

ELLESMERE TOWN COUNCIL CEMETERY WORKING GROUP
MINUTES OF MEETING HELD ON 29th November 2018
AT ELLESMERE TOWN HALL

Members Present:

Chair : John Baker

Vice Chair : John Frost

Councillors : Graham Dyke and Kay Egerton

Public Participation Session

No members of the public were present this evening.

Apologies Received

Apologies had been received from Councillors Jen Clayton, Paul Goulbourne, Anne Wignall and Judith Williams

Disclosure of Pecuniary Interests

No disclosures were made.

Public Participation Session

Nothing further was discussed.

43/18 Minutes

RESOLVED: that the minutes of the meeting held on 4th October 2018 are confirmed, approved and signed.

44/18 Matters Arising

The Cemetery Co-ordinator advised Councillors that an updated Risk Assessment document would come from Mandy Evans once it had been approved by the Town Council at their meeting to be held on 3rd December.

45/18 Communication Channels

The CC advised Councillors that Mandy had asked him to ensure that if Councillors had any questions, queries etc. regarding the integration of the CWG into Ellesmere Town Council or any other specific issues relating to the CWG then these should be channelled through the CC in the first instance. The CC would then contact Mandy for a response and he would then report back to the CWG. Mandy also stated that she would be prepared to have a face to face meeting if this was felt to be necessary.

Councillors requested the CC to ask Mandy how the CWG cash funds will be dealt with at the financial year end. They wanted to know does it all stay with ETC or will 40% of it be transferred back to the Rural Parish Council ? The RPC Councillors present wanted to know what happens in respect of their year-end financial accountability and feel strongly that the money should go back into the RPC accounts. The CC said that he would ask Mandy regarding this and report back.

46/18 Cemetery Regulations

The CC had e-mailed the updated Cemetery Regulations document (which had been approved by ETC at their meeting on 5th November) to Councillors prior to the meeting tonight. No further comments were made.

47/18 Memorials Testing

The CC had also e-mailed Councillors a copy of the Memorial Safety Policy document for Swan Hill Cemetery which he had received from Mandy. This had also been approved at the ETC November meeting. The CC advised that he was now waiting for Mandy to liaise with him in order to start

instigating the Policy. Councillors expressed concern regarding the potential cost involved and wondered if we will be obtaining three quotes from qualified firms to undertake this work and whether the CWG would have a say in the matter. The CC advised that he will speak to Mandy regarding the situation.

48/18 Cemetery Co-ordinator's Terms of Employment

The CC had also e-mailed Councillors a copy of the Statement of Main Terms of Employment for himself. The annualized contract start date would be 1st January 2019.

49/18 Financial Information received from ETC

The CC had previously emailed Councillors a copy of information received from Jo Butterworth relating to CWG payments made and receipts received in October together with a CWG bank reconciliation statement as at 30th October 2018. No further financial information had been received prior to tonight's meeting.

50/18 Cemetery Co-ordinator's Report

The CC advised that since our last meeting on 4th October there had been three coffin interments. One was a re-opening in the E Section, one was a new single in the M 'A' Section and one was a new double in the N Section.

Councillors were advised that one particular firm of grave diggers who had caused problems in the past were continuing to do so by not properly shoring all their newly dug graves from the top down nor placing an adequate cover over the open graves. This situation cannot be allowed to continue and the CC read out an e-mail he had sent to Mandy regarding this to be discussed by Councillors at the next ETC meeting on 3rd December.

The CC advised that Chris Egerton has now trimmed back the yew trees which were affecting the telephone line to the right of the main entrance to the cemetery and had also trimmed back the vegetation at the telegraph pole at the end of the line of yew trees.

Having spoken to Mandy the CC will place the two items regarding grounds maintenance and the removal of one of the two tarmac paths for new grave space on the Agenda for our next meeting in January.

Councillor Anne Wignall had drafted up a press release regarding the working of the cemetery and some of the improvements carried out over previous years. The CC had given all Councillors a copy of this.

The CC advised that the income he had received for the year 1st April to date is :

Interments	£4,220.00
Headstones / MV	£2,315.00
Chapel use	£ 75.00
<u>Total</u>	<u>£6,610.00</u>


51/18 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 31st January 2019 at 7.00 p.m. in Ellesmere Town Hall.

End of meeting.


7/2/19