

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 24<sup>TH</sup> MAY 2017 AT 7.00PM**

**PRESENT**

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

**WBJC/116/2016 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – None

**WBJC/117/2016 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> April 2017 – Agreed and Approved

**WBJC/118/2016 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/119/2016 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  
- **Agenda Item 6 and 8**

**WBJC/120/2016 PUBLIC PARTICIPATION**

None

**WBJC/121/2016 CLERKS REPORT**

Cemetery Inspection date – Agreed on Wednesday 28<sup>th</sup> June at 6.30pm

**WBJC/122/2016 FINANCE MATTERS**

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

**WBJC/123/2016 CONVEYANCES - CONFIDENTIAL**

**WBJC/124/2016 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New Headstones –2 headstones purchased this month

Additional Inscriptions – 0 additional inscription purchased

**WBJC/125/2016 MACHINERY**

The Clerk reported there had been 2 offers received for the sale of the mini digger

Quote 1 - £5,150  
Quote 2 - £5,200

Cllr McKie expressed an interest in purchasing the digger. The Committee asked Cllr McKie to leave the meeting whilst it was discussed. The committee decided that they would accept Cllr McKie's offer.

The Clerk expressed her reservations at the committee's decision to accept Cllr Mckie's offer as she felt they were not being transparent.

Quote 3 - £6,000

Committee agreed to accept offer from Quote 3. Clerk to complete paperwork.

### **WBJC/126/2016 MEMORIAL WALL/GARDEN**

1 Quote received for works to the wall where the memorial wall/garden would be. Unfortunately no other quotes had been received.

Quote accepted by members. Clerk to give the go ahead for works to be done.

### **WBJC/127/2016 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 26<sup>th</sup> July 2017 at 7.00pm

Meeting closed at 7.45pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 3<sup>RD</sup> JULY 2017 AT 7.00PM**

**PRESENT**

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

**WBJC/128/2016 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – None

**WBJC/129/2016 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/130/2016 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  
- **Agenda Item 4**

**WBJC/131/2016 UNSAFE HEADSTONES - CONFIDENTIAL**

**WBJC/132/2016 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 26<sup>th</sup> July 2017 at 7.00pm

Meeting closed at 7.55pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 26<sup>TH</sup> JULY 2017 AT 7.00PM**

**PRESENT**

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

**WBJC/1/2017 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – Cllrs Pitcher and Webster

**WBJC/2/2017 ELECT A CHAIR**

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

Cllr Williams was voted in as Vice Chair

**WBJC/3/2017 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/4/2017 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/5/2017 PUBLIC PARTICIPATION**

None

**WBJC/6/2017 CURATOR AND CLERKS REPORT**

**Clerk’s Report – July 2017**

**Headstones** – Tender sent out to 10 no. Memorial Masons. Documents to be back by Monday 21<sup>st</sup> August 2017

**Headstone** – Mr Morris would like to put a flag in front of headstone of Pat Sinclair. Doesn’t want headstone damaged when grass is being cut – *Members agreed that no flags are to be put in front of headstones*

**BRAMM Scheme** – We are now a member of the BRAMM scheme. Are we all happy to adopt this scheme, which means that all masons that enter the cemetery must be registered. **YES**

**Register of burials** – Geoffrey Ravalde has been in touch about the register not been in the vestry when he officiated at a burial last week. Celia Robinson been in touch with Mary Clark. *The Clerk to email Geoffrey Ravalde to say the register is in the Town Council office and will be returned once refurbishment works are complete.*

**Quote for tree works** – Received. *Clerk to obtain another 2 quotes*

**Vestry** – Works have started at the vestry. Clerk to obtain quotes for decoration to the vestry, chapel and toilets. Also check windows (loss of heat) and new carpet for vestry.

**Memorial Garden** – Concerns from Morris and Jenna Harrison regarding the path leading into the new garden. Wall complete. Working group need to look at what they want. *Clerk to write to Mr Harrison to reassure him that no paths would encroach on to burial spaces.*

**Wall** – Concerns about the east wall from Andrew Scott (Neighbouring property) *Clerk to write to Mr Scott to let him know we are looking into the trees and the wall.*

**Holidays** – Clerk informed members that she will on 2 weeks annual leave as of tomorrow.

### **WBJC/7/2017 FINANCE MATTERS**

To receive and authorise Payments for June – **Received and Approved**

### **WBJC/8/2017 CONVEYANCES - CONFIDENTIAL**

### **WBJC/9/2017 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New Headstones –2 headstones purchased this month

Additional Inscriptions – 1 additional inscription purchased

### **WBJC/1/2016 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 27<sup>th</sup> September 2017 at 7.00pm

Meeting closed at 7.50pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 27<sup>TH</sup> SEPTEMBER 2017 AT 7.00PM**

**PRESENT**

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

**WBJC/11/2017 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – Cllr Scott

**WBJC/12/2017 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> July 2017 – Agreed and Approved

**WBJC/13/2017 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/14/2017 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 and 10

**WBJC/15/2017 PUBLIC PARTICIPATION**

3 members of the public asked about the Memorial Garden.

