

Wigton Burial Joint Committee – Minutes of meeting held 17th June 2026

In attendance:

Councillor Mary Clark (Chair)
Councillor Tony Huntington (Vice Chair)
Councillor William Marrs
Councillor Mary Huntington
Councillor Neil Young
Councillor Christopher Scott
Councillor Paul Shone
Councillor Shane McCarthy

1. Election of Chair

Councillor Mary Clark was elected Chair for 2026/27

2. Election of Vice Chair

Councillor Tony Huntington was elected Vice-Chair for 2026/27

3. Apologies

Councillor John Mattinson

4. Minutes of the Wigton Burial Joint Committee

Minutes of the Committee Meeting held on 25th February 2026 –**APPROVED** and duly signed by the Chair

5. Declarations of Interest

None

6. Exclusion of the Press and Public

Agenda Item 11b (Part of)

7. Public Participation

None

8. Financial Matters

8.1 Members **RECEIVED** the Cash Book and Bank Reconciliation to 31st May 2026.

8.2 Members **RECEIVED** the Budget Monitoring report to 31st May 2026.

8.3 Review of Cemetery Fees – Members received a verbal report from Councillor Huntington detailing how the fees had been calculated – **RESOLVED** to approve as per the draft submitted.

8.4 To review earmarked reserves. An update was given by the Clerk- **RESOLVED** keep the same and review regularly.

8.5 To consider the purchase of a replacement noticeboard – **RESOLVED** to consider the purchase of 2 – one with a map of the cemetery and cemetery rules. Decision as to size/type/material delegated to Councillors Clark, Huntington and Marrs.

9. Health & Safety Policies and Procedures

Members **RECEIVED** the report from the consultants and noted its contents. **RESOLVED** that Councillor Paul Shone and the clerk be delegated responsibility to implement improvements to fully comply with legislation.

10. Drainage Works

Councillor Marrs advised members of the Drainage problems near the Banks Memorial. **RESOLVED** that Councillor Marrs & Young be given delegated authority to provide the specification required before procuring the works.

11. Cemetery Rules and Regulations

The rules and regulations were reviewed – **RESOLVED** that no amendments are currently required, and the clerk forward a copy to the funeral directors as well as displaying on the noticeboard when in situ.

12. Wall Repointing/Rebuilding

The clerk advised members of the funds available as per the budget. It was **RESOLVED** that a further stretch of the East Wall be repointed. A decision regarding the rebuilding of a stretch of the wall by the lanning be deferred until after the Cemetery Estate Inspection.

13. Cemetery Estate – (Part Confidential)

Councillor Clark advised members that there are 3 or 4 trees that need removed or attended to along with some tree stumps that require removal – **RESOLVED** that the grass cutting contractor deal with.

Work on the Chapel doors is to start at the beginning of July - **RESOLVED** that the doors and guttering be painted green.

CONFIDENTIAL item then discussed.

14. Burial Ground Procedures

Councillor Marrs had begun making notes of the procedures. Councillor Scott is to write up formal Standard Operation Procedures. The clerk is to document the procedures for cascading information when a funeral is to be held.

15. Clerks Report

- Reported that the Simonds family from Canada had visited Wigton. Family members were buried both at St. Marys Church and Wigton Cemetery. Cllr. Marrs had located the burial records and the graves and headstones at the cemetery. The Clerk had met them at the train station and showed them around both the site and St. Marys Church. They also met Cllr. Marrs and the grass cutting contractor. They praised the work of everyone who kept the cemetery in immaculate condition.
- Date required for Cemetery Estate inspection – set for Monday 6th July at 5pm.

16. Members Reports

- Councillor Huntington suggested that now the frontage has been completed perhaps the cemetery could enter a “best kept cemetery” competition.
- Councillor Marrs will need an assistant

Meeting Closed 8.15 pm

Date of next meeting Monday 6th July 5.45pm following the inspection.