

WIGTON BURIAL JOINT COMMITTEE

Email: wigtonburialclerk@gmail.com

Address: Wigton Cemetery, Station Hill, Wigton, Cumbria CA7 9BN

Minutes of meeting held at 7 pm on 23rd June 2021 in The Chapel, Wigton Cemetery

Present – E. Lynch, P. Williams, G. Girvan, J. Mattinson, M. Huntington, H. Robbins,
T. Huntington, M. Clark

1. Apologies W. Marrs

2. Election of Chair – EL said that she wanted to step down as Chair.
GG nominated PW and was seconded by MH. PW was elected Chair
MC nominated HR as Vice Chair and was seconded by GG. HR was elected as Vice Chair.

3. Minutes of meeting held on 24th March 2021 via Zoom were agreed as a correct record.

4. No declarations of interest etc.

5. Exclusion of press and public – one section of item 9

6. No press or public present. No correspondence to report.

7. Finance Matters

It was agreed to pay June invoices. EL explained all the financial transactions and spreadsheets from ABC Bereavement Services (Ruth Carr)

It was agreed to send a thank you to Catherine Nicholson at ABC for all their help over the last 2 years and to copy in RC.

GG to check the Asset Register with Alison at Wigton Town Council.

Thank you to be sent to Lloyds Carpets for work at the Cemetery House that was done FOC.

8. Reports from Members –

Cemetery House – a report from TH had been circulated to members. It was agreed to get a new door into the yard. It was also agreed to give TH authority to make financial decisions regarding the maintenance of the house and report back to members.

The Chair thanked TH, GG and WM for all the work that they do regarding the house.

Grounds Maintenance – report from MC – it has been a difficult Spring for gardening but a good start has been made on the grass. Strimming will be done once a month and grass cutting every 2 weeks. Turf to be laid around the cenotaph in next 2-3 weeks.

Winter Contract to include bushes trimmed etc every 2 years.

Shrubs and planting have been done by volunteers (John Hamblin and Judith Gray in particular. The Chapel is also opened every day by a volunteer. Toilets are cleaned thoroughly every week. It was agreed that an automatic light switch be put into the toilets. RC to be asked to inform MC when there is a funeral.

GG to ask WM about cutting the meadow. Wild flower meadow in progress.

Clerk – it was agreed that we should advertise for a new clerk and PW and GG are to do a job description, advertise and appoint, consulting CALC for advice. It was agreed that it would be 2 hours per week which would be about £1200 p.a.

Management Agreement with ABC – El discussed this in item 7.

Cemetery Records – RC doing initial filling in – GG and WM working with RC on the maps.

MC to purchase a new vacuum cleaner – price agreed at £158

TH to ask Steve Pattinson to look at cobwebs in the Chapel and a price for removing them.

It was agreed to keep the shed/workshop instead of selling it.

TH to do Summer Newsletter.

Memorial Garden – a tree has been planted with a plaque to remember all those who suffered and lost their lives during the Covid pandemic.

SANDS memorial garden – new hedge section now in place.

Date of next meeting Wednesday 29th September 2021