MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG

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Members of Mold Town Council
Cemetery Committee

11th November 2026

Dear Councillor,

You are requested to attend a meeting of the **Cemetery Committee** to be held at Mold Town Council Offices, Unit 10, Daniel Owen Precinct and via Zoom at 6pm on **18th November, 2026.**

Yours sincerely,

Town Clerk and Finance Officer

Join Zoom Meeting
https://us02web.zoom.us/j/85850698035?pwd=KOay8j64yaQBLUIbwbFgxmiscqHAP0.1

Meeting ID: 858 5069 8035
Passcode: 337904

AGENDA

1. APOLOGIES

To **receive** apologies.

2. DECLARATIONS OF INTEREST

To **receive** any known declarations of interest in items below.

e-mail : e-bost

townclerk@moldtowncouncil.org.uk

3. MINUTES

To **note** the minutes from the previous Cemetery Committee (attached) which took place on the 9th September 2026.

4. CEMETERY SUPERINTENDENT REPORT

To **note** the attached Cemetery Superintendent report and **receive** a verbal update.

5. 150th Anniversary of Mold Cemetery

To **note** the attached report of progress to date.

6. LAND REGISTRY

To **receive** a verbal update from the Town Clerk.

7. GREEN FLAG AWARD 2027/28 – INSPECTION FEEDBACK, MANAGEMENT PLAN REVIEW AND APPLICATION

To **receive** and **consider** a report from the Town Clerk, together with the current Cemetery Management Plan 2026-29, the official 2026 Green Flag inspection feedback and the proposed Action Plan.

Members are asked to **consider** and **approve** the Action Plan, agree delegated authority for the Town Clerk to update and finalise the Management Plan without further Committee approval and approve submission of the 2027/28 Green Flag application at a cost of £389.00 plus VAT.

8. CEMETERY FINANCE REPORT

To **consider** the attached Cemetery Finance Report.

9. DRAFT CEMETERY BUDGET FOR 2027/28

To **consider** the attached draft Cemetery budget and report for 2027/28 and make recommendations to the Finance Committee.

e-mail : e-bost

townclerk@moldtowncouncil.org.uk

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MOLD TOWN COUNCIL

Minutes of the Meeting of the Cemetery Committee held on 9th September 2026 in the Town Council Offices and via Zoom.

PRESENT: Councillors Richard Clarke (Chair), Chris Bithell, Paul Beacher and Sarah Taylor.

Via Zoom: Councillors Joanne Edwards (Mayor) and Nanette Davies.

Officers: Jo Lane, Town Clerk and Finance Officer and Matthew Williams-Cooke (Cemetery Superintendent)

18. APOLOGIES

Apologies were **received** from Councillors Haydn Jones and Pete Dando (Deputy Mayor)

19. DECLARATIONS OF INTEREST

None.

20. MINUTES

It was **resolved** that the minutes from the previous meeting held on 6th July 2026 were approved.

21. CEMETERY SUPERINTENDENT REPORT

The Cemetery Superintendent Report was **noted**.

The Cemetery Committee thanked Matthew and Mike for their work in achieving Green Flag Award.

A verbal update on the new container was provided. The container base has been installed, the container has been purchased and will be delivered to the cemetery on Wednesday 16th September. The Town Clerk has given written notice on the current storage unit used and we have until the end of October to remove all items and hand back the keys for the gate and unit.

18.07 Cllr Nanette Davies left the meeting.

A discussion took place wit regards to the Diocese currently stored in the existing unit. It was **agreed** to take this to Full Council regarding a decision to whether the diocese can be disposed of.

22. NEW MEMORIAL BENCH DOCUMENTATION

The Committee considered the following new Memorial Bench documents for Mold Cemetery:

(a) Memorial Bench Policy
(b) Proposed Memorial Bench Service
(c) Memorial Bench Application & Maintenance Agreement
(d) Letter – Memorial Benches
(e) Memorial Bench Update of Information Form

It was **resolved** to recommend to Full Council that:
(a) the Memorial Bench Policy be approved;
(b) the Proposed Memorial Bench Service be approved;
(c) the Memorial Bench Application & Maintenance Agreement be approved, subject to the addition of next of kin details;
(d) the proposed Memorial Bench Letter be approved; and
(e) the Memorial Bench Update of Information Form be approved, subject to the addition of next of kin details.

23. CEMETERY FINANCE REPORT

The Committee received and considered the Cemetery Finance Report.

It was **resolved** that the Cemetery Finance Report be noted.

Meeting ended at 18.26pm

SUMMARY OF DECLARATIONS MADE BY MEMBERS IN ACCORDANCE WITH MOLD TOWN COUNCIL'S CODE OF CONDUCT

CEMETERY COMMITTEE	DATE: 09.09.26

MEMBER	ITEM	MINUTE NO. REFERS

WORD/MINUTES/CEMETERY/CEMETERY/JL

Chairman's signature: ..... Date: .....

4.

Cemetery Superintendent Report – November 2026

Interments:

A total of **12 internments** have taken place since the last report, broken down as follows:

These consisted of:

- 6 new cremated remains interments – 4 residents and 2 non-resident
- 2 grave re-openers for burials
- 1 new grave for one interment
- 3 new graves for two interments – all residents

Grounds Maintenance and General Operations

The Cemetery continues to be maintained to a high standard as we move from the grass-cutting season into the winter months.

The autumn colours throughout the Cemetery have been particularly impressive this year, with the majority of trees now having shed their leaves. Grounds maintenance is gradually moving away from regular grass cutting towards seasonal winter maintenance.

Over the coming months, the team will be focusing on a range of winter jobs, including the refurbishment of memorial benches, maintenance of the shed and other general repairs and improvements across the site. These works will help ensure the Cemetery remains well presented and maintained throughout the winter period and ahead of the busy Christmas season.

Storage Container

The installation of the new storage container and the transfer of equipment and materials from the previous storage unit have now been completed. The former unit has also been closed.

The new container is proving to be a much more practical and convenient storage facility, with equipment now readily accessible on site.

Thanks are once again extended to the Committee for supporting this improvement, which has already made a positive difference to the day-to-day operation of the Cemetery.

Green Flag Award

Following the Cemetery's successful achievement of Green Flag Award status earlier this year, I have submitted an application to become a Green Flag Award judge.

This will provide an opportunity to gain further experience and insight into the standards and assessment processes associated with the award, which will be beneficial in supporting the continued maintenance and improvement of Mold Cemetery.

Budget and Operational Costs

There has been an increase in the use of the digger for grave excavation works, which is having an impact on operational expenditure.

This will continue to be monitored as part of the Cemetery's ongoing budget management, particularly in relation to the costs associated with grave preparation and excavation.

Remembrance Sunday

The Cemetery was particularly busy over the Remembrance Sunday period, with many visitors attending to pay their respects and visit the graves of loved ones.

The grounds were maintained and presented to a very high standard throughout this important period, reflecting the continued hard work of the Cemetery team.

Summary

Overall, the Cemetery continues to operate well and remains maintained to a high standard. With the grass-cutting season coming to an end, the focus is now shifting towards winter maintenance, refurbishment works and preparing the grounds for the busy Christmas period.

The completion of the new storage container has been a welcome improvement to the Cemetery's operations, while the continued success of the Green Flag Award demonstrates the high standards being achieved across the site.

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Report for Mold Town Council Cemetery Committee

Date of Meeting: 18th November 2026

Mold Cemetery 150th Anniversary – Progress Update

Purpose of Report

To provide Members of the Cemetery Committee with an update on the progress made towards planning the 150th anniversary of Mold Cemetery in April 2027, including the activities proposed, work undertaken to date and the next steps.

Background

The first interment at Mold Cemetery took place in April 1877, meaning the Cemetery will celebrate its 150th anniversary in April 2027.

A 150th Anniversary Working Group was established to develop a programme of commemorative activities and potential legacy projects to recognise the Cemetery's history, heritage and importance to the local community.

The Working Group held its first meeting on 16th September 2026, during which a number of proposals were discussed and an Action Plan developed, with responsibilities allocated to individual Members and Officers.

Proposed Anniversary Activities

The Working Group agreed to progress plans for a principal commemorative event at Mold Cemetery on Friday 23rd April 2027, with additional heritage activities taking place over the weekend.

The proposals currently being developed include:

- **Commemorative Service:** A short multi-faith service involving local churches, faith representatives, schools and community organisations.
- **Commemorative Tree and Plaque:** Planting a tree and installing a plaque to mark the 150th anniversary, providing a permanent reminder of the occasion.
- **Memory Tree:** An opportunity for visitors to write messages remembering loved ones, which can be displayed on the tree. Options for a Book of Remembrance are also being explored.
- **Guided Historical Tour:** A guided tour of the Cemetery on Sunday 25th April 2027, highlighting notable individuals, historical graves, war graves and significant memorials.
- **Historical Exhibition:** A display of photographs, historical records and information about the Cemetery at the Town Council Offices on Sunday 25th April 2027.
- **Heritage Interpretation Panel:** Exploring the installation of a permanent interpretation panel, or panels, to share the history of the Cemetery with visitors.

- **Historical Equipment Display:** An opportunity to showcase historical and modern Cemetery equipment, demonstrating how working practices have changed over the past 150 years.

Progress to Date

Following the first Working Group meeting, an Action Plan was circulated, with individual responsibilities allocated to Members and Officers to progress the various elements of the anniversary programme.

Work is ongoing to explore community involvement, potential donations and sponsorship, historical research and the practical arrangements for the proposed activities.

Historical Research and Guided Tours
A meeting has been arranged for Thursday 19th November 2026 at 2.00pm at the Town Council Offices, bringing together local historians and volunteers involved in delivering historical tours.

The purpose of this initial meeting is to begin discussions around:

- Researching and bringing together the history of Mold Cemetery, including its development over the past 150 years.
- Identifying notable individuals buried within the Cemetery, significant memorials, war graves and other stories of historical or local interest.
- Considering what information and locations could be incorporated into a guided historical tour of the Cemetery.
- Exploring potential content for a permanent heritage interpretation panel or panels, allowing visitors to learn more about the Cemetery's history.

The meeting will provide an opportunity to draw upon local knowledge and expertise, identify potential sources of historical information and establish how volunteers may be able to support the research and development of the proposed guided tour and interpretation materials.

The findings from these discussions will be fed back to the 150th Anniversary Working Group to help shape the heritage elements of the anniversary programme.

Next Steps

The 150th Anniversary Working Group is scheduled to meet again on Wednesday 2nd December 2026 at 6.00pm at the Town Council Offices.

At this meeting, Members will have the opportunity to review progress against the Action Plan, consider the outcomes of the historical research meeting and further develop the proposed anniversary activities.

As plans progress, indicative costs will be established, alongside opportunities for external funding, donations and sponsorship.

Any proposals requiring financial approval will be brought forward for consideration through the appropriate Council decision-making process.

(7)

Report for Mold Town Council Cemetery Committee

Date of Meeting: 18th November 2026

Green Flag Award 2027/28 – Inspection Feedback, Management Plan Review and Application

Purpose of Report

To provide Members with an update on the Cemetery's successful achievement of the Green Flag Award for 2026/27, present the recommendations arising from the official inspection feedback and seek approval of the proposed Action Plan and submission of a further application for the 2027/28 award.

