

Wigton Burial Joint Committee – Minutes of meeting held 25th February 2026

In attendance:

Councillor Tony Huntington (Vice Chair)

Councillor William Marrs

Councillor Mary Huntington

Councillor John Mattinson

Councillor Christopher Scott

Councillor John Hamblin

45. Apologies

Councillors Clark & McCarthy

46. Minutes of the Wigton Burial Joint Committee

Minutes of the Committee Meeting held on 25th November 2025 –**APPROVED** and duly signed by the Chair

47. Declarations of Interest

None

48. Exclusion of the Press and Public

Agenda Item 7 (Part of)

49. Public Participation

None

50. Financial Matters

50.1 Members **RECEIVED** the Cash Book and Bank Reconciliation to 31st January 2026. The clerk was asked to request clarification of a couple of items with the RFO.

50.2 Members **RECEIVED** the Budget Monitoring report to 31st January 2026.

51. Business Plan

Members **RESOLVED** to approve the draft Business Plan for 2026-2029. Members requested it be published on the website and posted in the noticeboard. The clerk was also asked to investigate the costs of a check on the condition of the Banks Memorial.

52. Cemetery Estate

It was **AGREED** the chapel heaters be left pending Health & Safety advice/findings.

53. Benches in the Cemetery

The clerk advised some councils and cemeteries have a bench policy to specify type, responsibilities etc. Councillor Huntington produced an existing bench agreement. A discussion followed and it was **RESOLVED** the existing agreement was sufficient for the committee's requirements. It was emphasised any agreement is to be considered by the committee.

54. Grass Cutting Contract

The draft contract was considered by members, and some changes made. The Contractor will be required to sign and provide his risk assessments.

55. Assertion 10 – Annual Governance & Accountability Return

The clerk briefly explained the actions required by the committee for councils to comply. The clerk explained the 2025 documents posted on the website are being checked for accessibility and any requiring replacement will be sent to WTC to upload.

The Gmail account can no longer be used, and members discussed various options. It was **RESOLVED** the clerk request a wigtoncemetery@wigton-tc.gov.uk account. An IT Policy is required and it was **RESOLVED** to adopt the model template from Waverton Parish Council.

56. Training – Burial Grounds and Records

The clerk & Councillor Marrs are to meet to go through the computerised records. The clerk will also keep the statistical information previously collated by George Girvan and will advise the curator. Councillor Marrs explained the circumstances in which extra works/checks need to take place. It was **RESOLVED** Councillor Scott would assist with the drafting of Standard Operating Procedures.

57. Clerks Report

- Health and Safety – Kym Allan H & S Consultants to assist the clerk in updating policies & identify required actions.

- Grass Cutting – Contractor to cut before Mother’s Day, weather permitting
- Septic Tank annual check due? – Clerk asked to arrange.
- Missed Trade Waste Bin collection
- Councillor Hamblin had replaced the lock on the shed.
- Wall repairs – weather permitting Swan builders will try to undertake before the financial year end.

58. Members Reports

- Councillor Hamblin to keep an eye on the hedge
- Councillor Marrs will need an assistant

Meeting Closed 8.45 pm

Date of next meeting TBC