

**DRAFT MINUTES OF THE CEMETERY AND WAR MEMORIAL COMMITTEE MEETING OF  
PRUDHOE TOWN COUNCIL**

**held on MONDAY 11<sup>th</sup> NOVEMBER 2024 at 6:00PM  
at The Spetchells Centre, Council Office**

**Present**

Cllr Jonathan Wheeler (Chair), Cllr Duncan Couchman, Cllr Carol Stephenson, Cllr Angie Scott (Ex Officio)

**CEM2425/014 Welcome by the Chair**

Cllr Jonathan Wheeler welcomed everyone to the meeting.

**CEM2425/015 Apologies for Absence**

Cllr Kiran Bell, Cllr Chris Barrett, Cllr Ignasious Varghese

**CEM2425/016 Declarations of Interest**

None received.

**CEM2425/017 Dispensations**

None received.

**CEM2425/018 Public Participation**

Please email/telephone the Clerk with any questions or comments on matters being considered, no later than **5.00pm on Friday 8<sup>th</sup> November 2024**.

**CEM2425/018 Minutes of the Cemetery & War Memorial Committee Meeting held on 23<sup>rd</sup> July 2024**  
**It was AGREED** to receive the minutes as a true record.

**CEM2425/019 Clerk's Report**

The Clerk gave the following verbal report:-

Foster Memorial

The original headstone has been removed and is now safely stored in the chapel. Foundations are already in place for the new headstone, installation to be confirmed.

Site Visits with NCC

Regular site visits are conducted with NCC staff to address plot allocations, burials, and other concerns. At a recent meeting with David Hunt, Geoff Cairns, and John Rutherford of NCC, it was agreed that the condition of the grass is satisfactory. The Clerk has requested that, following burials, topsoil be applied to dress the plots. NCC noted that after the replacement or installation of new headstones, the ground had not been returned to its original condition; the Clerk will address this matter with the memorial masons.

Painting

Work on the shelter in the New Cemetery is to be completed.

Demolition of Toilet Block

The toilet block has been demolished; the retaining wall has not been kept – fencing will need to be sought. It was noted the Clerk is in discussion with the contractor as part of the site is still to be cleared and concrete pad to be installed, this may need to be carried out by another contractor.

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**CEM2425/020 Edgewell Cemetery Service Level Agreement (SLA)**

**a) Cemetery Activity Up to Date (Q1, Q2) 2024/25**

It was **AGREED** to receive 'to date' financial year figures relating to burials, interments, and memorial work.

<b>Cemetery Activity (Year to Date)</b>									
2024/2025	Advanced Purchase Plots	Burials	Interments	New Memorial	Replace Memorial No Cost	Memorial Refix/Clean No Cost	Additional Inscription	Transfer Right of Burial	Number Memorial Meets for install
Quarter 1 Apr - June	5	10	1	2	3	1	3	5	0
Quarter 2 July - Sept	1	4	1	5	0	0	7	2	0
Quarter 3 Oct - Dec	1	2	0	0	0	1	1	1	0
<b>Total</b>	<b>7</b>	<b>16</b>	<b>2</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>11</b>	<b>8</b>	<b>0</b>
<b>NCC Charges</b>		<b>2023/24 (variable)</b>	<b>2023/24 (fixed)</b>	<b>2024/25 (year to date variable)</b>	<b>2024/25 (fixed)</b>	<b>Cost per item (2024/25)</b>			
Burials		£11,415.82		£7,376.32		£461.02			
Interments		£516.72		£108.42		£54.21			
Memorial Meets		£0.00				£18.24			
Maintenance		£36,616.68			£38,447.52				
<b>Sub Totals</b>		<b>£48,549.22</b>		<b>£7,484.74</b>	<b>£38,477.52</b>				
<b>Total</b>		<b>£48,549.22</b>		<b>£45,962.26</b>			<b>NCC 5% uplift on 2024/2025</b>		

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**Income & Expenditure (Year to Date)**

<b>Cost Type</b>	<b>Cost (£)</b>
Fixed Costs	£38,447.52
Variable Activity	£7,484.74
<b>Total</b>	<b>£45,932.26</b>
Cemetery Income Received 23/24	£8,187.00
Cemetery Income received Q1	£10,486.00
Cemetery Income received Q2	£806.00
<b>Cemetery Income Received to date 24/25 TOTAL</b>	<b>£19,479.00</b>

Please note  
there are  
other  
cemetery  
costs  
throughout  
the year

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**b) Cemetery Budget Summary 2024/25**

It was **AGREED** to receive 'to date' costs for Edgewell Cemetery.