The report also seeks delegated authority for the Town Clerk to make the necessary amendments to the Cemetery Management Plan 2026–2029, in accordance with the approved Action Plan, ahead of the January 2027 application deadline.

Background

Mold Cemetery successfully achieved Green Flag Award status for the first time in 2026, becoming the first cemetery in Flintshire to receive this recognition.

The Green Flag Award is an internationally recognised standard for well-managed parks and green spaces, assessing sites against criteria including maintenance, environmental management, biodiversity, heritage, community involvement and overall management.

The Cemetery was assessed on 14th May 2026, with the official feedback report recognising the high standards of maintenance and management achieved by the Town Council.

The inspector described Mold Cemetery as a *well-used and well-loved local asset*, highlighting the tidiness and peacefulness of the site and the dedication of Cemetery staff, Town Council staff and Members.

Green Flag Inspection Feedback

The official feedback report was extremely positive, recognising a number of strengths, including:

- The clear vision, objectives and comprehensive approach set out within the Cemetery Management Plan 2026–2029.
- The high standards of grounds maintenance, cleanliness and general presentation.
- Effective health and safety arrangements, including regular inspections and memorial safety checks.
- The condition and maintenance of buildings, boundary walls, trees and memorials.

- The Council's commitment to environmental management, recycling and biodiversity.
- The Cemetery's importance as a community asset and place of remembrance.
- The Council's governance arrangements and the dedication of staff involved in maintaining the site.

Although the assessment was positive, the inspector identified several recommendations to further strengthen the Management Plan and improve the Cemetery's facilities and management arrangements.

These included improving the accessibility and presentation of the Management Plan, providing clearer information about inspection frequencies and supporting documentation, developing historical interpretation and community engagement opportunities, and considering further environmental and biodiversity improvements.

The feedback also highlighted the forthcoming 150th anniversary of Mold Cemetery as an opportunity to increase community involvement and promote the Cemetery's historical significance.

Management Plan Review and Recommended Action Plan

Following receipt of the official feedback, a review has been undertaken of the existing Cemetery Management Plan 2026–2029 against the inspector's recommendations.

The following documents are attached to this report for Members' consideration:

1. **Mold Cemetery Management Plan 2026–2029** – the current Management Plan submitted as part of the successful 2026 Green Flag Award application.
2. **Green Flag Award 2026 Inspection Feedback Report** – the official assessment identifying the Cemetery's strengths and recommendations for improvement.
3. **Green Flag Inspection Feedback Action Plan** – the proposed actions to address the inspector's recommendations, including responsibilities, target dates and progress monitoring.

The proposed Action Plan separates recommendations into two priorities:

<u>Priority 1 – Actions to Complete Before January 2027</u>
These focus primarily on updating the Management Plan ahead of the next application, including:

- Introducing a formal annual review cycle.
- Improving the digital format and accessibility of the document.
- Providing clearer references to inspection frequencies, maintenance arrangements and supporting documentation.
- Updating the Management Action Tables to reflect ongoing improvements and progress.

<u>Priority 2 – Ongoing and Longer-Term Improvements</u>
These include recommendations relating to heritage interpretation, community engagement, biodiversity, environmental management, planned maintenance and visitor facilities.

Many of these improvements are already being progressed or will require further investigation, resources or funding.

The intention is not to complete every recommendation before the next application, but to ensure that the updated Management Plan clearly demonstrates how the Town Council is responding to the feedback and planning for continued improvement.

In particular, work associated with the Cemetery's 150th anniversary in April 2027 will contribute towards several recommendations relating to historical research, guided tours, interpretation panels and community involvement.
Members are being provided with the current Management Plan, official inspection feedback and proposed Action Plan to enable them to consider the recommendations and agree the approach to updating the Management Plan ahead of the January 2027 submission.

Green Flag Award Application 2027/28
Keep Wales Tidy has confirmed that applications for the 2027/28 Green Flag Award are now open, with a submission deadline of 31st January 2027.

The existing application can be accessed through the online portal, allowing the Council to review and update the information and supporting documentation before submission.

The application fee remains unchanged from the previous year.

Sites under 20 hectares - £389.00 (exl VAT)
Sites over 20 hectares - £445.00 (excl VAT)
Additional Heritage Award - £135.00 (excl VAT)

For Mold Cemetery, the proposed standard Green Flag application fee is:
£389.00 + VAT (£466.80 including VAT).

The additional Heritage Award is available at a further cost of £135.00 plus VAT; however, this is not included in the proposed application.

Keep Wales Tidy has advised that purchase orders will be required by early February 2027, with invoices issued in mid-February and payment required by early March.

Approval is therefore sought to proceed with the 2027/28 Green Flag Award application and associated expenditure.

Management Plan Review and Delegated Authority

To meet the January application deadline, it is proposed that the Town Clerk, in consultation with the Cemetery Superintendent, undertakes the necessary amendments to the Cemetery Management Plan 2026–2029 in accordance with the proposed Action Plan.

As Members have been provided with the current Management Plan, official inspection feedback and proposed Action Plan, they will have the opportunity to consider the recommended changes before granting delegated authority.

Given that the proposed amendments primarily relate to incorporating the inspector's recommendations, updating existing information and identifying ongoing improvement objectives, Members are asked to delegate authority to the Town Clerk to finalise the updated Management Plan and submit the application without the requirement for further Committee review.

Any significant changes outside the scope of the approved Action Plan, or proposals requiring additional expenditure, will remain subject to the Council's normal approval procedures.

Recommendation

Members of the Cemetery Committee are asked to:

1. **Note** the official feedback from the 2026 Green Flag Award inspection and the positive assessment of Mold Cemetery.
2. **Consider** the current Cemetery Management Plan 2026–2029, the official Green Flag inspection feedback and the proposed Green Flag Inspection Feedback Action Plan, as attached to this report.
3. **Approve** the proposed Action Plan, distinguishing between amendments to be completed ahead of the January 2027 application and longer-term improvement objectives.
4. **Delegated Authority** to the Town Clerk, in consultation with the Cemetery Superintendent, to make the necessary amendments to the Cemetery Management Plan 2026–2029, as outlined within the approved Action Plan, and to finalise and submit the updated Management Plan as part of the 2027/28 Green Flag Award application, without the requirement for further review or approval by the Cemetery Committee, provided the amendments remain within the scope of the approved Action Plan.
5. **Approve** the submission of a Green Flag Award application for Mold Cemetery for 2027/28, at a cost of £389.00 plus VAT, subject to the Committee's delegated financial authority.
6. **Note** that any proposed improvements requiring additional expenditure will remain subject to the Council's normal budgetary and approval procedures.

Report for Mold Town Council Cemetery Committee

Date of Meeting: 18th November 2026

Green Flag Award 2026 Inspection Feedback – Action Plan

Preparation for January 2027 Application

Purpose: ToTo identify actions arising from the 2026 Green Flag Award inspection feedback and establish a realistic programme of improvements to Mold Cemetery and its Management Plan 2026–2029.

The Action Plan distinguishes between amendments to be completed before the January 2027 application and longer-term improvements that can be incorporated into the Management Plan to demonstrate the Town Council's commitment to continuous improvement.

Priority 1 – Actions to Complete Before the January 2027 Application

No.	Inspector's Recommendation	Proposed Action	Responsibility	Status	Target
1.	Include a review cycle within the Management Plan.	Add a section confirming that the Management Plan will be reviewed annually, taking account of Green Flag feedback, operational developments and progress against agreed objectives.	Town Clerk	Planned	December 2026
2.	Imporve accessibility and presentation of Management Plan.	Produce a searchable digital PDF, improve the formatting of the detailed action tables where practicable and introduce clickable contents links	Town Clerk	Planned	January 2027

3.	Provide clearer information about inspection frequencies and supporting documentation.	Review existing Management Action Tables to ensure inspection and maintenance frequencies are clearly identified include references to relevant internal documents and hyperlinks to publicly available policies where appropriate.	Cemetery Superintendent/ Town Clerk	Planned	January 2027
4.	Imporve monitoring of Management Plan objectives and acttions	Update the Management Action Plan tto identify ongoing and proposed imporvements, with indicative timescales and responsibilities, include a summary of progress following the 2026 inspection	Town Clerk/ Cemetery Superintendent	Planned	January 2026

Priority 2 – Ongoing Improvements to reflect in the Updated Management Plan

The following recommendations do not need to be fully implemented before Jnauary 2027. However, the Management Plan should be updated to explain how the Council intends tto progress them.

No.	Inspector's Recommendation/ Proposed Action	Management Plan Amendment	Responsibility	Status	Target
5.	Heritage and Interpretation: Work with local historians and volunteers to research significant graves and memorials and develop guided tours and interpretation panels.	Sections 5 & 7 – Include the ongoing historical research and 150th anniversary heritage projects.	Town Clerk/ Cemetery Superintendent/ 150th Anniversary WG	In Progress	April 2027 – initial activities; ongoingg thereafter.
6.	Community Engagement: Use the 150th anniversary to ensourage participation from	Section 6 – Include the anniversary programme and future community engagement	Town Clerk/ 150th Anniversary WG.	In Progres	April 2027; ongoing

	schools, volunteers, faith groups and community organisattions. Explore ongoing opportunities.	objectives.			
7.	Website and Digital Information: Develop online Cemetery information, including historical details, relevant policies and the Management Plan. Explore future digital access to burial records.	Section 7 – Add website development and digicttal information objectives.	Town Clerk	Planned	March 2027 - initial improvements; ongoing
8.	Waste Management: Review waste separation, recycling and composting arrangements. Consider labelled green waste bins and recycled materials for future replacements.	Section 4 – Expland existing waste management information and future sustainability objectives.	Cemetery Superintendent	Planned	March 2027 – initial imporvements; ongoing
9.	Climate Adaptation and Trees: Review succession planting for significant trees and avenues and explore water conservation and climate resilience measures.	Section 4 & 5 – Include tree succession and climate adaptation objectives. Link to MTC Biodiversity Action Plan	Town Clerk/ Cemetery Superintendent	Planned	December 2027 - initial review
10.	Biodiversity: Explore bird and bat boxes, wildflower management near the orchard and recommendations from the One Voice Wales biodiversity report.	Section 5 – Expand biodiversity improvement objectives. Link to MTC Biodiversity Action Plan.	Cemetery Superintendent	Planned	September 2027 – initial review
11.	Planned Maintenance: Develop a rolling path repair programme and identify improvements to entrance planting, gates, railings and shrub protection.	Section 3 – Expand planned and preventative maintenance objectives.	Cemetery Superinttendent	In progress	March 2027 – initial programme; ongoing

12.	Visitor Facililties: Review additional signage, handwashing facilities and potential shelter provision, considering feasibility and costs.	Sections 1 & 2 – Include potential improvements to visitor facilities.	Cemetery Superintendent/ Town Clerk/ Cemetery Committee	Planned	September 2027 – feasibility review
13.	Visitor Feedback: Develop a more structured approach to recording visitor comments and identifying resulting imporvements.	Sections 6 & 7 – Include visitor feedback monitoring and review arrangements.	Cemetery Superintendent/ Town Clerk/ Cemetery Committee	Planned	Agreed at February 2027 meeting, to go live in April 2027
14.	Landscape and Heritage Records: Develop supporting information about significant trees, historic structures, memorials and landscape features.	Section 5 – Include an objective to develop a hertitage and landscape inventory.	Cemetery Superintendent/ Town Clerk/ Historical Volunteers	Planned	December 2027 – initial inventory

Monitoring Arrangements:

- **Completed**: Action finished, with supporting evidence recorded.
- **In Progress:** Work has commenced but is not yet complete.
- **Planned:** Action agreed or proposed, but work has not commenced.
- **On Hold:** Progress delayed by a specific issue or dependency.
- **Subject to Funding:** Action cannot progress until costs and funding have been considered.

