

Draft Minutes of the Waltham Parish Council Cemetery Committee Meeting held at Waltham Parish Office, Kirkgate on Monday 12th May 2025 at 10.00AM.

Present: Councillors: Moss (Chair), Jackson, Lee and Teanby.

In attendance: The Cemetery Clerk

01:05/2025 To elect a Chairman of the Cemetery Committee for 2025/26

RESOLVED: That Cllr Moss be elected as Chairman of the Cemetery Committee for the year 2025/2026.

02:05/2025 To elect a Vice-Chairman of the Cemetery Committee for 2025/26

RESOLVED: That Cllr Lee be elected as Vice-Chair of the Cemetery Committee for the year 2025/2026.

03:05/2025 Declarations of Interest:

- 1) To record declarations of interest by any member of the Council in respect of the agenda items listed below. Should members become aware during the meeting that they have a disclosable pecuniary interest in any matter under consideration, they should declare the interest at that point.

None.

- 2) To note dispensations given to any member of the council in respect of the agenda items listed below.

None.

04:05/2025 Apologies:

Apologies were received from Cllrs Surtees and Woodliff.

05:05/2025 Open Forum:

No members of the public attended the meeting.

06:05/2025 Minutes:

To approve the minutes of the previous meeting(s).

RESOLVED: That the minutes of the meeting of Monday 10th February and Monday 14th April be approved and signed.

07:05/2025 Cemetery Clerk's Report:

To discuss the content of the Clerk's quarterly report.

08:05/2025 Memorial Bench Application:

Date

Signed

To consider an application from a resident for a teak memorial bench to be placed in the Cemetery.

09:05/2025 BRAMM Cemetery of the Year Awards 2025:

To consider entry into the annual Cemetery of the Year Competition 2025.

10:05/2025 Grounds Maintenance:

1. To consider request by a resident to remove an excessive earth mound alongside their parent's grave.
2. To consider offer of Waltham in Bloom to provide planters in Cemetery.
3. To receive any updates on grounds maintenance and resolve any actions.

11:05/2025 Cemetery Development:

To receive any updates on the Cemetery development and resolve any actions.

Resolution to exclude the Public and Press:

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve legal privilege or the likely disclosure of private and confidential information.

12:05/2025 Memorial Headstone:

To receive an update on the latest communications received and resolve any actions.

13:05/2025 Items for Full Council:

14:05/2025 Date of next meeting:

13:02/2025 Date of next meeting:

The date of the next Burial Board meeting will be on 12th May 2025 at 10am.

The meeting closed at 11.07AM

Date

Signed



Cemetery Committee Clerk's Report for May, June and July 2025

1. Monthly Income – Burials

<i>Month</i>	<i>Full Burials</i>	<i>Ashes Burials</i>	<i>Family Funerals</i>	<i>Total Burials</i>	<i>New Plots</i>	<i>Reserved /re-open</i>	<i>Admin Fees</i>	<i>Burial Income</i>
May	2	2	0	4	3	1	0	£2,620.00
June	1	1	0	2	0	2	0	£860.00
July	2	0	0	2	1	1	0	£2,250.00

Total = £5,730.00

Monthly Income Memorial Applications:

<i>Month</i>	<i>New</i>	<i>Additional Inscription</i>	<i>Bench</i>	<i>Total</i>	<i>Approved</i>	<i>Refused</i>	<i>Memorial Income</i>
May	1	0	0	1	1	0	£140.00
June	3	0	0	3	3	0	£420.00
July	3	2	0	5	5	0	£600.00

Total = £1,160.00

2. Annual Income

Cemetery Committee Fee income for 2025/2026 financial year:

<i>Period</i>	<i>Monthly Income</i>	<i>Quarterly Income</i>
April 2025	£3,980.00	
May	£2,760.00	
June	£1,280.00	
April to June 2025		£8,020.00
July	£2,850.00	
August		
September		
July to September 2025		
October		
November		
December		
October to December 2025		
January 2026		
February		
March		
January to March 2026		
TOTAL		

Cemetery Committee Fee income for 2022/2023, 2023/2024 and 2024/2025 financial year:

<i>Period</i>	<i>2022/23</i>	<i>2023/24</i>	<i>2024/25</i>	<i>2025/26</i>
April to June	£3,000.00	£6,215.00	£5,750.00	£8,020.00
July to Sept	£4,300.00	£7,400.00	£1,900.00	
October to December	£4,240.00	£5,900.00	£5,690.00	
January to March	£6,110.00	£6,610.00	£6,330.00	
TOTAL	£17,650.00	£26,125.00	£19,670.00	

