

ELLESMERE TOWN COUNCIL CEMETERY WORKING GROUP



Mr Andy Chatting
Cemetery Co-Ordinator
C/O-1-3 Willow Street
Ellesmere
Shropshire
SY12 0AL

Tel: 01691 622689
Email: jo.butterworth@ellesmere-tc.gov.uk

14th September 2023

To: Members of the Cemetery Working Group.

You are summoned to attend a Meeting of the Cemetery Working Group to be held on **Thursday 28th September at 7pm** at Ellesmere Town Hall for the transaction of business as set out in the agenda below.

Yours sincerely,

Andy Chatting - Cemetery Co-ordinator

Members of the public and press are welcome to attend.

Public Participation Session. A period of 10 minutes will be granted for Ellesmere Urban residents to make representations, answer questions, and give evidence in respect of the business on the agenda as per section 3 of the [Town Council's Standing Orders](#), or raise matters for a future agenda.

AGENDA

CWG 09/23/01 **To receive apologies and reasons for absence.**

CWG 09/23/02 **Disclosure of Personal and Prejudicial Interests.** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that they are required to **leave** the room during the discussion and voting on matters in which they have a Disclosable Pecuniary Interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

- CWG 09/23/03 **Grant Dispersations.** In pursuance of the Localism Act 2011, s31 (4) to report on any dispensations requested/granted.
- CWG 09/23/04 **Minutes.** To read and confirm the minutes of the Cemetery Working Group Meeting held on Monday 20th July 2023.
- CWG 09/23/05 **Finance.**
(a) CWG Payments. To note payments made during July and August 2023.
- CWG 09/23/06 **Cemetery Report.** To discuss any items raised in the Cemetery Co-Ordinator's report.
- CWG 09/23/07 **Exclusion of certain requests for interment.** To note that ETC have decided to exclude burials in new plots to people from outside the parishes forming the Town and Rural areas. This has been subject of a press release and of an amendment to the current Cemetery Regulations.
- CWG 09/23/08 **Cemetery Regulations.** To note that these have been approved by council and uploaded to the website. Also, that they have been sent to relevant Funeral Directors.
- CWG 09/23/09 **Revised Notice of Internment-** note that this has now been sent to relevant Funeral Directors.
- CWG 09/23/10 **CDS survey report.** To note that the work contained in the CCO report and in the separate document entitled '*Interim report into the 'Empty' Section of the cemetery occupied by 'poor/pauper's graves' or workhouse graves*' suggests that on-going investigation of the records will be required to make a proper assessment of the available land and its potential for use.
- CWG/09/23/11 **Fees.** To discuss the current fee structure in relation to interments, memorials and other associated income derived from the cemetery. See separate report from the CCO entitled, '*Comparison of local council cemetery fees with Ellesmere's existing tariff.*'
- CWG/09/23/12 **Public meeting and press release.** To note that a press release was drafted and sent out as per the CWG's instruction.
- CWG/09/23/13 **CCO appraisal** – to note and agree the Cemetery Co-Ordinator's 6 month (probationary) appraisal.
- CWG 09/23/14 **Future Agenda Items.** To receive any items to be considered for a future agenda. **Please note that discussion on the items cannot take place at this meeting.**
- CWG 09/23/15 **Next Meeting.** Thursday **23rd November 2023** at 7pm.