Additional Support Documentation

The inspector also recommended including or linking to a number of supporting documents, including tree management information, incident procedures, inspection records and procurement policies.

The updated Management Plan will distinguish between publicly available documents and internal operational records.

Where appropriate, hyperlinks will be provided to published Council policies. Internal documents will be referenced by title and retained separately, with relevant information made available to Green Flag assessors upon request, subject to confidentiality and information governance requirements.

This approach will improve the supporting evidence available to assessors without unnecessarily publishing internal operational information.

Monitoring and Review
The Town Clerk and Cemetery Superintendent will coordinate progress against the Action Plan.

Actions identified for completion before January 2027 will be incorporated into the updated Management Plan ahead of the next Green Flag application.

Longer-term improvements will be reflected within the relevant sections of the Management Plan and its Management Action Tables, with progress reviewed as part of the Council's ongoing management of the Cemetery.

The Action Plan will remain a working document and will be updated following future inspections, operational developments and decisions of the Cemetery Committee.

Green Flag Award Feedback Report 2025/26

Name of Site	Mold Cemetery
Managing Organisation	Mold Town Council
Date of Assessment	14 May 2026

Overall Result	[redacted]	☐	[redacted]	☐

Notes about this report
Strengths and recommendations are provided for each criteria. Photographs are included, where appropriate, to support the feedback from the judge(s) in relation to both strengths and recommendations. Please refer to the Raising the Standard guidance manual here for further information on the criteria.

Desk Assessment

(Management plan and supporting documentation)

Criteria	Strengths	Recommendations
Presentation	The plan contains a clear vision for the site, set out in the Foreword. The plan has a clear index, helpfully relating the management plan to the Green Flag Award Criteria. The introduction clearly describes the purpose of the plan. Objectives (with an alphanumeric code) relating to each of the Green Flag Award criteria are helpfully set	The very good practice described by the plan should be maintained. The plan could score even more if: • It had a review cycle set out in the introduction. • The plan is provided in its original digital format, not a scanned image.

Criteria	Strengths	Recommendations
	out under the relevant sections of the plan. There are photos of key subjects, including an aerial view of the site. The introduction briefly describes the history of the cemetery and its context.	• The photos were reproduced at a higher resolution (if this does not make the plan too large to send by e-mail). • The plan contained working hyperlinks between the contents section and the other sections, and with external sites (e.g. Mold Town Council)
Health, Safety & Security	The Cemetery Superintendent lives in the Cemetery Lodge, providing a 24 hour staff presence. The plan requires regular inspections and safety checks, including stability testing for memorials. Regular site patrols are mandated. The staff and volunteers monitor the site to ensure compliance with rules against dog fouling.	The very good practice described by the plan should be maintained. The plan could score even more if: • It contained hyperlinks or references to the table of objectives showing the frequency of each of the checks and inspections. • Procedures for responding to incidents were included as an appendix or as a hyperlink to an external document.
Maintenance of Equipment, Buildings & Landscape	Details of horticultural management operations are given in the tables of actions. Annual tree inspections are mandated. The plan notes that there is a tree management plan for the site. The plan mandates that all equipment is kept in safe, operational condition. The plan notes that equipment maintenance records are kept.	The good practice described by the plan should be maintained. The plan could score even more if: • It contained the tree management plan with a list of important trees as an appendix or as a hyperlink to an external document. • It contained hyperlinks to the action tables showing the frequency of inspections for building and infrastructure maintenance.
Litter, Cleanliness, Vandalism	The management plan mandates daily inspections for litter.	The good practice described by the plan should be maintained. The plan could score even more if:

Criteria	Strengths	Recommendations
	The plan notes the presence of litter bins across the site.	• It contained details of provision for waste minimisation and recycling. • It called for green waste bins on site so this is separated from general waste, saving staff time when separating waste.
Environmental Management	The plan contains a comprehensive suite of commitments to minimising the cemetery's environmental impact, including recycling, transitioning to using electrically powered equipment, and the use of sustainably sourced and environmentally friendly materials. The plan notes the commitment to integrate climate change adaptation into all aspects of site management. The plan notes that no chemicals or peat are used on site.	The good practice described by the plan should be maintained. The plan could score even more if: • It contained an appendix with the Town Council's policy on sustainable and ethical procurement. • It contained an appendix with a more detailed climate adaptation strategy with policies on subjects such as long term succession planning for trees.
Biodiversity, Landscape & Heritage	The plan notes that biodiversity conservation on site is a standard agenda item on all Cemetery Committee Meetings and that actions taken on site are linked to the Town Council's Biodiversity Action Plan (which is included in the appendices). The plan notes the importance of the site's trees and hedgerows in the landscape. The plan notes that buildings and structures are maintained to preserve their historic and architectural significance.	The good practice described by the plan should be maintained. The plan could score even more if: • It included a more detailed landscape assessment as an appendix • It included more details of the historic and architectural significance of the site's buildings, structures and memorials as an appendix. • It contained a map or plan of historically significant monuments.

Criteria	Strengths	Recommendations
Community Involvement	The plan notes that the cemetery plays a part in the local community through the Daniel Owen Festival and the presence of war memorials. A volunteer updates the on-site noticeboards	The plan could score more if: • It included a detailed action plan for improving community engagement in the cemetery. • It included details of visitor feedback as an appendix or a hyperlink to an external document.
Marketing & Communication	The cemetery is featured on a page of Mold Town Council's website which contains contact details for the Superintendent. The cemetery also features on posts to the Town Council's Facebook page. The plan notes the presence of a noticeboard on site.	The plan could score more if: • It contained a plan to develop an online presence which gave access to the management plan itself as well as the biodiversity and historical details of the site and links to relevant sites such as the Commonwealth War Graves site. • It contained a plan to develop educational materials • It contained details of the plan to provide interpretive boards • It contained a plan of the site allowing families to identify graves and users to identify historically important graves.
Overall Management	The plan clearly describes the Cemetery's staffing and governance arrangements. The tables of objectives applying to each of the Green Flag Award criteria are repeated in an extended format to show who is responsible for the action, who is delegated to undertake it, the source of the budget and, and further detail as required. Mold Town Council policies on Trees, and Biodiversity and Environment are included as appendices.	The very good practice described by the plan should be maintained. The plan could score even more if: • It included budget figures and staff time allocations in the extended tables of action. • The extended tables were re-oriented and re-sized so the document did not need to be turned through ninety degrees to read them. • The table in Appendix 3 is similarly re-sized and re-oriented.

Field Assessment

Criteria	Strengths	Recommendations
A Welcoming Place	The site entrances were well tended. Signage is adequate for the site. Access to the cemetery was safe accessible to all – with surfaced paths and gentle gradients. Vehicular access is available throughout the cemetery on specific days including the day of the judging visit.	The very good practice observed on site should be continued. The Cemetery could score even more if: • It had external signage for drivers. • The plans for interpretation are implemented. • There was some colourful seasonal planting at the main entrance along the right hand side of the road. • The railings and gates were painted
Healthy, Safe & Secure	The level of facilities was appropriate for the site with plenty of benches and deciduous trees for summer shade. The site is open with good sight lines. The cemetery superintendent lives on site creating a greater sense of security. Gates are locked in the evenings. No evidence of dog fouling was seen on the day of the visit. All dogs are required to be on a lead. A toilet is available for visitors.	The very good practice observed on site should be continued. The Cemetery could score even more if: • There was a hand-washing basin available in the toilet. • A shelter was available for use during poor weather.
Well Maintained & Clean	There was no old litter on site on the day of the judging visit. The trees on site were free of dead branches overhanging paths and were in good condition. Buildings and boundary walls were in good condition.	The very good practice observed on site should be continued. The Cemetery could score even more if: • Roses and other shrubs were protected from strimmer damage.

Criteria	Strengths	Recommendations
	Monuments were regularly inspected and made safe if required. The workshop and tools were kept in excellent condition.	• Bulbs were allowed to remain longer in-leaf to recover their strength after flowering. • There were plans in place for cyclic path maintenance/resurfacing to spread the load over time.
Environmental Management	Green waste is collected and composted. Woody waste is retained and used in habitat piles. Staff separate green waste from general waste and recyclable waste. No chemicals or peat are used on site.	The very good practice observed on site should be continued. The Cemetery could score even more if: • Bins for green waste were labelled/provided to save staff time and effort when separating waste. • Recycled plastic benches were specified in future. • Further avenues of trees for summer shade were planted. • Rainwater was collected for use on site. • Solar panels were installed to help recharge power tools and equipment.
Biodiversity Landscape & Heritage	The boundary walls are well maintained. The site's trees are a prominent feature of the local landscape and are well cared-for. Historic memorials are cared for and maintained appropriately.	The very good practice observed on site should be continued. The Cemetery could score even more if: • Bird and bat boxes were provided appropriately. • The grassy area by the orchard was maintained as a wild flower meadow until it is required for burials. • The recommendations of the One Voice Wales biodiversity report are implemented. • It implements succession planning for heritage trees and avenues.

Criteria	Strengths	Recommendations
Community Involvement	There is at least one active volunteer. The cemetery is managed by a committee of local people. The Town Council exercises overall responsibility for the Cemetery. The cemetery appears to be a well-loved and well used local asset. The site contains plenty of benches for quiet contemplation. Schools visit the site on an ad-hoc basis.	The Cemetery could score even more if: • The 150th anniversary is used as a stimulus to promote community engagement and to recruit more volunteers. • A review of opportunities for volunteer engagement is undertaken. • A more formal programme of school activities is undertaken.
Marketing and Communication	The site has an online presence through the Town Council website and social media. The Daniel Owen festival is held annually in the cemetery.	The Cemetery could score more if: • It had a more extensive website providing information on history, heritage, location of historic memorials etc. • Families could search on-line for the location of graves and memorials. • The digitised record books are made available on-line. • Appropriate interpretation panels are installed. • Modern interpretation techniques (e.g. QR codes, Augmented Reality) are employed. • Educational materials are developed in conjunction with local schools.
Management	The activities listed in the management plan are being undertaken as described. Even more detailed plans and policies are available in printed form and kept on-site.	The very good practice observed on site should be continued. The Cemetery could score even more if: • The relevant plans, policies and documents are all linked to the cemetery's web page.

Criteria	Strengths	Recommendations
		• The management plan is made available via the cemetery's web page.