3. Yearly Burial Figures

Year	Full Burials	Ashes Burials	Total	Family Funerals
2025 to end of July 2025	12	5	17	1
2024	16	8	24	3
2023	11	21	32	7
2022	11	14	25	1
2021	13	12	25	1
2020	8	13	21	0
2019	13	11	24	0
2018	14	11	25	1
2017	14	17	31	1
Totals	112	112	224	15

4. Remaining Full and Ashes Burial Plots

Ashes Plots	<i>Section H</i>	No plots available in this section, aside from reservations.
	<i>Section I</i>	Row F in section I is now a mix of full and ashes burials. This is to make it easier to manage plot allocation and minimise additional maintenance work. Ashes plots are allocated from the path side and full plots are allocated from the shrubbery side of the section.
Full Burial Plots	<i>Section I</i>	There are 85 full burial plots remaining within Section I although some of these will be used as ashes plots.

5. Job Shadowing

After attending the interesting and enlightening ‘Dispelling the Myths’ seminar held by Dignity, with several Parish Councillors, I was lucky to secure a morning shadowing a Funeral Director, to see in practice the care, support and emotional work carried out by those I liaise with in my role as Cemetery Clerk.

It was unfortunate for me that the morning I attended the Funeral Director’s, there was a ‘lull’ in what had been an especially busy period, which meant I could not see some of the work processes and scenarios unfolding with clients. We did however, discuss how the admin process works for the family, how some of the legal processes can impact and cause delays and how each family is very different and treated according to their needs, at what for some is the worst time in their life.

Talking through some of the specific legal requirements and the timescales that can sometimes impact, made it easier for me to understand why there is often a very quiet element in the process before momentum once again picks up so that can funerals proceed.

I sought to see if any improvements can be made to the service Waltham Parish Council provides and it was very reassuring to hear, that not only are there no any areas for improvement but the Funeral Director feel that we have an approachable team to discuss and resolve any issues with, should they arise. At the time I was there, I did understand that the Funeral Director had to wait for over a week for a burial ground to confirm the availability of a potential burial plot for an impending funeral, due to staff leave! Thankfully, our service is much more responsive and plots can be allocated for a funeral much sooner than a week, which can reduce the waiting times for families keen to confirm their arrangements.

I have been offered an opportunity to shadow at one branch, which will enable me to see in practice how the Memorial Headstone ordering process works and once again, I will look to see if any process adopted by Waltham Parish Council can be amended to make the application stage smoother for all involved.

Amanda Carr
Cemetery Clerk
6 August 2025

Forward Budget Detail - By Centre

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
200 Cemetery - Ings Lane							
1140	Burial Income	18,000	18,000	18,000	18,000	10,000	0
1145	Memorial Income	2,000	2,000	2,000	2,000	2,000	0
1146	Commonwealth War Graves	25	25	25	25	25	0
	Total Income	20,025	20,025	20,025	20,025	12,025	0
4000	Salaries	6,978	7,397	7,841	8,311	8,810	0
4065	Waste Services	825	850	876	902	929	0
4075	Reservation Plaques	0	250	266	274	282	0
4090	Memorial Inspection	1,000	1,000	1,000	1,000	1,000	0
4201	Telephone Services	150	155	160	165	170	0
4203	Water	165	170	175	180	185	0
4300	Grounds Maintenance	12,100	12,463	12,837	13,222	13,619	0
	Total Overhead Expenditure	21,218	22,285	23,155	24,054	24,995	0
	Net Income over Expenditure	(1,193)	(2,260)	(3,130)	(4,029)	(12,970)	0
225 Cemetery - Station Road							
1140	Burial Income	0	18,000	5,000	7,500	10,000	0
1145	Memorial Income	0	500	500	500	500	0
	Total Income	0	18,500	5,500	8,000	10,500	0
4300	Grounds Maintenance	0	5,000	5,500	6,050	6,655	0
	Total Overhead Expenditure	0	5,000	5,500	6,050	6,655	0
	Net Income over Expenditure	0	13,500	0	1,950	3,845	0
	Total Budget Income	20,025	38,525	25,525	28,025	22,525	0
	Expenditure	21,218	27,285	28,655	30,104	31,650	0
	Movement to/(from) Gen Reserve	(1,193)	11,240	(3,130)	(2,079)	(9,125)	0