

GRESFORD COMMUNITY COUNCIL CEMETERY COMMITTEE

Meeting held 28th January 2019

Present: Councillors A. Bailey (Chair), M. Harriman, J. Holmes

S. Baxter (Clerk) M. Jones (Assistant)

Apologies: Councillors J. Hobbley, B. Blackmore

MINUTES:

1. **Apologies** were accepted.
2. Councillors were advised regarding **Declarations of interest**. There were no members of the public present.
3. The **Minutes of the meeting** of the meeting held on the 8th October were moved and accepted as a true record.
4. **Matters arising from previous Minutes**. M. Jones gave an update on the issue concerning footpath edging. It was noted that Council had approved the quotation for £200 to undertake this work. M. Jones will try to contact the contractor to make arrangements.
5. **Update from the Cemetery Assistant on any current issues**: M. Jones advised the meeting of research she had undertaken on fees and charges and enquired about the possibility of raising them. It was agreed that this shall be put as an agenda item for a future meeting in the summer to review the fees and charges. M. Jones enquired about the tree survey, and it was noted that this is being taken forward by General Amenities Committee with inclusion of the Cemetery. A discussion took place about the need to purchase a laptop for the Cemetery Assistant for her work and to facilitate the digitising of Cemetery records. It was **AGREED** to recommend to Full Council that an amount of no more than £500 to be spent on a laptop and appropriate software. **Action: Clerk to put on Agenda for Full Council**. The Clerk raised the issue of the Spoil heap now that it had been cleared. A discussion took place about options previously received to erect a container and costs. A substantial container is needed as Spoil waste can accumulate and be quite heavy. It was agreed that the Cemetery assistant shall meet again with contractors to establish if the costs would be the same as previously quoted or would be reduced given the concrete base in situ.
6. **Grass Cutting Contract**: The Clerk advised that following the tender exercise the documents had been gone through and a tender accepted which is at the present time subject to Council's approval. Once the successful contractor has been appointed, a meeting will be arranged to look at the Cemetery with them.
7. **Matters concerning the Cemetery Lease following meeting with WCBC**: It was noted that at the recent meeting with Mr James of WCBC, that the boundaries had been clarified and that he gave a commitment to take forward the lease document through the legal department.
8. **Cemetery Boundary**: A discussion took place about the boundary and the offer made by Mr Dutton to re-establish the boundary with stock fencing, part of which has been completed. The Cemetery Assistant highlighted an issue about part of the fencing which goes around a tree. Councillor Harriman pointed out that there is no lease in place as yet and the costs of fencing could be significant. **Action: It was AGREED that a letter be sent to Wrexham Council confirming the terms of the meeting and explaining that the fencing needs to be moved on the grounds of Health and safety.**

9. **Eco – survey Update:** The Clerk advised that North Wales Wildlife Trust had confirmed their willingness to carry out the more detailed surveys at a cost of £350. Councillor Harriman suggested asking Mr Berry for advice concerning the tree survey.
10. **Future Cemetery Expansion:** The Clerk reported that she had received some possible dates from Claire Halestrapp at Harrisons. A date of 6th February was agreed.
11. **Digitisation of Cemetery records:** A discussion took place, following the task group meeting that had taken place on the 3rd December. It was noted that a number of quotes had been received and considered, as well as the pricing obtained for the independent transcriber used by Rhos CC. It was agreed that the options offered by Townsweb were the best value for money and offered security and quickness in transporting the documents. It was agreed to recommend to Full Council that this quotation be accepted and acted upon, together with the £70 annual fee. The Cemetery Assistant advised that she had taken advice from ICCM and that although Old Registers must be kept, if there is another system put in place such as a spreadsheet, then that becomes the record there is no need to duplicate into a ledger as well. **Action: Clerk to put on Agenda for Full Council**
12. **Next Meeting:** The Clerk will advise of a meeting date, likely to be in May 2019.