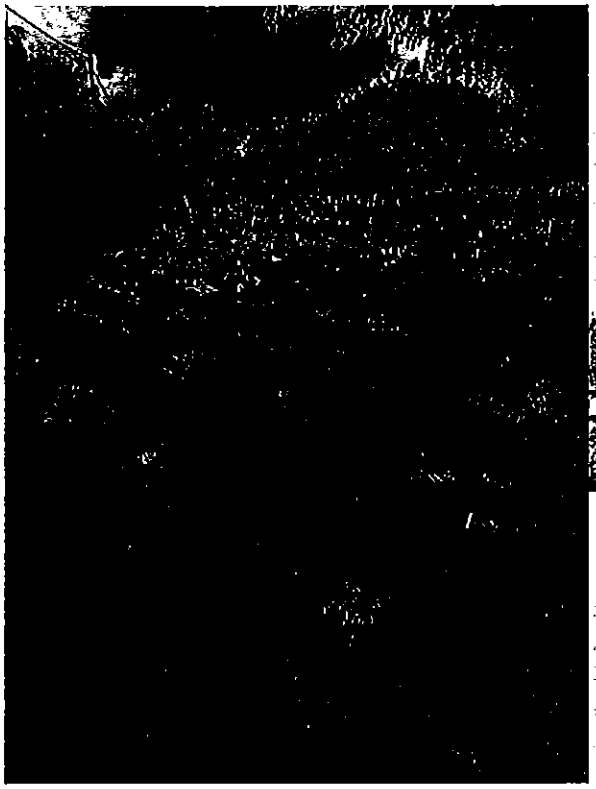
Summary and additional comments: (Highlighting the result, and the main areas of strength and recommendation)
This is a well-used and well-loved local asset. Visitors praised the tidiness and peacefulness of the site. The site staff and Town Council staff and members are passionate about the cemetery and this is demonstrated in the standard of maintenance.

MOLD CEMETERY GREEN FLAG

MANAGEMENT PLAN

2026-2029

MOLD TOWN COUNCIL





FOREWARD

Councillor Haydn Jones, Chair Cemetery Committee, Mold Town Council

Mold Town Council is proud to manage and maintain the town's only active burial site, Mold Cemetery, located on Alexandra Road, Mold. Spanning 2.20 hectares, the cemetery has been a place of remembrance and reflection since its opening in 1877 and has been the final resting place for over 8,400 individuals, including both burials and cremations.

Mold Cemetery is a welcoming and tranquil environment, thoughtfully maintained to provide a holistic and dignified space for the bereaved to honour and remember loved ones. Visitors and staff alike take pride in the cemetery, which stands as a testament to the Council's commitment to high-quality and compassionate care.

This application for the 2026 Green Flag Award reflects the Council's full support and recognition of Mold Cemetery as a site of both historical significance and contemporary relevance, where natural beauty, heritage and community care are seamlessly intertwined.

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Introduction

Mold Cemetery, located on Alexandra Road in Mold, Flintshire, is the town's only active burial site. Covering 2.20 hectares, it has provided a place of remembrance and reflection for the local community since its opening in 1877.

The purpose of the management plan is to outline the strategies, policies and actions necessary for Mold Cemetery to achieve and maintain the Green Flag Award. The plan sets out how the cemetery will be managed to ensure it remains a safe, well maintained, environmentally sensitive and welcoming space for visitors, while preserving its heritage and natural features.

Day to day management is overseen by the Cemetery Superintendent, who resides onsite at the Cemetery Lodge and is supported by the Cemetery Assistant. Strategic oversight is provided by the Cemetery Committee, a team of seven councillors supported by the Town Clerk, who ensure that all aspects of the cemetery's management, maintenance, heritage, biodiversity and community engagement are delivered to high standard.

This document provides a framework for ongoing maintenance, environmental management, community involvement and continuous improvement in line with the Green Flag Award criteria and best practice standards for cemetery management.

1.0 Management Plan

1.1 Purpose and Scope of the Plan

The primary purpose of this management plan is to:

- Consolidate details of management and day-today operation of Mold Cemetery, demonstrating how the site meets the criteria for Green Flag status.
- Provide a comprehensive reference for Councillors, staff and other stakeholders, ensuring consistent understanding and delivery of the cemetery's operational standards.

While this plan addresses management and operational practices, it is important to remember that the primary purpose of Mold Cemetery is to provide a sensitive and professional service that supports those experiencing loss and bereavement. Mold Town Council is committed to delivering high-quality services that provide services that honour the varied faiths, traditions and values of the bereaved in the community.

Mold Cemetery provides burial services primarily to the residents of Mold and surrounding areas, while also serving visitors from further afield. This management plan begins with an overview of the site and detailed consideration of its management, following the criteria for the Green Flag award to allow ease of navigation. To ensure clarity, certain elements may be reiterated rather than cross-referenced.

The plan outlines both the current operational framework and the Council's vision for the future of the site, ensuring that Mold Cemetery continues to be a well-managed, welcoming and sustainable environment that meets the needs of all users while preserving its historic and natural value.

1.2 Site Details and Location

Name:	Mold Cemetery
Address:	Alexandra Road, Mold, Flintshire CH7 1HJ
Website:	Cemetery - Mold Town Council
Area:	2.20 hectares

2.0 Context

Mold Cemetery operates within a robust legislative and regulatory framework. The Cemetery is managed in accordance with relevant burial legislation, including the Burial Act 1857, Local Authority Cemeteries Order 1977 and any associated statutory guidance relating to the management of burial grounds in Wales.

Mold Town Council is a member of the Institute of Cemetery and Crematorium Management (ICCM), a professional body that provides guidance, best practice standards and training to those involved in the management of cemeteries and crematoria across the UK. Membership ensures that the Cemetery is managed in line with professional standards and promotes continuous improvement in operational practices.

The Cemetery reports all child burials to Flintshire County Council, ensuring statutory compliance and accurate local records. Bookings for burials are managed by the Cemetery Superintendent, while financial management, administrative tasks and wider policy matters are overseen by the Town Clerk.

Mold Cemetery is open to the public seven days a week, providing access for reflection and remembrance. Burial services are generally conducted Monday to Friday, though weekend burials can be accommodated by prior arrangement.

Grounds maintenance, grave digging and related operations are carried out primarily by cemetery staff, with support from contractors when needed. Contractors are used for tasks such as excavation of new graves, while grave re-openings are completed manually by Cemetery staff. Two members are based on-site, with budget provision to bring in additional support as required. All contractors engaged by the Cemetery provide public liability insurance and submit comprehensive risk assessments for all tasks undertaken on site.

The operational structure ensures that Mold Cemetery continues to deliver safe, high-quality services while maintaining compliance with statutory and professional standards.

2.1 History of Mold Cemetery

In its early years, the cemetery was managed by the Mold Burial Board. Over time, administrative responsibilities transitioned to Mold Town Council, which now oversees its operations and maintenance.

Recognising the need for expansion, Mold Town Council acquired additional land adjacent to the original cemetery site. This acquisition was part of a strategic plan to ensure adequate space for future interments and to maintain the cemetery's role as a central place of remembrance for the community.

Amongst the notable individuals interred at Mold Cemetery is Daniel Owen (1836-1895), a pioneering Welsh-language novelist often regarded as the first significant Welsh novelist. Owen, who has served as the first chairman of Mold Urban District Council, passed away in 1895 and was buried in the cemetery alongside his mother, sister and brother. His grave remains a site of cultural and historical significance, commemorated annually during the Gwyl Daniel Owen Festival. There are also war graves and memorials within the cemetery and a range of Victorian and later memorial stonework that contribute to its historic character.

The cemetery's rich history reflects its enduring role in the community as a place of rest, reflection and cultural heritage. Mold Town Council remains committed to preserving the Cemetery's legacy while ensuring it continues to meet the needs of the community.

2.2 Site Description

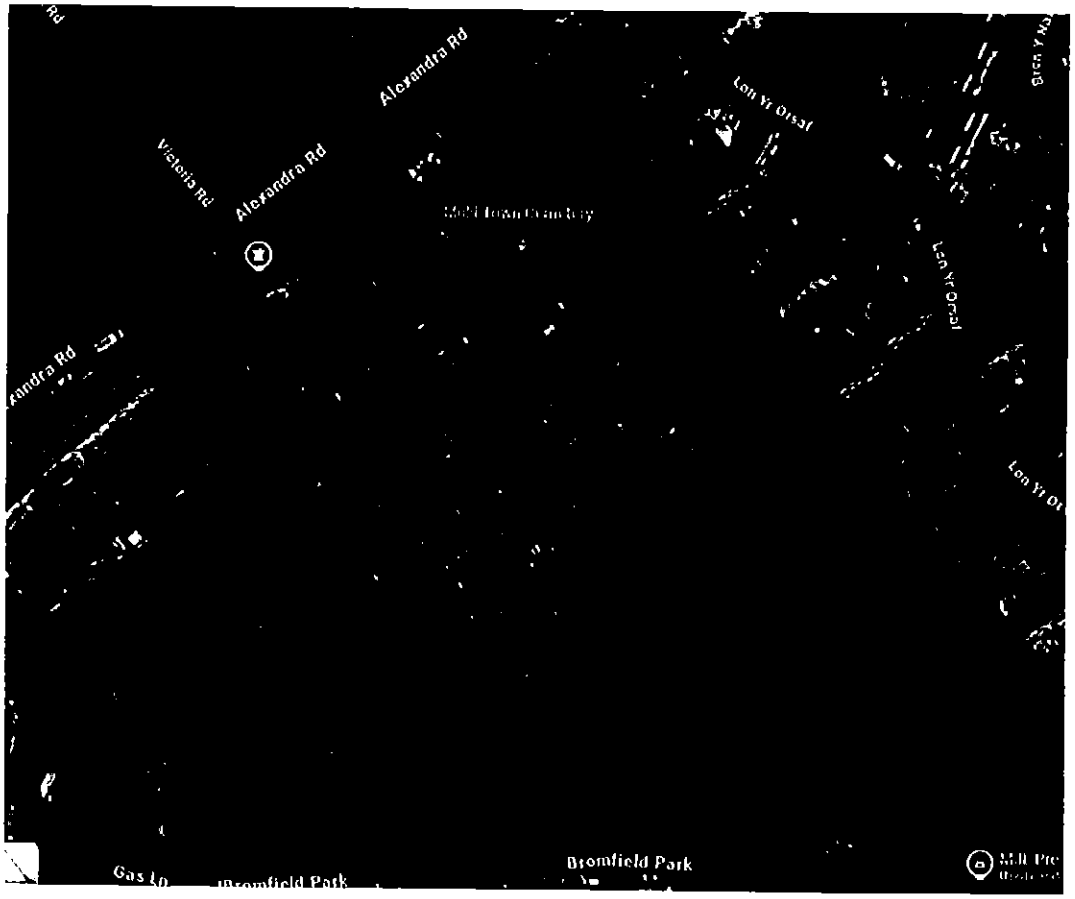
Mold Cemetery is located on Alexandra Road, to the east/ east-south-east of Mold town centre, within the Mold East Ward (postcode CH7 1HJ). The cemetery's principal vehicle entrance and small car park, providing direct access for funerals and visitors.