The working group explained they had been up to the cemetery and if the committee was in agreement they would prefer to take out all the hedge that runs along the new garden. This will incorporate the garden in to the cemetery. Raised beds, seating and a path along the wall had also been discussed.

Cllr Girvan mentioned that there would have to be disabled access. Some type of path where the hedge will be taken out, possibly use grass matting.

Clerk to obtain 3 quotes for landscaping works.

Members of the public left the meeting.

**WBJC/16/2017 CURATOR AND CLERKS REPORT**

**Clerk’s Report – September 2017**

**Headstones** – The contract was awarded to Able Memorials – 7 out of 9 members agreed that Tender No. 4 be issued with the work. 2 members did not vote. Work to start early October.

**Quote for tree works** – 3 quotes received

Quote 1 – £2,500 + VAT

Quote 2 – £2,496 + VAT

Quote 3 – £2,200 + VAT

**Members voted and agreed to go with cheapest quote. Quote 3**

**Wall** – Concerns about the east wall from Andrew Scott (Neighbouring property) Letter sent to Mr Scott. What do you want me to do? ***Cllr Girvan addressed the committee – In his opinion there is nothing wrong with the trees. Works need to be carried out to the wall and coping stones. Members agreed to works being carried out to wall. Clerk to sort.***

**Computer System** – Update ABC testing system will be approx. 6-8 weeks

**Risk Assessments** – We will be doing some talks on risk assessments. ***Cllr Girvan to be involved with risk assessments for the cemetery.***

**Appraisals** – Terry will be part of the Town Council Appraisals. Is there anything you wish to be added?  
***No***

**Grant/Precept** – Money not received from Waverton and Woodside Parish Councils - ***The Clerk reported that Waverton and Woodside Parish Councils had not yet released the first six months grant payment for the Cemetery and asked members from the two parishes to chase this up.***

### **Curators Report**

**Grave Levelling** - List of graves to be levelled. This should be ongoing in a scheduled programme of works. ***The Curator had done a list of sunken graves in Wigton Cemetery as at 26<sup>th</sup> September. A total of 1277 graves had sunk and out of that 15/20% are dangerous in the curator's opinion.***

***The Clerk to contact ABC to get advice. Also the curator to list the most dangerous.***

**Holidays** – Terry on holiday Monday 2<sup>nd</sup> October PM to Tuesday PM

### **WBJC/17/2017 MEMORIAL GARDEN**

Discussed in public participation.

### **WBJC/18/2017 BUILDINGS/LAND AT CEMETERY – CONFIDENTIAL**

### **WBJC/19/2017 FINANCE MATTERS**

To receive and authorise Payments for September – **Received and Approved**

### **WBJC/20/2017 CONVEYANCES - CONFIDENTIAL**

### **WBJC/21/2017 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New Headstones – 0 headstones purchased this month

Additional Inscriptions – 0 additional inscription purchased

## **WBJC/22/2017 VESTRY**

To award the contract for painting/decorating to the Vestry, Chapel and toilets – 3 quotes received

Quote 1 - £1,345 + VAT

Quote 2 - £1,330 + VAT

Quote 3 - £1355 + VAT

Members voted and agreed to go with the cheapest quote. Quote No. 2 B Johnstone Painter and Decorator.

To discuss quote for repairs to windows in the vestry -

1 Quote received. The contractor would have to remove the windows in the vestry and replace all lead in them before any secondary glazing could be supplied. Contractor would not put secondary glazing over existing windows as in a very bad state of repair. Quote received was £5,567.20 + VAT

Clerk is awaiting another quote. Members voted and agreed to put new windows in the Vestry. 7 out of 8 members voted, one member abstained.

