

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 30<sup>TH</sup> MAY 2018 AT 7.00PM**

The annual inspection of the cemetery grounds took place at 6.00pm. The report is at the end of these minutes.

**PRESENT**

Cllrs. E Lynch, P Williams, W Marrs, A Pitcher, L Graham, G Scott, M Clark, and G Girvan

**WBJC/1/2018 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – None

Non Attendance – Cllr McKie

**WBJC/2/2018 ELECT A CHAIR AND DEPUTY CHAIR**

Cllrs Clark and Williams proposed and seconded Cllr Lynch – Vote taken unanimous

Cllr Williams was voted in as Vice Chair

**WBJC/3/2018 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 28<sup>th</sup> March 2018 – Agreed and Approved

**WBJC/4/2018 DECLARATIONS OF INTEREST/DISPENSATIONS**

Members are invited to declare “Disclosable Pecuniary Interests” and “Other Registerable Interests” and refer to “Dispensations” relating to any item on the agenda – None

**WBJC/5/2018 EXCLUSION OF THE PRESS AND THE PUBLIC**

To consider whether there are any items on the agenda for which the press and public should be excluded – Item 6 & 9

**WBJC/6/2018 PUBLIC PARTICIPATION - CONFIDENTIAL**

**WBJC/7/2018 CURATOR AND CLERKS REPORT**

No report from the Curator

Clerk’s Report –

New rubbish bins placed at Cemetery. £9.80 per week per collection

Inspection of house and chapel to take place on Monday 18<sup>th</sup> June? It was **AGREED** that the inspection of the house and chapel will take place on 25<sup>th</sup> June at 2.00pm

Email sent to curator regarding the following:

Chickens have been out on cemetery grounds while he has been away – Unacceptable

Grave diggers must be shown location of grave to be dug only. Help is not required and neither is boarding etc.

Minor problem with water treatment plant. Not reported to the office by Curator nor Contractor. Made clear to both that the office is the first place to contact regarding any problems. Email sent and no reply from Curator

Town Council staff have worked overtime to complete grass cutting/stripping at cemetery while Curator on holiday. Curator to be given a schedule of work for the cemetery.

Terry is helping TC staff today to cut grass at Dalston

The Clerk showed members a new invoice to be sent to Funeral Directors/Masons for funerals and memorials.

Members noted that a meeting will be held between the Clerk and ABC staff on 21<sup>st</sup> June to discuss a business case.

#### **WBJC/8/2018 FINANCE MATTERS**

To receive and authorise Payments for April and May – **Received and Approved**

#### **WBJC/9/2018 CONVEYANCES - CONFIDENTIAL**

#### **WBJC/10/2018 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New Headstones – 2

Additional Inscriptions – 2

#### **WBJC/11/2018 DATE OF NEXT MEETING**

Due to a few members being unable to make 25<sup>th</sup> July 2018 the meeting will now take place on Wednesday 4<sup>th</sup> July 2018 at 7.00pm  
Meeting closed at 8.00pm

# WIGTON BURIAL JOINT COMMITTEE - ANNUAL CEMETERY INSPECTION

Date Of Inspection: 30TH MAY 2018

1	INSPECTION OF CEMETERY	Overall View	
2	CEMETERY TREES/SHRUBS ETC		Plant needs removed next to Section Y, growing inside another shrub
3	CEMETERY PATHS / WALLS		Coping stones at various points need looked at on wall
4	TOILET BLOCK		New dryers, lights installed and painted
5	HEADSTONES		75% of work complete
6	DRAINS		Work required
7	CEMETERY HOUSE		Date to be arranged
8	VESTRY		Refurbishment works complete

9	FIRE EXTINGUISHERS		Annual inspection completed by contractor
10	RISK ASSESSMENT/HEALTH & SAFETY/CHECK EQUIPMENT		No problems
11	CEMETERY SEATS		Seat near to Banks Memorial (next to 2 bushes) needs moved
12	CHAPEL (Next to Vestry)		Painting complete, pews shortened and turned round. Looking really good
13	SOLAR LIGHTS OF VARIOUS SIZES & OTHER TYPES OF DECORATIONS		No problems
14	CEMETERY RECORDS	Kept at Wigton TC Office	Books kept in fireproof cabinet. Maps are drying out
15	WORK SHED		Check with Curator - What are the 2 Mowers used for? Do we need the bier (give to R Hill & Sons) and we no longer require the shoring equip.
16	CEMETERY TIP		Look at changing deck of Countax Mower to a mulching mower.
17	BANKS MONUMENT		No comments
18	CEMETERY ACCESS		Enquire with M Capstick Nurseries about plants for beds at front of cemetery

19	<b>AREA BEHIND TOILETS / MEMORIAL GARDEN</b>		<b>Has been cleared, ready for garden to be created. Work to hopefully start 3rd week in June</b>
20	<b>Chapel (Next to House)</b>		<b>Date to be arranged</b>

