dug graves. However, he had now been advised that, as the cost of this equipment would be around £4,000, they would not be purchasing it. Instead they plan to use David Evans (Market Drayton) as their gravedigger and so we shall keep a close eye on the situation going forwards.

The Town Council have agreed not to increase the rent for Cemetery Lodge and following confirmation from Bowen Son & Watson that their level of service will not alter, they have changed the tenancy to a periodic tenancy. This means that the tenancy will continue to run on until either ETC or the tenants give notice to end the tenancy.

A gate post at Cemetery Lodge had been broken during some very strong winds and this had now been replaced by Carl Dulson.

Due to a misunderstanding ETC had paid £35 unnecessarily for a second gas safety certificate for Cemetery Lodge. This has been noted now by ETC and should not happen again.

Income received for the year 1st April 2018 to date is :

Interments	£5,800.00
Headstones / MV	£2,675.00
Chapel use	£ 75.00

Total £8,550.00


08/19 Correspondence received to date

The CC advised Councillors that no correspondence specific to the CWG had been received since our last meeting.

Date of next scheduled meeting

Thursday 28th March 2019 at 7.00 p.m. in Ellesmere Town Hall.

End of meeting.


4/4/19