## **WBJC/23/2017 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 29<sup>th</sup> November 2017 at 7.00pm

A budget meeting will be held on Wednesday 1<sup>st</sup> November at 7.00pm – To discuss the budget and quotes for the Vestry Windows

Meeting closed at 8.30pm



**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 1<sup>ST</sup> NOVEMBER 2017 AT 7.00PM**

**PRESENT**

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

**WBJC/24/2017 APOLOGIES FOR ABSENCE**

None

**WBJC/25/2017 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 27<sup>th</sup> September 2017 –  
Agreed and Approved

**WBJC/26/2017 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 – Cllr Lynch Agenda Item No. 7

**WBJC/27/2017 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/28/2017 PUBLIC PARTICIPATION**

None

**WBJC/29/2017 BUDGET 2018-19**

The Clerk had previously circulated budget information to members. The Clerk expressed concern over the large amount of money in the bank and that members need to address this.

Members went through the budget headings line by line and discussed the reserves held in the bank. For 2018 the reserves will be £67,300 to which this includes money for the new Memorial Garden, repairs etc. to Chapel next to house, Property and drainage works and sunken graves.

It was **AGREED** to keep the precept from Woodside, Wigton and Waverton the same as last year to be able to carry out works to the above. The budget for the burial committee will now go through Wigton TC’s Finance Committee for approval.

Cllr McKie mentioned that drainage is a problem at the Cemetery and this needed looked at before Woodside Parish Council would pay any precept to burial Committee. The Clerk mentioned that she had asked for copies of the drainage maps earlier in the year but none had come forward. The Clerk to check map drawers for drainage maps and invite 3 contractors to quote for works. Cllr McKie offered to discuss which drains required work with contractors.

## **WBJC/30/2017 WINDOWS – VESTRY**

Cllr Lynch left the meeting – Cllr Williams took the Chair.

2 quotes received for works to windows in Vestry.

Quote – To renew five no. leaded windows in Vestry with protected polycarbonate sheeting on the outside and secondary double glazing on the inside.

Quote 1 - £5,567.20

Quote 2 - £5,200.00

As quotes are like for like the committee **AGREED** to go with lowest quote No. 2 from Paul Hill, Joiner

## **WBJC/23/2017 DATE OF NEXT MEETING**

Items to include on next agenda –

Memorial Garden

Furniture – Vestry

Drainage

The next meeting will be held on Wednesday 29<sup>th</sup> November 2017 at 7.00pm

Meeting Closed at 8.00pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 29<sup>TH</sup> NOVEMBER 2017 AT 7.00PM**

**PRESENT**

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

**WBJC/32/2017 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – Cllrs Scott and Williams

**WBJC/33/2017 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 1<sup>st</sup> November 2017 –  
Agreed and Approved

**WBJC/34/2017 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/35/2017 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 and 8

**WBJC/36/2017 PUBLIC PARTICIPATION**

None

**WBJC/37/2017 CURATOR AND CLERKS REPORT - CONFIDENTIAL**

**WBJC/38/2017 FINANCE MATTERS**

To receive and authorise Payments for October and November – **Received and Approved**

**WBJC/39/2017 CONVEYANCES - CONFIDENTIAL**

**WBJC/40/2017 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New Headstones – 5 headstones purchased this month

Additional Inscriptions – 1 additional inscription purchased

**WBJC/41/2017 SUNKEN GRAVES**

Following the list produced by the Curator at a previous meeting the Clerk has a couple of options available to the committee to address sunken graves. Following the accident the Curator had of falling into a newly dug sunken grave she felt that the job required two members of staff to complete the work.

Option 1 – Outsource the work. A cost of £14 per grave

Option 2 – Wigton TC could ask a member of staff to help the Curator carry out the work. In return the Curator would help out town council staff as and when required.

**RESOLVED** that we would go with Option 2. The Clerk to ask the Curator for a list of urgent sunken Graves so work could commence.

### **WBJC/42/2017 CEMETERY WALL**

Following the letter received from Mr Scott regarding the damage to the wall bordering his property due to cemetery trees, the Clerk had received two quotes for the repairs to the wall.

Quote 1 - £6, 100 plus materials

Quote 2 - £3,500 (Verbal quote)

The Clerk reported that whilst the trees are still there this problem would still exist in the future and it is likely we would be repairing the wall again at some point.

Cllr McKie suggested that we put railings up around the trees instead of repairing the wall.

The Clerk to look in to alternatives for the next meeting.