Members present at meeting - GG, LG, GS, EL, PW, MC & WM

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 4<sup>TH</sup> JULY 2018 AT 7.00PM**

**PRESENT**

Cllrs. E Lynch, P Williams, W Marrs, A Pitcher, L Graham, W McKie, G Scott, M Clark, and G Girvan

**WBJC/12/2018 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – None

**WBJC/13/2018 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 30<sup>th</sup> May 2018 – Agreed and Approved

**WBJC/14/2018 DECLARATIONS OF INTEREST/DISPENSATIONS**

Members are invited to declare “Disclosable Pecuniary Interests” and “Other Registerable Interests” and refer to “Dispensations” relating to any item on the agenda – None

**WBJC/15/2018 EXCLUSION OF THE PRESS AND THE PUBLIC**

To consider whether there are any items on the agenda for which the press and public should be excluded – Item 8

**WBJC/16/2018 PUBLIC PARTICIPATION**

None

**WBJC/17/2018 CURATOR AND CLERKS REPORT**

No report from the Curator – On Holiday

Business Plan Meeting with ABC to rearrange  
Memorial Garden – As yet not started. Clerk to get in touch with ISS  
Computer System – Ongoing. Looking at end of August  
Clerk to collect sample plaques for memorial garden from Carlisle Glass, Cumbria Memorials, Fentons and ABC for September meeting

**WBJC/18/2018 FINANCE MATTERS**

To receive and authorise Payments for April and May – **Received and Approved**  
The Clerk to look at the last two years electricity bills

**WBJC/19/2018 CONVEYANCES - CONFIDENTIAL**

**WBJC/20/2018 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New Headstones – 1

Additional Inscriptions – 0

## **WBJC/21/2018 HOUSE AND CHAPEL INSPECTION**

The inspection took place on Monday 25<sup>th</sup> June at 2.00pm – The following notes were taken by Cllr Girvan

Carried out by W.McKie, P Williams and G Girvan

### **Exterior**

A slate was missing from the house roof the chapel roof (and 2 from the Vestry roof).

2 small panes of glass missing from chapel windows

Some pointing from ground up to 2 metres on south facing gable end wall – ***The Clerk to get Builder to complete the work***

### **Hall**

Area of damp inside front door which was caused by leaking downspout on chapel which Terry has repaired

### **Lounge**

3 window panes showing condensation and need replacing – ***The Clerk to ask the Window Doctor to have a look and repair***

Minor distortion of interior window sill board from water ingress a few years ago (now repaired)

### **Kitchen**

Plinths showing wear and tear

### **Bedroom 1 (main)**

Floor boards needs replacing as old woodworm damage – ***The Clerk to ask Joiner to complete this work***

### **Chapel**

Completely cleared of contents. No new problems just poor plasterwork and pre-existing rising damp

We need to check the date of Electric and Gas safety inspections – ***The Clerk to check this***

Cllr Williams wanted it noted that The Curator's partner who was present at the inspection was very rude to Cllr Clark.

## **WBJC/22/2018 DATE OF NEXT MEETING**

Wednesday 26<sup>th</sup> September 2018 at 7.00pm

Meeting closed at 7.25pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**THURSDAY, 16<sup>TH</sup> AUGUST 2018 AT 7.00PM**

**PRESENT**

Cllrs. E Lynch, P Williams, W Marrs, L Graham, W McKie, M Clark, and G Girvan

**WBJC/23/2018 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – Cllrs Pitcher & Scott

**WBJC/24/2018 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 4<sup>th</sup> July, 2018 – Agreed and Approved

**WBJC/25/2018 DECLARATIONS OF INTEREST/DISPENSATIONS**

Members are invited to declare “Disclosable Pecuniary Interests” and “Other Registerable Interests” and refer to “Dispensations” relating to any item on the agenda – None

**WBJC/26/2018 EXCLUSION OF THE PRESS AND THE PUBLIC**

To consider whether there are any items on the agenda for which the press and public should be excluded – Item 6,7,8,9

**WBJC/27/2018 PUBLIC PARTICIPATION**

None

**WBJC/28/2018 CLERKS REPORT**

- Gower Consultants have begun work on the computer system for the cemetery records Burial Monday 2.30pm (St Cuthbert’s at 2pm). Representative required to walk cortege to grave as Curator on leave. – JW to officiate.

Risk assessment for sunken graves (last minuted Feb 17) GG confirms there is one, JW to check.