Summary of Budget and Expenditure for Edgewell Cemetery 2024/25 as of 08/11/2024

Expenditure	Cost (£)	
Business Rates for Chapel	£538	
Utilities (Water & Electricity)	£160	Electricity £56.62, Water 103.73)
Fixed Costs	£38,448	
Variable Activity	£7,485	£46,630
Landscaping	£420	
Fencing	£0	
Memorial Safety	£0	
Repairs	£540	
Signage	£0	
Arboriculture	£0	
Memorial Seats	£0	£960
<b>Total</b>	<b>£47,590</b>	

Cemetery Income Expected to date Q1, Q2 & Q3	£19,596
Cemetery Budget (Running Costs)	£19,000
Cemetery Budget (Development)	£22,000
<b>Total</b>	<b>£60,596</b>

Cemetery Fees have increased as of 1 August 2023 to 1 August 2025

NCC SLA costs increased in 2024/25 by 5% across the board.

**Balance to date**

Cemetery Budget (Running Costs)	£20,917	*Includes income 23/24 Q4 & 24/25 Q1, Q2
Cemetery Budget (Development)	£19,980	*Includes painting of cemetery shelter, replacement Foster Memorial

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**CEM2425/021 Edgewell Cemetery Inspection**

- a) **It was AGREED** to receive verbal report following inspections carried out to date and discuss any further action needed. Overall, the general consensus despite the time of year, the grass was in good condition. However, concerns raised regarding the borders in the old cemetery looking 'tired', as well as the condition of the beds, in both the old and new cemeteries.

It was noted the Clerk will contact Hollybush regarding the planting in both cemeteries.

- b) **It was AGREED** to implement bi-weekly inspections carried out by committee members. It was noted the Clerk will inspect any work carried out regarding memorials.

**CEM2425/022 Memorial Garden**

**It was AGREED** to receive from Cllr Stephenson following the open event at Edgewell Old Cemetery on Sunday 27<sup>th</sup> October 2024. Despite the challenging weather conditions, the event successfully attracted members of the local community, demonstrating strong community engagement. It was noted that less than half of the proposed area was planted. In addition, further discussion is needed regarding grass cutting and marking of the area.

**CEM 2525/023 Foster Memorial**

It was noted that this item had been added to the agenda in error and would therefore be removed, as it was already addressed in the Clerk's report.

**CEM2425/024 Exclusion of the press and public**

**It was AGREED** to agree to approve a motion to invoke Standing Order 2d) to exclude the press and public, for the remainder of the meeting, in view of the confidential nature of the business to be transacted, permitted under Schedule (12A) Local Government Act 1972, paragraph 3, relating to contractor quotes.

**CEM242/025 Painting of Memorial benches**

**It was AGREED** to receive agree quotes for painting of memorial benches.

Contractor	Description	Cost
A	<ul style="list-style-type: none"> <li>• Refurbishment of 30 wooden seats</li> <li>• Clean to remove green mould</li> <li>• Sand down timber and metal</li> <li>• 2x coats of varnish or wood protection paint</li> </ul>	3hrs per seat @£20 per hour Labour cost £1800 Material cost £190  <b>Total: £2110</b>
B	<ul style="list-style-type: none"> <li>• Refurbish seats</li> <li>• apply 2 coats of either Sadolin durable Jacobean walnut wood stain or Osmo UV- protection oil or Ronseal total wood protection to timberwork (dependent on what is already on)</li> <li>• Apply 1 coat Hammerite direct to rust smooth black meatal paint to any metalwork on seats</li> <li>• Remove waste</li> </ul>	Materials and labour: 4 all timber seats at £125 per seat £500 26 timber/metal seats at £95 per seat £2470  <b>Total: £2970</b>  *Please note does not include any replacement slats if found to be broken/badly damaged

**It was AGREED** to award the contract to Contractor B, Scorpion Joinery.

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Meeting ended 6.50pm.

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