The cemetery is laid out as a traditional Victorian burial ground with a mixture of managed lawned areas, rows of historic monuments and headstones, informal shrub beds and specimen trees. There are clear internal paths linking the principle areas; some footpaths follow historic lines within the cemetery and the site's slopes and sightlines form an attractive, reflective landscape.

A notable onsite building is the Cemetery Lodge, set close to the main entrance on Alexandra Road. The Lodge functions as the operational base for cemetery staff and is listed as the postal/ visiting address for the cemetery (Cemetery Lodge, Alexandra Road, Mold CH7 1HJ). The Lodge also provides the onsite residence for the Cemetery Superintendent, ensuring continuous oversight and rapid response to operational issues.

Access arrangements and opening times reflect a balance between public accessibility and the operational needs of a working burial ground. In addition to the main Alexandra Road entrance, there is a lower "bottom" entrance that the Council makes available for vehicular access on Thursdays to assist visitors who may have difficulty walking the length of the site, a practical arrangement that provides easier access for the less mobile and for those attending graves away from the main car park.

Practical arrangements on site are straightforward. There is a dedicated small car park at the main entrance for mourners and visitors; pedestrian access is available via adjacent residential streets; and the internal paths provide reasonable routes around the site.



Specific Aims of the Management Plan

The Management Plan for Mold Cemetery is designed to align with the Green Flag award criteria, ensuring the site is welcoming, well maintained, environmentally sustainable and actively engages with the community. The specific aims are to:

- Maintain the cemetery to the highest possible standard, ensuring it remains safe, attractive and respectful place of remembrance for all visitors.
- Deliver a consistently high level of service that meets the emotional, cultural and practical needs of the bereaved and the wider community.
- Enhance and protect diversity, supporting wildlife habitats through sensitive maintenance, native planting and sustainable management practices.
- Preserve and promote the site's heritage value, safeguarding historic monuments, trees and the grave of Daniel Owen as part of Mold's cultural legacy.
- Provide staff with training, knowledge and resources needed to manage the cemetery effectively, safely and in line with best practice and ICCM guidance.
- Encourage community engagement by involving volunteers, schools and local groups when possible in projects that promote heritage, ecology and civic pride.
- Ensure accessibility and inclusivity so that all members of the community, regardless of age or ability, can visit the cemetery.
- Continuously review and improve operations, using feedback from visitors, audits and staff to maintain compliance.

Section 1.0 Welcoming Place

Reference Objective:	A welcoming place – Maintenance and Management Actions To ensure that the cemetery is a welcoming place for all
W1	Manage the cemetery to ensure that it remains neat, tidy and visually attractive throughout the year, with clear attention to detail in grass cutting, paths, memorial and planting.
W2	Manage signage and welcome information to ensure the entrance, directional and interpretive signs are clear, correct, well-maintained and consistent in branding and tone. Conduct an annual review of signage and information boards.
W3	Review and update contact information on-site and online to make sure it is accurate, visible and easy for visitors to use when seeking assistance or information.
W4	Maintain all public areas to a high standard of cleanliness, including paths, seating areas, bins, car park and any shared spaces. Litter, fallen branches and debris will be promptly removed.
W5	Provide appropriate staff training to ensure all staff are knowledgeable, approachable and confident in assisting visitors with enquiries or concerns.
W6	Maintain the car park to ensure it is clean, tidy and safe for all users.
W7	Promote accessibility by maintaining clear, safe routes throughout the cemetery, including pathways suitable for wheelchair and mobility aid users. Continue to offer the Thursday car access arrangement for visitors with mobility challenges.
W8	Provide and maintain benches and resting points throughout the cemetery to support quiet reflection, especially for older visitors and those with limited mobility.
W9	Encourage positive visitor behaviour through clear, respectful signage that emphasis care and respect rather than enforcement.
W10	Monitor visitor feedback through informal conversations, email correspondence and Town Council contact points to identify areas for improvement and maintain a welcoming atmosphere.

1. Welcome

Mold Cemetery provides a calm, respectful and welcoming environment for all who visit, whether attending a funeral, visiting a loved one's grave or simply seeking a quiet place for reflection. The site's design, maintenance standards and daily management practices are all focused on creating a positive first impression and ensuring visitors feel comfortable, supported and respected at all times.

The onsite presence of the Cemetery Superintendent, who resides at the Cemetery Lodge, ensures that visitors are greeted by a visible, knowledgeable and approachable member of staff during working hours. All staff are trained to provide clear information, assist visitors appropriately and maintain a professional and compassionate demeanor. Their visible presence also promotes confidence in the safety, care and respect afforded to the site.

Visitors consistently comment on the peaceful atmosphere, well kept grounds and courteous staff, reflecting the care invested in daily maintenance and presentation. Benches and resting points are positioned throughout the cemetery to support reflection and accessibility for older or less mobile visitors. Pathways are regularly inspected and maintained to ensure safe passage for all users.

2. Good and Safe Access

The main entrance and small car park are clearly signposted, with well-maintained surfacing that creates a tidy and attractive approach. A secondary access point at the lower end of the cemetery is made available every Thursday for visitors with mobility difficulties, enabling direct car access for those who might struggle to walk through the grounds, a practical demonstration of the Council's commitment to inclusivity and accessibility.

Pathways are regularly inspected and maintained to ensure safe passage for all users. Benches and resting points are positioned throughout the cemetery to support reflection and accessibility for older or less mobile visitors. The cemetery remains open to the public seven days a week, reinforcing its role as a place of peace, reflection and connection for all members of the community.

3 Signage

Signage and information displays are reviewed regularly to ensure they remain clear, accurate, and welcoming, offering key details such as opening hours and contact information. Future improvements include developing interpretive signage highlighting the cemetery's heritage, particularly its connection to Daniel Owen.

4 Equal Access for All

Mold Cemetery demonstrates a commitment to accessibility and inclusivity. The Thursday car access arrangement ensures that visitors with mobility challenges can enter the cemetery directly. Pathways, benches and resting points are maintained to allow safe and comfortable use for visitors of all ages and abilities.

The cemetery's ongoing maintenance, accessible facilities and staff support ensure that all visitors, regardless of mobility or ability, can enjoy the cemetery safely and respectfully.

Section 2.0 Healthy, Safe and secure

Reference Objective:	Healthy, safe and secure – Maintenance and Management Actions To ensure that the cemetery is a healthy, safe and secure place for all.
H1	Regularly inspect and maintain all cemetery equipment and facilities to ensure they are safe, fully operational and fit for purpose.
H2	Conduct daily and weekly safety checks of paths, removing hazards such as trip hazards, wet leaves, ice or uneven surfaces.
H3	Maintain all lighting to ensure the cemetery is safe during opening hours.
H4	Review and maintain safety signage, including hazard notices, dog control and visitor guidance, ensuring all signs are clear, up to date and easily visible.
H5	Provide all staff with ongoing health and safety training relevant to cemetery operations.
H6	Monitor and manage visitor personal security through site patrols and clear communication channels for reporting concerns.
H7	Keep benches clean, well maintained and safe to use with regular inspections for damage or wear.
H8	Respond promptly to incidents, accidents and security concerns, maintaining accurate records and reviewing procedures to prevent reoccurrence.
H9	Follow locking up procedures to make sure site security is maintained.
H10	Maintain and follow policy and procedure on memorial safety in line with guidance from the ICCM. Regular stress testing of memorials is conducted to ensure stability and safety.
H11	Develop and follow all activities based on risk assessments to reduce health and safety risks to staff and visitors.
H12	Monitor dog use and enforce action against dog fouling.

5. Appropriate Provision of Quality Facilities and Activities

Mold Cemetery provides a range of well-maintained facilities designed to support visitor comfort, reflection and engagement. Benches are strategically positioned throughout the site and regularly inspected to ensure they remain safe, functional and accessible. Paths, entrances and car parking are maintained to high standards, creating a tidy welcoming environment. Staff are trained to assist visitors and provide information, ensuring that all facilities are managed to a professional and supportive standard.

6.Safe Equipment and Facilities

All cemetery equipment, buildings and infrastructure are inspected and maintained regularly to ensure they remain safe and fully operational. Dailey and weekly safety checks of paths are conducted, with nay hazards addressed promptly. Maintenance logs document all servicing and repairs to ensure accountability and consistency.

7. Personal Security

Mold Cemetery places a high priority on visitor safety and personal security. The visible presence of staff on site, including the Cemetery Superintendent, provides reassurance to visitors and allows immediate response to enquiries and concerns. Additional measures include site patrols and clear communication channels for reporting incidents. Procedures for responding to incidents or accidents are clearly defined and records are kept to ensure lessons are learned and improvements implemented.

8. Control of Dogs/ Dog Fouling

The cemetery enforces responsible dog ownership to ensure a safe, clean and pleasant environment for all visitors. Signage encourages compliance with dog control rules and promotes respectful behaviour. Staff and volunteers monitor the site to support adherence to these standards, reinforcing the Council's commitment to maintaining a welcoming and hygienic, environment for everyone.

Section 3.0 Well maintained and Clean

Reference Objective:	Well maintained and Clean – Maintenance and Management Actions To ensure Mold Cemetery is ,maintained to a consistently high standard of cleanliness, presentation and operational efficiency, providing a dignified and respectful environment for all visitors.
C1	Maintain all cemetery grounds, paths and public areas to a high standard through regular grass cutting, edging and clearing of litter, leaves and debris. Ensure the site presents a neat and respectful appearance at all times.
C2	Operate a scheduled maintenance programme for walls, fencing, gates, memorials, infrastructure and trees. Record all inspections and repairs to maintain a clear audit trail.
C3	Conduct daily visual inspections and weekly formal inspections to identify any maintenance issues, such as damaged furniture, broken fixtures or vandalism and ensure prompt remedial action.
C4	Maintain horticultural areas, trees and hedges. Planting will be used to enhance visual interest and biodiversity.
C5	Undertake arboricultural inspections of all trees at least annually by a qualified professional, ensuring that any required works are prioritized according to risk and recorded within a tree management plan.
C6	Ensure all horticultural and maintenance equipment is serviced regularly and keep in safe, operational condition. Defective equipment will be removed from use immediately and repaired or replaced as required.
C7	Provide and maintain sufficient waste bins across the site, ensuring they are emptied regularly and keep in good condition. Monitor use to prevent overflow and maintain site cleanliness.
C8	Ensure water points, taps and drainage systems are functional and well-maintained. Inspect regularly for leaks or blockages and repair promptly to maintain safe and efficient operation.
C9	Respond promptly to incidents of vandalism, graffiti or damage, ensuring affected areas are repaired or cleaned swiftly to restore a sense of respect and order.
C10	Review and monitor the cemetery's maintenance standards through regular site inspections, staff feedback and visitor comments to ensure continued improvement and consistency.

9. Litter and Waste Management

Mold Cemetery is kept clean and tidy through a proactive litter and waste management programme. All grounds, paths and public areas are regular cleared of litter, fallen leaves and other debris to maintain a neat and respectful appearance. Waste bins are provided throughout the site and emptied on a scheduled basis to prevent overflow and maintain hygiene. Daily visual inspections and prompt remedial action ensure the cemetery remains a pleasant and dignified space for wildlife.