**WBJC/29/2018 TO REVIEW THE CURRENT PROCESS REGARDING THE PURCHASE OF GRAVE SPACES AND BURIAL - CONFIDENTIAL**

**WBJC/30/2018 TO DISCUSS STATEMENTS RECEIVED CONCERNING THE PURCHASE AND BURIAL REGARDING PLOT NO x - CONFIDENTIAL**

**WBJC/31/2018 TO IDENTIFY ANY MITIGATING MEASURES TO REDUCE THE RISK OF FUTURE OCCURRANCE –CONFIDENTIAL (PART)**

Cllrs have **AGREED** that new purchases, on new rows, will have headstones back to back and be of a larger size.

Meeting closed at 8.30pm



**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 26<sup>TH</sup> SEPTEMBER 2018 AT 7.00PM**

**PRESENT**

Cllrs. P Williams, W Marrs, L Graham, W McKie, A Pitcher, G Scott, M Clark, and G Girvan

**WBJC/32/2018 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – Cllr Lynch

**WBJC/33/2018 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 16<sup>th</sup> August 2018 – Clerk asked to amend minutes to show some plots rather than ¾ plots in the clerks report.

**WBJC/34/2018 DECLARATIONS OF INTEREST/DISPENSATIONS**

Members are invited to declare “Disclosable Pecuniary Interests” and “Other Registerable Interests” and refer to “Dispensations” relating to any item on the agenda – None

**WBJC/35/2018 EXCLUSION OF THE PRESS AND THE PUBLIC**

To consider whether there are any items on the agenda for which the press and public should be excluded – Item 6, 7, 10 and 12

**WBJC/36/2018 PUBLIC PARTICIPATION**

None

**WBJC/37/2018 CLERKS REPORT - CONFIDENTIAL**

- Computer system – No further news

**WBJC/38/2018 CURATOR'S LETTER – CONFIDENTIAL**

**WBJC/39/2018 MEMORIAL GARDEN**

The Clerk reported that hopefully works to the garden would be starting in the next couple of weeks.

The Clerk showed members the sample plaque received from Granart. The committee will look at this again once the garden is complete.

**WBJC/40/2018 FINANCE MATTERS**

Finance sheets were circulated - **AGREED**

**WBJC/41/2018 CONVEYANCES – CONFIDENTIAL**

**WBJC/42/2018 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New – 0

Additional - 1

**WBJC/43/2018 CHAIR’S REPORT – CONFIDENTIAL**

**WBJC/44/2018 DATE OF NEXT MEETING**

7<sup>th</sup> November 2018 at 7.00pm

Meeting closed at 7.45pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 10<sup>TH</sup> OCTOBER 2018 AT 6.00PM**

**PRESENT**

Clrs. E Lynch, P Williams, W Marrs, L Graham, W McKie, A Pitcher, G Scott, M Clark, and G Girvan

**WBJC/45/2018 APOLOGIES FOR ABSENCE**

None

**WBJC/46/2018 DECLARATIONS OF INTEREST/DISPENSATIONS**

Members are invited to declare “Disclosable Pecuniary Interests” and “Other Registerable Interests” and refer to “Dispensations” relating to any item on the agenda – None

**WBJC/47/2018 EXCLUSION OF THE PRESS AND THE PUBLIC**

**WBJC/48/2018 INVESTIGATION REPORT -CONFIDENTIAL**

**WBJC/49/2018 PROCEDURE PLAN**

Draft - Agreed

**WBJC/50/2018 DATE OF NEXT MEETING**

7<sup>th</sup> November 2018 at 7.00pm

Meeting closed at 6.55pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 7<sup>TH</sup> NOVEMBER 2018 AT 7.00PM**

**PRESENT**

Cllrs. E Lynch, P Williams, W Marrs, L Graham, W McKie, A Pitcher, M Clark, and G Girvan

**WBJC/51/2018 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – None

**WBJC/52/2018 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 26<sup>th</sup> September and 10<sup>th</sup> October 2018 – Approved and signed as true documents

**WBJC/53/2018 DECLARATIONS OF INTEREST/DISPENSATIONS**

Members are invited to declare “Disclosable Pecuniary Interests” and “Other Registerable Interests” and refer to “Dispensations” relating to any item on the agenda – None

**WBJC/54/2018 EXCLUSION OF THE PRESS AND THE PUBLIC**

To consider whether there are any items on the agenda for which the press and public should be excluded – Items 9 and 12

**WBJC/55/2018 PUBLIC PARTICIPATION**

None

**WBJC/56/2018 CLERKS REPORT - CONFIDENTIAL**

**WBJC/57/2018 CURATOR'S LETTER – CONFIDENTIAL**

**WBJC/58/2018 TREE AND WALL**

2 options were discussed by the committee

Option 1 - Leave tree standing and replace wall with 3 metres iron railings (1 quote received for £1,250)

Option 2 - Fell tree and rebuild wall (2 quotes received for felling tree only - £650 and £750)

Vote Taken for option 1 – Unanimous decision

**WBJC/59/2018 INTERNAL INVESTIGATION REPORT - CONFIDENTIAL**

### **WBJC/60/2018 GRAVE NUMBERING**

Members agreed to meet at 10.00am on Tuesday 13<sup>th</sup> Nov at the cemetery to mark out new grave spaces and discuss numbering system. Clerk to contact the Curator to be on site.

