

**DRAFT Minutes of the Cemetery & War Memorial Committee Meeting,
held on 5th June at 7:00pm at The Spetchells Centre**

PRESENT

Cllr Andy Gill, Cllr Bryan Futers, Cllr Jennifer McGee, Cllr Duncan Couchman, Cllr Glenn Simpson

1920/019 Election of Chair

Cllr Andy Gill (presiding Chair) asked for nominations for Chair for the coming year.

Cllr Glenn Simpson proposed Cllr Duncan Couchman; this was seconded by Cllr Jennifer McGee.

Cllr Duncan Couchman accepted the Chair and thanked Cllr Andy Gill for his many years of commitment to the Cemetery Committee.

It was discussed that the remit of the Cemetery Committee should be added to a future agenda to discuss whether the appointment of a Vice-Chair is necessary.

1920/020 Apologies for Absence

None received prior to meeting; Cllr Angie Scott received later.

1920/021 Declarations of Interest

Cllr Andy Gill declared a personal interest in one of the tendering contractors in item 10, as they carried out work for him in a professional capacity.

1920/022 DRAFT Minutes of the Cemetery Meeting, held on 20th March 2019

It was AGREED to RECEIVE the minutes as a true record.

Proposed: Cllr Jennifer McGee

Seconded: Cllr Glenn Simpson

1920/023 Edgewell Cemetery Service Level Agreement (SLA) with Northumberland County Council (NCC)

- a) Members **AGREED TO RECEIVE** the update on cemetery activity from the Clerk and noted that between 01/04/19 and 03/06/19 there had been two interments, eight memorial visits to install foundations and three memorial visits to install final memorials. The Clerk advised that there were a limited number of double graves remaining in section 2 and section 5 of the New Cemetery and as such it would be necessary to explore the middle section. **It was AGREED** that the Clerk should continue to consult the Team Leader and other Cemetery Operatives and arrange for quotations for exploration work to be carried out in the middle section, preferably digging/drilling down which would impose less disruption than hiring a JCB to do the work.
- b) Members **AGREED TO RECEIVE** the monitoring sheet highlighting when grass-cutting and strimming had been carried out since the start of the season, noting one instance when strimming was not done due to a misunderstanding, but that this was satisfactorily rectified the following day.
- c) The Clerk advised that the road-sweeper had been into the cemetery on 15th May and that weed-spraying scheduled May/June would be completed soon. Additionally, the Team Leader advised that the daffodils planted on plots had not been strimmed at the beginning of June as they have decided that it would be best to strim them next time, prior to cutting and then the cut will help mulch the daffodils once strimmed.
- d) **It was AGREED** to retain the flexibility of weekly cuts that could potentially be carried out on different days in view of funerals, weather and public holidays, rather than requesting that they are carried out on a Monday/Tuesday.

1920/024 Cemetery Fees

It was AGREED to increase the resident Cemetery Fees in line with the 5% Consumer Price Increase since April 2017, and to double the same fees for non-residents. It was noted that this would equalise and simplify the fees for non-residents which had been challenged in the past, but

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retain the basis for double-charging as non-residents do not pay towards the council precept which subsidises Edgewell Cemetery.

It was also AGREED to change the children age range to 1 -18 years, an increase from 16 years and that **all changes would be effective from 1st August 2019.**