10. Horticultural Maintenance

Horticultural areas, including wildflower areas, hedges and general planting are maintained to a high standard to enhance both visual appeal and biodiversity. Maintenance staff follow a schedule for mowing, edging, pruning and planting to ensure the site remains attractive and well presented.

11. Arboricultural Maintenance

All trees within the cemetery are managed under Mold Town Council Tree Policy. Qualified professionals undertake annual inspections to assess tree health, structure and potential hazards. Any required works are prioritised according to risk and recorded in a comprehensive tree management plan. This ensure the cemetery remains safe for visitors while preserving mature trees and the landscape character of the site.

12. Building and Infrastructure Maintenance

All cemetery infrastructure, including benches, tap points, fences, gates, signs and pathways are regularly inspected and maintained to ensure the site remains both attractive and functional. Any elements showing signs of wear or tear are promptly repainted, repaired or replaced. The exterior yard of the Cemetery Lodge is also kept in a good condition, contributing to the overall presentation of the site. Additionally, noticeboards are maintained to be clean, up-to-date and easily readable for visitors.

13. Equipment Maintenance

All horticultural and maintenance equipment is kept in safe and operational condition through regular servicing and inspections. Any defective or damaged equipment is removed from use immediately and repaired or replaced as required. Equipment maintenance records are maintained to ensure accountability and continuity of safe operations, supporting efficient day to day management of the cemetery.



Section 4.0 Environmental Impact

Reference Objective:	Environmental and Sustainability Management Actions To ensure the cemetery and its facilities operate in a way that is demonstrably sustainable.
E1	Maintain the cemetery using methods that avoid pesticides, herbicides and fertilisers entirely. Vegetation control is achieved through manual or mechanical means.
E2	The waste contractor segregates all materials and recycles everything that is suitable for recycling. Wherever possible, materials are reused or recovered and all disposal practices follow environmentally responsible standards.
E3	Reduce carbon impact by limiting the use of petrol and diesel-powered equipment. Machinery used efficiently, with a phased transition toward battery-powered or biodiesel-capable equipment as part of a broader low-emission strategy.
E4	Promote water efficiently by monitoring taps and water points, repairing leaks promptly.
E5	Apply sustainable procurement principles. Purchasing choices actively consider environmental impact, ethical sourcing, recyclability, durability and social value alongside cost. Preference is given to products and materials that are certified sustainable or locally sourced.
E6	Ensure infrastructure repairs and replacements use recycled, recyclable or responsibly sourced materials wherever possible. This includes benches, signage, fencing and pathway repairs, supporting reduced carbon impact and long-term sustainability.

14. Managing Environmental Impact

Environmental impact is managed through clear commitment to sustainable working practices that minimise resource consumption, reduce emissions and protect biodiversity across the cemetery. Maintenance activities are planned to avoid unnecessary disturbance, prioritise low impact methods and support the long term ecological health of the site. Procurement decisions consider sustainability, durability and ethical sourcing alongside cost, ensuring that all operations contribute positively to the wider environment.

15. Waste Management

Waste is managed through an efficient system that priorities reduction, reuse and recycling. The contracted waste services segregates all materials and recycles everything that can be recovered, ensuring minimal landfill contribution. Green waste is handled responsibly, with opportunities for reuse or composting taken wherever appropriate.

16. Chemical Use

No chemical pesticides, herbicides or fertilisers are used within the cemetery. Vegetation is managed through manual and mechanical methods to avoid harmful environmental effects and protects soil health, water quality and local wildlife. This chemical free approach aligns with the council's biodiversity commitments and supports a safer, more resilient landscape.

17. Peat Use

Peat is not used in any aspect of horticultural or grounds maintenance operations.

18. Climate Change Adaptation Strategies

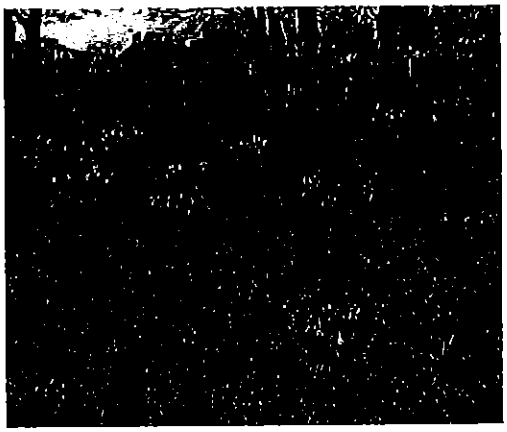
Climate change adaptation is integrated into all aspects of cemetery management to ensure the site remains resilient to changing environmental conditions. Practices focuses on maintaining diverse

habitats, strengthening ecosystem health and supporting species that can thrive under shifting climates. Operations aim to reduce reliance on fossil fuels and maintain landscapes that are flexible and robust in the face of extreme weather events. By embedding these strategies into daily management, the cemetery continues to provide a safe, sustainable and biodiverse environment for visitors and wildlife alike.

Section 5.0: Biodiversity, Landscape and Heritage

Reference Objective:	Conservation, Biodiversity and Heritage Management Actions To manage the Cemetery, its buildings and records to protect, preserve and enhance the site.
B1	Maintain and enhance existing habitats, including wildflower areas, mature trees, hedgerows and grassland to support native flora and fauna.
B2	Manage horticultural areas to promote biodiversity while ensuring accessibility and safety.
B3	Preserve and maintain heritage features such as headstones, monuments, walls and gates.
B4	Maintain accurate records of the cemetery's history, including burials, monuments and heritage assets
B5	Implement a tree policy that balances safety, heritage presentation and biodiversity benefits.
B6	Ensure biodiversity is a standard agenda item at all Cemetery Committee Meetings.
B7	Implement and regularly review the Cemetery Actions from Mold Town Council's Biodiversity Action Plan.





19. Management of Natural Features, Wild Fauna and Flora

The cemetery actively manages its natural features to support and enhance biodiversity. Habitats such as grassland, hedgerows and wildflower areas are maintained to encourage native flora and fauna. All management practices aim to provide a balanced environment where wildlife can thrive alongside the operational needs of the cemetery, ensuring a sustainable and ecologically rich site.

20. Conversation of Landscape Features

Key landscape features are preserved and enhanced to maintain the character and historic significance of the cemetery. Mature trees, hedgerows and planting schemes are managed to support ecological health and visual interest. Notably, the site preserve its heritage through creative interventions, such as the tree sculpting of tow owls on a historic tree stump, which replaced a tree lost during a storm, maintaining both a link to the site's history and a focal point within the landscape. Regular landscape inspections ensure that natural and designed features continue to be maintained sensitively and sustainably.

21. Conservation of Buildings and Structures

All cemetery buildings and structures, including the lodge, walls, gates and memorials are maintained to preserve the historic and architectural significance. Repairs and restoration work are carried out using sympathetic materials and methods that respect the original construction while ensuring safety and functionality.

Section 6.0: Community Involvement

Reference	Community Involvement Management Actions Objective: To ensure local residents and the wider community are informed, engaged and able to participate in the care, management and heritage of Mold Cemetery.
CI1	Maintain regular communication with the public through social media platforms, such as Facebook, to share news and information about the cemetery.
CI2	Ensure the Cemetery Superintendent is accessible to the public for queries, guidance and site visits.
CI3	Develop and maintain burial records and provide information to residents as and when requested.
CI4	Explore ways to encourage community participation in cemetery activities.
CI5	Collect and respond to visitor feedback to ensure the site meets community needs and expectations.
CI6	Encourage community involvement in conservation and maintenance projects, such as tree planting and tidy up events.
CI7	Publicise notable historical, cultural and ecological features within the cemetery.

22. Community Involvement in Management and Development

At present, community involvement in the management and development of Mold Cemetery is limited, but steps are being considered to encourage greater participation. While the site is relatively small, which restricts the scale of initiatives such as tree planting, opportunities for engagement are explored where possible. The cemetery already plays an active role in the wider community, taking part in the annual Daniel Owen Festival by supporting the laying of the wreath at Daniel Owen's grave, as well as assisting with visits to local war memorials. These activities help foster a sense of connection between the cemetery and the community and future initiatives will aim to build on this engagement.

23. Appropriate Provision for the Community

Mold Cemetery provides facilities and access that meet the needs of the local community, balancing operation requirements with public use. The cemetery ensures that pathways, seating and noticeboards are maintained and that records and information are accessible to visitors via the Cemetery Superintendent. Through its participation in local events and responsiveness to visitor feedback, the cemetery provides a respectful and inclusive space for all members of the community.





Section 7.0: Marketing and Communication

Reference Objective:	Marketing Management Actions To successfully promote Mold Cemetery, its heritage and biodiversity ensuring residents and visitors are informed, engaged and aware of the cemetery's facilities and services.
M1	Maintain a regular presence on the Town Council's Social media platforms such as Facebook
M2	Promote access to the Cemetery Superintendent for public enquiries.
M3	Keep information regarding the Cemetery up to date on the Town Council's website.
M4	Keep cemetery noticeboard up to date and visually appealing.
M5	Collect and respond to visitor feedback.

24. Marketing and Promotion

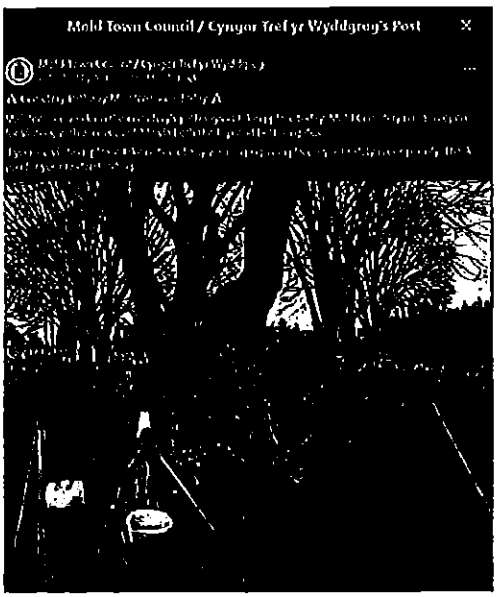
Marketing and promotion of Mold Cemetery focus on raising awareness of its heritage, biodiversity and community role. This includes regular updates via social media platforms and participation in local events such as the Daniel Owen Festival. Promotion also highlights the accessibility of the Cemetery Superintendent and Cemetery staff and encourages engagement.

25. Appropriate Information Channels

Information about the cemetery is provided through multiple channels to reach a broad audience. This includes the Council website, social media updates and on-site noticeboards maintained with the support of a volunteer. These channels ensure that visitors and the wider community have access to accurate, up-to-date information.

26. Appropriate Educational and Interpretation Information

As present, educational and interpretive materials at Mold Cemetery are limited, but there are plans to develop these further. Future initiatives will explore ways to provide interpretive information on the sites history, notable monuments, biodiversity and the heritage features. These could include signage, leaflets, digital content or guided activities to enhance learning and visitor engagement.





