

ELLESMERE TOWN COUNCIL CEMETERY WORKING GROUP  
MINUTES OF MEETING HELD ON 1<sup>st</sup> June 2023  
AT ELLESMERE TOWN HALL

**Members Present:**

Chair: Paul Goulbourne

Councillors: J Baker, G Dyke – Vice Chair, K Egerton, G Hutchinson  
J Howard, T Richardson and A Wignall.

Officers: Jo Butterworth, Town Clerk (TC) & Andy Chatting, Cemetery Co-ordinator  
(CCO)

**Public Participation Session.**

One member of the public was present.

**05/23/01 Election of Chair for 2023 to 2024.**

It was moved by Cllr A Wignall, seconded by Cllr G Hutchinson and

**RESOLVED: that Cllr P Goulbourne be elected as Chair for the  
2023/2024 municipal year.**

**05/23/02 Election of Chair for 2023 to 2024.**

It was moved by Cllr P Goulbourne, seconded by Cllr J Baker that Cllr Kay  
Edgerton be elected as Vice Chair. Cllr Edgerton declined to accept the  
position.

It was moved by Cllr P Goulbourne, seconded by Cllr A Wignall and

**RESOLVED: that Cllr G Dyke be elected as Vice Chair for the 2023/2024  
municipal year.**

**05/23/03 Apologies.**

None received.

**05/23/04 Disclosure of Pecuniary Interests.**

No disclosures were made.

**05/23/05 Grant Dispensations.**

None requested.

**05/23/06 Minutes.**

Were moved by Cllr P Goulbourne, seconded by Cllr Wignall and

**RESOLVED: that the minutes of the CWG meeting on 30<sup>th</sup> April 2023 be  
approved and signed by the Chairman as a true record.**

05/23/07

**Finance.**

(a) **CWG March Payments.** Noted.

(b) **Income and Expenditure and trial balance for 2022/2023.** Noted.

(c) **New Printer**

The Clerk reported that a new printer at a cost of £133.32 had been purchased for A Chatting as the previous Cemetery Co-ordinator had used his own equipment. **Noted.**

(d) **Tap Repair**

Repairs to tap at the Cemetery £65. **Noted.**

(e) **Financial Regulations and Standing Orders.**

Members were informed that the Town Council had reviewed their Financial Regulations and Standing orders and had made no amendments.

It was moved by Cllr A Wignall, seconded by Cllr G Dyke and

**RESOLVED: that the Town Council's Financial Regulations and Standing Orders be adopted by the CWG Committee.**

05/23/08

**Cemetery Report.**

The following report had been circulated to members along with the agenda.

**Interments and headstones.**

Since 1st April there had been 5 interments of coffins and cremated remains. One of these required the opening of a new double plot in the Q section. The receipts for these interments amounted to £1,445.

Additionally, payments had been processed for 6 new headstones. The receipts for these amount to £1,200.

Combined income for the period was therefore £ 2,645.00.

**Burial searches.**

No requests had been received to conduct searches and consequently no income had been derived from this element.

To note is the fact that in terms of digitised records of interments that have taken place previously these had been uploaded to a searchable database ONLY from 2012 onwards. Prior to that the manual 'burial book' remains the source of information. The CCO holds the current book and the one used prior between 1991 and 2023. All other records are held on scanned documents which are not searchable other than by opening each one and reading through them.

### Memorial Safety and testing.

The issue of Memorial Safety and testing was addressed twice in letter form in the past in correspondence between the previous CCO and Jones and Hughes (Stonemasons).

It is confirmed that, to date, Jones and Hughes **have not** undertaken any safety work and no payment has been made to them in this regard.

On 1st June 2023 the TC and the CCO attended the ICCM Management of Memorial Workshop. It is now the case that the CCO and TC will be able to undertake initial surveys and testing.

### Additional.

- A new simple sketch plan of the cemetery sections has now been produced and stored on the council database. Copies are available for CWG members.
- The 2005 potential cemetery site report compiled by Cemetery Development Services at that time has been read and reported on. This item is available separately as a short summary.
- Fresh images of the cemetery have been taken and are similarly stored.
- The CCO has completed SALC training in respect of Writing Minutes and Agendas.
- A plan had been agreed with Groundforce to make them aware of forthcoming services or internments to minimize both the disruption to their work and to interments or activities relating to bereaved families.

### Probation Services.

The Probation Service attended the cemetery twice during the period. They continue to clear overgrown graves as agreed with the CCO.

### Deeds of Grant.

These documents issued in relation to Exclusive Rights of Burial had previously been sent to the owners of new graves and the fact that they have been sent then entered in a record to link the owner to a grave. However, no copy of the ERB documentation was saved.

In consultation with the TC this process has now been amended and each Deed of Grant letter and ERB is now saved separately on the council's database along with a paragraph outlining owners' responsibilities and signposting them to the Cemetery Regulations.

A discussion was had regarding the digitalisation of the burial records and it was agreed for the CCO to investigate if it would be possible for a student to undertake this task.

**05/23/09      Cemetery Regulations.**

A working group was created to review the current regulations. It was agreed that this group would convene on 6<sup>th</sup> July 2023 after Terms of Reference have been approved by the Town Council.

**05/23/10      Cemetery Plan.**

It was noted that a new sketch plan had been provided to Cllrs to explain where the remaining cemetery space was to be located. (See **05/23/08** above).

**05/23/11      Summary of 2005 land survey.**

It was noted that a summary had been drafted explaining the workings of the 2005 land survey looking into possible sites for a new cemetery in the Ellesmere area. None of which were found to be suitable after exploration. This summary had been provided to the Cllrs pre-meeting. (See **05/23/08** above).

**05/23/12      Future Agenda Items.**

No items were raised to be included in any future agenda.

**05/23/013      Exclusion of Press and Public.**

It was moved by Cllr A Wignall, seconded by Cllr G Hutchinson and

**RESOLVED** - that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information as defined in the Acts.

**05/23/014      Potential New Cemetery Land.**

Members discussed a verbal offer of new burial land that had been offered.

It was moved by Cllr Wignall, seconded by Cllr G Hutchinson and

**RESOLVED:** to request that the landowner meet with 4 of its members to discuss this offer.

**FURTHER RESOLVED:** For the CCO to arrange a consultation with the professional organisations that would be affected by the closure of new interments.

**FURTHER RESOLVED:** To hold a public meeting.

The meeting closed at 8.25 pm.

The next meeting was scheduled for 20<sup>th</sup> July 2023.

Chair.....

Date.....