Edgewell Cemetery Fees	Resident Fee	Non-Resident Fee
PURCHASES OF EXCLUSIVE RIGHTS*		
Length of exclusive right	75 years	75 years
Stillborn/Baby grave plot (up to one year old)	£0	£0
Child grave plot (from one year to 18 years old)	£135	£280
Adult grave plot - single depth	£152	£305
Adult grave plot - double depth	£152	£305
Cremated remains* and half-size plots* (where applicable)	£137	£273
Right to erect memorial valid for 30 years (up to one year old)	£158	£315
Right to erect memorial valid for 30 years	£362	£725
Memorials - renewal for further 30 years	£0	£0
INTERMENT FEES - MONDAY TO FRIDAY		
Stillborn/Baby (up to one year old)	£0	£0
Child (from one year to 18 years old)	£175	£350
Adult Grave - single depth	£604	£1,208
Adult Grave - double depth	£662	£1,323
Cremated remains of any person*	£252	£504
Scattering of ashes below turf level only (strictly by appointment)	£142	£284
INTERMENT FEES - SATURDAYS ONLY		
Stillborn/Baby (up to one year old)	£0	£0
Child (from one year to 18 years old)	£255	£510
Adult Grave - single depth	£893	£1,785
Adult Grave - double depth	£982	£1,964
Cremated remains of any person*	£373	£746
Scattering of ashes below turf level only (strictly by appointment)	£189	£378
Re-opened grave	£893	£1,785
MEMORIALS*		
Additional inscription	£68	£137
Memorial bench (+ VAT)	£644	£644
MISCELLANEOUS FEES and CHARGES		
Search of cemetery records	£47	£95
Certified copy or entry in register of burials	£53	£105
Register of transfer of right of burial	£63	£126

**DRAFT Minutes of the Cemetery & War Memorial Committee Meeting,
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1920/025 Work to New Path in Edgewell Old Cemetery

The Clerk updated members that work scheduled to commence on 3rd June had been put back and was now expected to commence w/c 17th June 2019.

1920/026 Suspension of Standing Order 68

It was AGREED to approve a motion, that in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of the following items.

1920/027 Memorial Stability Testing

- a) Members **RECEIVED** the results of memorial stability testing carried out by Northumberland County Council and noted a 6% failure; a total of 136 failures out of 2,022 memorials tested and only 6 failures in the new cemetery, all in section 1 which is testament to new regulations and the strict governance of the Council.
- b) Members **AGREED** an action plan for those memorials that have failed. The Clerk advised that Deed Holders would be found and contacted in order of the risk identified in the stability testing, i.e. those with a higher risk failure contacted first.

1920/028 Cemetery Chapel

The following quotations were received for painting work inside and outside Edgewell Cemetery Chapel:

Contractor A: £1,864.00

Contractor B: £2,350.00

Contractor C: £2,300.00

Members **AGREED** to offer the work to Contractor C, Scorpion Joinery & Home Improvements as he had sought a separate quotation to sub-contract work to another to resolve an on-going issue of damp and flaking paint on the outside porch, thus providing a holistic work programme.

1920/029 Memorial Seats

The Clerk advised that in the past the Council purchased wrought iron seat ends and had seats 'made-up' locally as it was economically advantageous in view of shipping costs. The costs to buy the ends and make-up the seats totalled £395. Previously, seats were installed by NCC at no cost but waiting times have caused an issue so more recently the Council paid a sum of £170 for installation. Seats require treatment once made up, again this cost was not factored into the cost of the seat to the customer.

The Clerk presented the 'real' cost to the Council for a memorial seat as £644 (£234 for wrought iron ends, £240 to make-up and prepare with preservative and £170 to install on concrete pads). The Clerk advised that the Council could agree to absorb some of the cost if it felt that additional seats were an asset to the Cemetery.

The Clerk presented that memorial seats in Northumberland County Council operated cemeteries cost £1,912 and an additional lease is required after 10 years, costing £126, or they offer less expensive seats that require no maintenance at a cost of £657.

It was AGREED that the fee for installing a Memorial Seat (chosen by the Council and maintained by the Council) should be set at the 'real cost' of £644.

1920/030 Memorial Masons

An issue regarding the work carried out by a memorial mason was discussed and **IT WAS AGREED** that the memorial mason had offered a satisfactory explanation and that the matter should be closed.

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1920/031 Unauthorised Kerb-sets and Items on Graves

The item was discussed.

It was AGREED to continue to monitor those plots with unauthorised kerb-sets and items on graves to ensure they were being properly maintained.

The Clerk reminded members that the Council withdrew its decision to remove items in favour of a policy that, although did not permit such items, instead stated that where such items are present, grave owners will be responsible for their own maintenance, i.e. cutting and strimming. In the event that maintenance is not upkept, the Council will contact grave owners and ask that items are removed.

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