Mold Cemetery Management Plan – Detailed Actions

Reference	Aim	Action	Lead Officer	Staff	Budget	Comments
A Welcoming Place – Management Actions						
W1	Maintain a welcoming cemetery	Keep grounds tidy, grass cut, paths clear, planting maintained.	Cemetery Superintendent	Cemetery Assistant	General Grounds Maintenance budget	Annual review of planting, paths and benches.
W2	Maintain clear, informative signage	Ensure entrance, directional and interpretive signs are correct, branded and visible	Cemetery Superintendent	Cemetery Assistant Town Clerk	General Grounds Maintenance budget	Review signage annually.
W3	Maintain accurate contact information	Update contact information on-site and online	Cemetery Superintendent/ Town Clerk	Cemetery Assistant Support Officer	-	Ensure visitors can easily contact staff for assistance.
W4	Ensure public areas remain clean	Regularly clear litter, fallen branches, debris from paths, seating, bins and car park.	Cemetery Superintendent	Cemetery Assistant	-	Conduct daily visual inspections
W5	Ensure staff are welcoming and knowledgeable	Provide training in visitor support, cemetery knowledge	Town Clerk	Cemetery Superintendent/ Assistant	Staff Training budget	Annual refreshers and induction training for new staff.
W6	Maintain car park	Keep it clean, today and safe	Cemetery Superintendent	Cemetery Assistant	General Grounds Maintenance budget	Regular inspections; repair potholes or damaged surfaces
W7	Promote accessibility	Maintain safe, clear pathways; continue Thursday car access for less mobile visitors	Cemetery Superintendent	Cemetery Assistant	-	Review path conditions seasonally; monitor usage.
W8	Providing resting points	Maintain benches and seating throughout the cemetery	Cemetery Superintendent	Cemetery Assistant	General Grounds Maintenance budget	Inspect weekly; repair or replace damaged benches.
W9	Encourage positive visitor behaviour	Use clear, respectful signage promoting care of the cemetery	Cemetery Superintendent	Cemetery Assistant	-	Emphasise respect rather than enforcement.
W10	Monitor visitor feedback	Collect comments via information conversation,	Cemetery Superintendent/ Town Clerk	Cemetery Assistant	-	Use feedback to identify improvements.

		emails and council contact points				
Health, Safe and Secure Management Actions						
H1	Safe and operational equipment	Inspect and maintain all cemetery equipment	Cemetery Superintendent	Cemetery Assistant	Machinery Parts & Materials budget	Keep servicing logs for accountability.
H2	Path safety	Daily and weekly inspections to remove hazards	Cemetery Superintendent	Cemetery Assistant	-	Include wet leaves, ice, uneven surfaces
H3	Maintain lighting	Check and repair lighting to ensure safe access	Cemetery Superintendent	Cemetery Assistant	Machinery Parts & Materials budget	Visual inspections weekly.
H4	Maintain safety signage	Hazard notices, dog control, visitor guidance clear and updated	Cemetery Superintendent	Cemetery Assistant	-	Update as required
H5	Staff health and safety training	Provide ongoing H&S training relevant to cemetery work	Town Clerk	Cemetery Superintendent/ assistant	Staff Training Budget	Refresher training as and when required
H6	Visitor security	Monitor visitors; provide reporting channels	Cemetery Superintendent	Cemetery Assistant	-	Maintain incident records
H7	Bench safety	Inspect benches for damage or wear	Cemetery Superintendent	Cemetery Assistant	Machinery Parts & Materials budget	Repair, replace or remove if unsafe
H8	Incident response	Respond promptly to accidents, security issues and keep records	Cemetery Superintendent	Cemetery Assistant	-	Review procedures after incidents
H9	Site locking procedure	Maintain security through consistent closing procedures	Cemetery Superintendent	Cemetery Assistant	-	Ensure compliance with opening hours
H10	Memorial Safety	Follow ICCM guidance for inspections and safety	Cemetery Superintendent	Cemetery Assistant	Subscriptions budget	Schedule inspections annually
H11	Risk assessments	Conduct all activities based on formal risk assessments	Cemetery Superintendent	Cemetery Assistant	-	Maintain records for staff and contractors
H12	Dog control	Monitor dog use and enforce rules against fouling	Cemetery Superintendent	Cemetery Assistant	-	Clear signage; regular patrols.

Clean and Well Maintained Management Actions						
C1	Maintain grounds and public areas	Grass cutting, edging, litter removal	Cemetery Superintendent	Cemetery Assistant	General Grounds Maintenance	Weekly inspections, more in growing season.
C2	Scheduled infrastructure maintenance	Inspect walls, fences, gates, memorials, trees	Cemetery Superintendent	Cemetery Assistant	-	Maintain audit trail of inspections and repairs
C3	Identify and fix issues	Daily visual, weekly formal inspections	Cemetery Superintendent	Cemetery Assistant	-	Prompt remedial action
C4	Horticultural maintenance	Maintain plating, trees and hedges	Cemetery Superintendent	Cemetery Assistant	Tree Maintenance budget	Use planting to enhance biodiversity
C5	Arboricultural inspections	Annual inspection by qualified professional	Cemetery Superintendent	Cemetery Assistant	Tree Maintenance budget	Record works in tree management plan
C6	Maintain equipment	Service all horticultural/ maintenance equipment	Cemetery Superintendent	Cemetery Assistant	Machinery Parts & Materials budget	Remove defective items immediately.
C7	Waste Management	Provide and empty sufficient bins, monitor usage	Cemetery Superintendent	Cemetery Assistant	Skip Hire and Waste Collection budgets	Ensure site remains clean and hygienic
C8	Water point maintenance	Inspect and repair taps, drainage	Cemetery Superintendent	Cemetery Assistant	Machinery Parts and Materials budget	Ensure safe and functional operation
C9	Respond to vandalism	Prompt repair or cleaning	Cemetery Superintendent	Cemetery Assistant	Machinery Parts and Materials budget	Maintain sense of respect
C10	Review maintenance standards	Regular inspections, staff and visitor feedback	Cemetery Superintendent/ Town Clerk	Cemetery Assistant	-	Continuous improvement
Environmental and Sustainable Management Actions						
E1	Avoid chemical use	No pesticides, herbicides or fertilisers	Cemetery Superintendent	Cemetery Assistant	-	Manual/ mechanical vegetation control only.
E2	Waste Minimisation	Recycle and reuse materials	Cemetery Superintendent	Cemetery Assistant	Waste Collection budget	Environmental best practice followed
E3	Reduce Carbon impact	Limit petrol/ diesel; transition to biodiesel/ battery	Cemetery Superintendent	Cemetery Assistant	Machinery Parts and Materials budget	Phased approach to low emission machinery

E4	Water efficiency	Monitor taps and repair leaks	Cemetery Superintendent	Cemetery Assistant	-	Regular checks
E5	Sustainable procurement	Priorities environmental, ethical and social value alongside costs	Cemetery Committee/ Town Clerk	Cemetery Superintendent	Machinery Parts and Materials budget	Supports long-term sustainability
E6	Sustainable materials	Use recycled or responsibly sourced materials for repairs	Cemetery Superintendent	Cemetery Assistant	General Grounds Maintenance budget	Consider emissions, durability, ethics in all works.
Conservation, Biodiversity and Heritage Management Actions						
B1	Maintain habitats	Wildflower areas, hedges, mature trees, grassland	Cemetery Superintendent	Cemetery Assistant	Tree Maintenance budget	Annual inspections and enhancements
B2	Promote biodiversity in horticulture	Planting and maintenance sensitive to ecological value	Cemetery Superintendent	Cemetery Assistant	-	Ensure accessibility is maintained
B3	Heritage Conservation	Maintain headstones, monuments, walls and gates	Cemetery Superintendent	Cemetery Assistant	General Grounds Maintenance	Annual review of condition
B4	Maintain records	Burials, monuments, heritage assets	Town Clerk	Cemetery Superintendent	-	Accurate and up to date
B5	Implement tree policy	Balance safety, heritage and biodiversity	Cemetery Committee/ Town Clerk	Cemetery Superintendent	-	Annual inspections and risk assessment
B6	Biodiversity in governance	Make biodiversity a standard agenda item at Cemetery Committee Meetings	Town Clerk	Cemetery Superintendent	-	Ensure actions from Biodiversity Action Plan are reviewed.
B7	Implement Biodiversity Action Plan	Follow and review actions	Cemetery Superintendent/ Town Clerk	Cemetery Assistant	-	Annual reporting
Community Involvement Management Actions						
CI1	Community communication	Social media posts, updates	Town Clerk	Cemetery Superintendent	-	Facebook, Town Council Website
CI2	Public Accessibility	Cemetery Superintendent available for queries	Cemetery Superintendent	Cemetery Assistant	-	Contact information clearly displayed
CI3	Burial records access	Maintain and provide information on request	Cemetery Superintendent	Cemetery Assistant	-	Supports research and genealogical enquiries.

CI4	Encourage community participation	Explore volunteer projects, tidy-ups, planting	Cemetery Superintendent/ Town Clerk	Cemetery Assistant	-	Site size limits scale
CI5	Respond to feedback	Gather visitor feedback and act	Cemetery Superintendent/ Town Clerk	Cemetery Assistant	-	Inform future planning
CI6	Community conservation project	Engage volunteers for habitat or maintenance projects	Cemetery Superintendent	Cemetery Assistant	-	Encourage civic pride
CI7	Promote heritage	Publicise historical, cultural, ecological features	Cemetery Superintendent/ Town Clerk	Cemetery Assistant	-	Highlight Daniel Owen Grave, war memorials and owl sculpture.
Marketing Management Actions						
M1	Social media marketing	Maintain Facebook/ Town Council Prescence	Town Clerk	Cemetery Superintendent	-	Regular posts to raise awareness
M2	Promote Superintendent access	Ensure public enquiries are welcomed	Town Clerk	Cemetery Superintendent	-	Key contact details visible
M3	Website updates	Keep cemetery information current on website	Town Clerk	Cemetery Superintendent	-	Include burial information
M4	Noticeboard Maintenance	Keep info boards clean, up to date, visually appealing	Cemetery Superintendent	Cemetery Assistant/ Volunteer	-	Support volunteer involvement
M5	Visitor Feedback	Collect, review and respond to feedback	Town Clerk	Cemetery Superintendent	-	Use feedback to improve communications

Appendix 1.

Mold Town Council

Tree Policy

Adopted by Mold Town Council on 26.06.24

VERSION 1 – 26.06.24
REVIEW DATE – 26.06.27

Summary

This policy sets out Mold Town Council's position regarding trees on its land. It does not apply to trees located on land owned by Flintshire County Council or any other organisation or individual.

It sets out the broad principles pf how existing trees will be managed and where new tree planting may take place.

The Well-being of Future Generations (Wales) Act 2015 contains well-being goals that public bodies, including Town Councils, must work to achieve. One of the seven well-being goals is to maintain and enhance biodiversity and ecological resilience.

The Council is committed to the preservation of existing trees and the appropriate planting of new trees where this supports the local and national strategies in respect of tree planting.

Policy Statement:

The only land owned by Mold Town Council is Mold Cemetery. The trees planted in the Cemetery contribute to the vital function of reducing pollution, absorbing rainfall, binding soil and providing an environment for local flora and fauna as well as playing an important role with regards to wellbeing of local residents and visitors.