### **WBJC/61/2018 FINANCE MATTERS**

Finance sheets were circulated - **AGREED**

### **WBJC/62/2018 CONVEYANCES – CONFIDENTIAL**

### **WBJC/63/2018 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New – 1  
Additional - 0

### **WBJC/64/2018 DATE OF NEXT MEETING**

26<sup>th</sup> November 2018 at 7.00pm

Meeting closed at 8.25pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 21<sup>ST</sup> JANUARY 2019 AT 7.00PM**

**PRESENT**

Cllrs. E Lynch, P Williams, W Marrs, L Graham, W McKie, A Pitcher, M Clark, and G Girvan

**WBJC/72/2018 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – Cllr Huntington

**WBJC/73/2018 DECLARATIONS OF INTEREST/DISPENSATIONS**

Members are invited to declare “Disclosable Pecuniary Interests” and “Other Registerable Interests” and refer to “Dispensations” relating to any item on the agenda – None

**WBJC/74/2018 EXCLUSION OF THE PRESS AND THE PUBLIC**

To consider whether there are any items on the agenda for which the press and public should be excluded – None

**WBJC/75/2018 RESIGNATION OF THE CLERK- CONFIDENTIAL**

**WBJC/76/2018 PROGRESS OF BUSINESS PLAN**

Working Group members to update committee on the progress of the business plan and discussions with ABC – The Chair reported to the members about the meeting they had with Diane Carter from Allerdale. The business plan was discussed and the options looked at. It was agreed that the only option available to the committee was to reduce expenditure. Diane was going to feedback to ABC and ask for help with certain areas. The committee made it clear that they would need help with the business plan from ABC. The Clerk to as ABC Bereavement Services in the interim to take over the clerks duties with regards to funerals and paperwork. The Chairs of the 3 Councils to ask if the Clerks would be willing to clerk the meetings of the burial committee on a rota system, again on a temporary basis.

The Clerk informed members that Sharon Sewell was willing to discuss employment issues with the committee. Clerk to ask Sharon to come to a meeting at 6.30pm on Wednesday 30<sup>th</sup> Jan.

**WBJC/77/2018 DATE OF NEXT MEETING**

30<sup>th</sup> January 2019 2018 at 7.00pm  
Meeting closed at 8.15pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 30<sup>TH</sup> JANUARY 2019 AT 7.00PM**

**PRESENT**

Cllrs. E Lynch, P Williams, W Marrs, L Graham, W McKie, A Pitcher, M Clark, and G Girvan

**WBJC/78/2018 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – None

**WBJC/79/2018 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 26<sup>th</sup> November 2018 and 21<sup>st</sup> January 2019 – Approved and signed as true documents

**WBJC/80/2018 DECLARATIONS OF INTEREST/DISPENSATIONS**

Members are invited to declare “Disclosable Pecuniary Interests” and “Other Registerable Interests” and refer to “Dispensations” relating to any item on the agenda – None

**WBJC/81/2018 EXCLUSION OF THE PRESS AND THE PUBLIC**

To consider whether there are any items on the agenda for which the press and public should be excluded – Items 6, 8 and 9

**WBJC/82/2018 PUBLIC PARTICIPATION - Confidential**

**WBJC/84/2018 MEMORIAL GARDEN PLAQUES**

**AGREED** to go with plaques from Granart and ask Funeral directors if they would be interested in putting these up.

Cllr Girvan agreed to draw up a plan and a policy.

**WBJC/85/2018 FINANCE MATTERS**

Finance sheets were circulated for December and January- **AGREED**

Fees and Charges for 2019/20 – In principle it was **AGREED** to go with ABC’s fees and charges

To discuss the Business plan

**WBJC/86/2018 CONVEYANCES – CONFIDENTIAL**

**WBJC/83/2018 CLERKS REPORT**

Need to agree a date for updating maps – No date agreed

Cllr Mckie and the Curator to meet to discuss the possibility of drains been in that area and look at diverting them.

### **WBJC/84/2018 BUSINESS PLAN**

Cllr Williams reported that Charles Holmes (ABC) would contact her after the 11<sup>th</sup> February to discuss Bereavement Services helping Wigton BJC in the interim.

Cllr Clark AGREED to collect sales from the Vestry and the Clerk to Wigton TC will bank the money.

### **WBJC/87/2018 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New – 4

Additional - 1

### **WBJC/88/2018 DATE OF NEXT MEETING**

27<sup>th</sup> March 2019

Meeting closed at 8.40pm