

## **Wigton Burial Joint Committee – Minutes of meeting held 1<sup>st</sup> October, 2025**

In attendance:

Councillor Mary Clark (Chair)

Councillor Mary Huntington

Councillor Tony Huntington (Vice Chair)

Councillor William Marrs

Councillor John Hamblin

Councillor Shane McCarthy

Councillor George Girvan

### **14. Apologies**

Apologies for absence were received from Councillors Chris Scott & John Mattinson.

### **15. Minutes of the Wigton Burial Joint Committee**

Minutes of the Committee Meeting held on 19<sup>th</sup> March, 2025 – **Approved** with amendments initialled by the Chair.

Minutes of the Annual and Main meetings held on 16<sup>th</sup> July, 2025 – **Approved** and duly signed by the Chair.

### **16. Declarations of Interest**

None

### **17. Exclusion of the Press and Public**

None

### **18. Public Participation**

None

### **19. Financial Matters**

19.1 Cashbook and financial statement – **Received**

19.2 **Resolved** that the Locum Clerk be paid £14.82 per hour at an estimated 2 hours per week and that a sum of £800 be allocated from the contingency fund to a new budget head.

19.3 **Resolved** that the draft Cemetery Fees, reviewed by Cllr Huntington, be implemented. The clerk was instructed to forward to Bereavement Services as well as WTC for inclusion on the website.

### **20. Financial Regulations/Standing Orders**

**Resolved** – that the minor amendments circulated earlier in the year by NALC be adopted, and that WBJC would adopt the latest NALC model Standing Orders.

### **21. Grass Cutting Contract 2026-29**

2 quotes had been received with 2 other companies that were approached declining to do so, with no expressions of interest being received. Members noted the report from the Locum Clerk and it was agreed to waive the Financial Regulation requiring 3 quotes.

**Resolved** – that Mr Lightfoot be awarded the contract with annual increases incorporated

based upon the published RPI figures. Members were grateful that he had been able to do the remainder of the 2025 season at short notice and to an impeccable standard.

It was agreed to move item 9 of the agenda to the end of the meeting due to confidentiality.

## **22. Refuse/Debris Collection**

Members noted the report from the Locum Clerk regarding the outstanding works that had been authorised by the committee in January, 2025. The contractor appointed is no longer able to carry out the works.

Members had sought another quote which came under budget, but on scrutiny by members, the final figures were questioned.

It was **RESOLVED** that the works be agreed to in principle and the quote accepted, subject to clarification of the final cost being within budget. MC to progress.

Cllr Girvan also reported that there was a dead Rowan Tree that needed to be removed.

## **23. Purchase of Trailer**

A proposal had been put to the Chair by the grass cutting contractor that a small trailer be purchased to remove garden/flower waste (purchase cost £400-£500). In view of the potential savings on waste bin collection charges and time savings it was **RESOLVED** that the Chair liaise with the contractor to move forward.

## **24. Updates**

GG - Cenotaph – Renovation/repair works to be completed by the end of the month  
GG – Service Level Agreement with Tivoli – Received for grave digging. Will progress with grave levelling.

TH – Terms of Reference – have been re-examined by the three Chairs with the assistance of the CALC Chair and amendments suggested. The next step is for it to be progressed through the Legal Team of CALC/NALC. Once a final draft is agreed it will be required to be considered and signed off by the 3 councils.

MC – Chapel Doors – is chasing up the contractors for an expected date for works to begin.

MC – Winter Works/Wreath Removal – plans in place.

MC – Wall Repairs – The East Wall requires some repairs/repointing. WM will make some initial enquires as to anticipated cost before quotes are sought.

## **25. Clerks Report**

- Cemetery Rules & Regulations – those on website outdated – will endeavour to trace most recent.
- Cumberland accounts issues mainly resolved (GG & RC)
- H & S Risk Assessment required for Cemetery – Clerk to submit draft to a future meeting.

- Financial Regulations require RFO to prepare draft budget/budget monitoring for the committee to consider before the end of October – further meeting required shortly.

**Meeting Closed 9pm**

**Date of next meeting Wednesday, 22<sup>nd</sup> October, 2025 at 7pm**