### **WBJC/43/2017 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 31<sup>st</sup> January 2018 at 7.00pm

Meeting closed at 8.10pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 31<sup>ST</sup> JANUARY 2018 AT 7.00PM**

**PRESENT**

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

**WBJC/47/2017 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – Cllr Scott

**WBJC/48/2017 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 29<sup>th</sup> November 2017 and 15<sup>th</sup> January 2018 – Agreed and Approved

**WBJC/49/2017 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/50/2017 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 and 8

**WBJC/51/2017 PUBLIC PARTICIPATION**

None

**WBJC/52/2017 CURATOR AND CLERKS REPORT**

Pews have been taken away to be shortened for Chapel

Vestry works complete.

Furniture required. Light Gray would suit best.

The Clerk asked members if they were happy for her to stop meeting with masons who were fixing headstones. The Clerk is confident that all masons are complying with the rules set out by BRAMM.

*Members happy for Clerk to just do random adhoc visits but masons still need to make an appointment to fit.*

**WBJC/53/2017 FINANCE MATTERS**

The Clerk spoke to the committee regarding an extra invoice for Hills Joiners. They had completed work to the vestry windows and subsequently sent in an invoice for the work quoted. However they had done extra work they had not anticipated and were seeking payment for an extra £1,160. Members were happy to pay the extra as they had done an excellent job and understood that there was hidden costs.

To receive and authorise Payments for December and January – **Received and Approved**

**WBJC/54/2017 CONVEYANCES - CONFIDENTIAL**

**WBJC/55/2017 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New Headstones – 2 New

Additional Inscriptions – 2 Additional

**WBJC/56/2017 MEMORIAL GARDEN**

Members were shown two drawings for the memorial garden. Before anything further is agreed the Clerk was asked to look at the house/cemetery going on to the mains sewerage system rather than the Septic Tank system we have now. Clerk to look in to this.

**WBJC/57/2017 COMPUTER SYSTEM**

The Clerk to check with Gower Consultants what we would be getting in our hosting and maintenance package.

**WBJC/58/2017 PLAQUE PROJECT**

The Clerk discussed a plaque project that Mr Charles Mossop would like to set up at Wigton Cemetery. Similar to what he does in other cemeteries in Allerdale. The Clerk asked that we revisit this at a later date once we have the computer system up and running. Members AGREED

**WBJC/59/2017 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 28<sup>th</sup> March 2018 at 7.00pm

Meeting closed at 8.30pm

**WIGTON TOWN COUNCIL**  
**A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON**  
**WEDNESDAY 28<sup>TH</sup> MARCH 2018 AT 7.00PM**

**PRESENT**

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

**WBJC/60/2017 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence – Cllr Williams

Non Attendance – Cllr Marrs

**WBJC/61/2017 MINUTES OF THE MEETINGS OF THE JOINT COMMITTEE**

To receive and agree the minutes of the meeting of the Joint Committee on the 3st January 2018 – Agreed and Approved

**WBJC/62/2017 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 –

**WBJC/63/2017 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/64/2017 PUBLIC PARTICIPATION**

None

**WBJC/65/2017 CURATOR AND CLERKS REPORT**

No report from the Curator

Clerk’s Report –

Curator on holiday this week

Water Treatment plant – Work complete

Painting of Chapel, Vestry and Toilets – Work complete

Still to do

Drains, Tree/Wall, Conifer tree roots and furniture for vestry

Meet with Curator on Tuesday 3<sup>rd</sup> April to check that the Chapel next to the house has been cleared as per the committee’s instructions. *Agreed that the Clerk and Cllr Clark to meet with the curator.*

### **WBJC/66/2017 FINANCE MATTERS**

To receive and authorise Payments for February and March – **Received and Approved**

#### **Cemetery Fees**

Fees were discussed and a proposal by Cllr Lynch of an increase of 3% was discussed

A vote was taken – In Favour – 7 Against -1

It was **AGREED** that the fees would increase by 3%

### **WBJC/67/2017 CONVEYANCES - CONFIDENTIAL**

### **WBJC/68/2017 HEADSTONES AND ADDITIONAL INSCRIPTIONS**

New Headstones – 2

Additional Inscriptions – 1

### **WBJC/69/2017 MEMORIAL GARDEN**

Vote taken – Unanimous Yes Agreed to go ahead with the design and costs of a memorial garden/garden of remembrance from ISS.

### **WBJC/70/2017 COMPUTER SYSTEM**

Quote received for computer system along with annual maintenance costs etc.

Vote taken – Unanimous Yes Agreed to go ahead with a new computer system for the cemetery from Gower Consultants.

### **WBJC/71/2017 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 30<sup>th</sup> May 2018 at 7.00pm

Meeting closed at 7.50pm