Existing Trees

Mold Town Council is committed to the maintenance of its trees.

The pruning or felling of trees will only be considered when one of more of the following apply:

- To maintain the tree in a healthy condition.
- Where the tree is diseased and will not recover.
- Where a tree is touching or about to touch a structure with the likelihood of damage to that property.
- The tree has become dangerous to the point where there is an unacceptable risk to people or property.
- Where it is necessary as part of the development of the Council's assets, and full consideration has been given to alternatives.
- When trees are obstructing a road or path.
- When it has been advised by a suitably qualified Arboriculturist.

Trees will not be felled for (these items are in keeping with Flintshire County Councils 'Urban Tree and Woodland Plan – 2018-2033'):

- Allegedly too tall
- Shade (unless oppressive)
- Loss of view
- Dropping leaves or other seasonal debris
- Interfering with TV reception

- Affecting the efficient working of solar panels
- Touching overhead telecommunication wires
- Overhanging branches

Planting of Trees

When planting new trees on Mold Town Council owned land there will be regard to the surroundings. Consideration will be given to the proximity of buildings or structures that might be overshadowed or could suffer from root damage from newly planted trees. Where planting is in proximity to other trees or habitat, such planting will have regard to the existing ecology so as to enhance rather than damage this.

Risk Management

Mold Town Council instructs a Tree Safety Survey to be completed every three years by a qualified contractor. Following this survey if needed, all remedial work is instructed to ensure the safety of residents, visitors and surrounding structures.

The Council does not employ its own arborculturist and relies on contractors to undertake examination and tree surgery. Officers are responsible for identifying potential risks, but advice on tree condition and associated management will require specialist input. A budget for tree management is in place and is reviewed annually.

Complaints and Requests

All complaints or requests are to be directed to the Town Clerk – townclerk@moldtowncouncil.org.uk. Complaints and requests will be considered in line with this policy at Cemetery Committee Meetings of the Town Council.

Common Law Right

Property owners have a Common Law right to remove nuisance associated with trees.

The following advice is given to anyone wishing to exercise their Common Law right:

a) You can only consider removing parts of the tree from the point where they cross the boundary of your property. You have no legal right to cut or remove any part of a tree that does not overhang your property.
b) You are strongly advised to consult with an Arboricultural Association Registered tree surgeon for guidance on how best to prune back encroaching trees, unless the works are small enough to do with hand secateurs or similar.
c) Before you consider doing any works to a tree(s) you must find out if it is protected by a Tree Preservation Order or whether it is within a Conservation Area. If the trees are protected, you will need to gain consent by making an application/ give notice to Flintshire County Council. If you fell or prune a tree that is protected, you may be subject to prosecution and unlimited fines.
d) Whilst the law requires you to offer any wood back to the tree owner, where the wood is not wanted, you are responsible for making adequate provision to dispose of any wood or cuttings at your own cost. For clarity ***Mold Town Council does not***

require the return of the wood or cuttings. Please do not place, return or tip this on to Mold Town Council land. If you do so the Council will seek to recover the cost of disposal and associated administration costs which are likely to be higher than your own cost of disposal.

Appendix 2.

Mold Town Council Biodiversity and Environment Policy

Adopted by Mold Town Council on 28th May 2025

Introduction

Mold Town Council recognises the importance of protecting the environment and enhancing biodiversity to ensure a sustainable future for current and future generations. In accordance with the Environment (Wales) Act 2016, the Council has a legal duty to maintain and enhance biodiversity and promote the resilience of ecosystems in the exercise of its functions.

This policy outlines the Council's commitment to biodiversity and environmental sustainability and sets out how these priorities will be embedded into its governance, operations, partnerships and community engagement.

This policy is supported by the Mold Town Council Biodiversity Action Plan, which details specific actions the Council will take to achieve these aims and monitor progress.

Our Commitment

Mold Town Council will:

- Integrate biodiversity and environmental considerations into all relevant decisions and activities.
- Act to reduce its environmental impact, including waste, energy use and pollution.
- Support community and partnership efforts to create a cleaner, greener Mold.
- Lead by example in the sustainable management of land and resources.
- Deliver and review its Biodiversity Action Plan to ensure practical implementation of this policy.

Objectives

A. Enhancing Biodiversity

1. Incorporate biodiversity in decision-making

- Embed biodiversity as a standing agenda item in a relevant Council Committee.
- Consider biodiversity in planning feedback and local development matters.
- Promote planting schemes that support pollinators and native species.

2. Manage land sustainably

- Manage Council-owned/ maintained areas, such as Mold Cemetery in a way that enhances habitat quality and ecosystem resilience.
- Support nature-based solutions where applicable, such as wildflower planting and habitat creation.

3. Support community biodiversity

- When possible provide Community Grants to groups enhancing local biodiversity and green spaces.

- Partner with local schools, residents and community groups to deliver environmental initiatives.
- Support youth engagement through Mold Town Youth Council on environmental projects.

B. Reducing Environmental Impact

4. Reduce single-use plastics

- Review and update policies to reduce single-use plastics at Council events.
- Prioritise environmentally conscious traders and suppliers when organising and supporting events.

5. Sustainable procurement and energy use

- Review energy suppliers for all Council-managed premises and switch to green/renewable energy providers at contract renewal points.
- Consider environmental credentials in procurement decisions.

6. Waste and resource management

- Promote recycling and responsible waste management at Council facilities and events.
- Participate in or support local litter-picking, clean-up initiatives and Plastic-Free Mold efforts.

C. Community Engagement and Awareness

7. Communication and education

- Share information on biodiversity, environmental issues and Council actions through social media.
- Create a dedicated page on the Council's website to highlight biodiversity projects and useful links.

8. Collaborative partnerships

- Lead and support the Mold Cittaslow Working Group, aligning with its ethos of sustainability and community wellbeing.
- Appoint a Council representative to the Mold Plastic Reduction Steering Group with regular reporting back to Full Council.

Biodiversity Action Plan

This policy is supported by the Mold Town Council Biodiversity Action Plan, which sets out detailed, measurable actions under each policy objective. The Action Plan is reviewed and updated regularly to reflect progress and emerging priorities.

Monitoring and Reporting

- An annual review of progress will be undertaken by the designated committee.
- Key actions and updates will be reported to Full Council.
- A statutory Biodiversity Report will be submitted every three years as required by law.
- The Biodiversity Action Plan will be reviewed and updated in conjunction with this policy to ensure continued relevance and delivery.

Review and Approval

This policy was adopted by Mold Town Council on 28th May 2025. It will be reviewed every three years or sooner if legislation or priorities change.

Appendix 3 -

Mold Town Council

Biodiversity Action Plan

Environment (Wales) Act 2016 Part 1 – Section 6 The Biodiversity and Resilience of Ecosystems Duty

Name of Town Council: Mold Town Council

Introduction and Context

Mold Town Council is the local authority serving the vibrant market town of Mold, located in Flintshire, North Wales. Nestled at the foot of the Clwydian Range – an Area of Outstanding Natural Beauty – Mold is a historic town known for its rich cultural heritage, strong community spirit, and thriving local economy.

The town is conveniently situated approximately 10 miles west of the English border, and just 12 miles from the city of Chester, making it a key centre within North East Wales. It offers a mix of traditional charm and modern amenities, with attractions including the renowned Mold Market, Theatr Clwyd, and numerous independent shops and eateries.

Mold Town Council represents the interests of residents, supports local services and events, and works in partnership with other organisations to enhance the wellbeing and prosperity of the town. The Council plays an important role in promoting civic pride, sustainability, and community development throughout the area.

Mold Town Council – Key Services, Activities and Responsibilities Impacting Biodiversity

Mold Town Council, like other local councils in Wales, has a range of services, activities, and responsibilities that can significantly impact biodiversity. These are aligned with the Council's duties under the Environment (Wales) Act 2016. The following activities directly support or influence that duty:

- Cemetery & Burial Grounds Management – Managing burial spaces with sensitivity to wildlife and green habitat preservation. Enhancing biodiversity in cemeteries through wildflower planting and habitat care.
- Town Centre Hanging Baskets and Gateway Signage – Promoting pollinator-friendly planting throughout the town and on entry to the town.
- Grants for Community Groups – support with funding is available through the Town Council. Local groups and organisations are able to apply to support their activities.
- Mold Town Youth Council – The Youth Council has opportunities to influence and participate in environmental projects.
- Planning – Mold Town Council's Planning Committee is a consultee on Planning Applications and can advocate for biodiversity as a consultee.
- Events and Community Engagement – Mold Town Council supports local events and groups that promote biodiversity, such as Mold Spring Clean.

Objective	Biodiversity objectives	Action planned	Time scale	Monitored by:
1	- Embed biodiversity into decision making & procurement	- When discussing planning applications, effects on biodiversity is also considered when providing responses.	Ongoing	Chair of Planning Committee
		- Embed biodiversity as a standard agenda item within one of Mold Town Council's Committees to ensure ongoing oversight, discussion, and integration of biodiversity considerations into decision-making processes.	Ongoing	Town Clerk
		- Invite officers of Flintshire County Council, Climate Change Team to introduce Climate Change Toolkit for Town and Community Councils to Members.	November 2025	Town Clerk
	- Raise awareness of biodiversity & its importance	- Utilise the Town Council's communication channels, including social media, to regularly share information on biodiversity, its local relevance, and the Council's related initiatives to raise public awareness and encourage community involvement.	Ongoing	Town Clerk
		- Develop a dedicated biodiversity page on the Town Council's website to provide accessible information, resources, and links to relevant organisations and initiatives, supporting transparency and public engagement with the Council's environmental responsibilities.	November 2025	Town Clerk
		- Include Climate Change as an agenda item for discussion at Mold Town Youth Council Meeting.	June 2025	Town Clerk
2	- Safeguard principle species and habitats	- Develop and agree a Tree Policy for the trees in Mold Cemetery.	July 2024	Town Clerk
		- Promote species recording – Bird Watch – Bailey Hill Facebook. Fauna and Flora posts.	Annual	Town Clerk

3	- Restore & create habitats and resilient ecological networks	- The Council will choose pollinator plants and flowers for the summer hanging baskets and planters located on the Gateway signage.	Annual	Community & Engagement Officer
		- Wildflower areas will be created in areas of Mold Cemetery that is not used for burials. Plants discarded by visitors at the cemetery will be recycled and planted in the Wildflower areas.	November 2025	Cemetery Superintendent
		- Trees felled or fallen in Mold Cemetery will remain on site to create natural habitats.	Ongoing	Cemetery Superintendent
		- Annual maintenance of the Bailey Hill Centre 'living roof'.	Annual	Admin Support Officer – Bailey Hill
4	- Tackle negative factors: for e.g. reduce pollution, use nature-based solutions, address invasive species.	- Assess energy contracts for all Mold Town Council premises and at the point of renewal, seek to procure energy from suppliers with a demonstrably greener and more sustainable energy mix, prioritising 100% renewable sources where feasible.	Ongoing	Town Clerk
		- Review one use plastic policy for community events and consideration made Review and strengthen the Town Council's single-use plastics policy for community events, ensuring that environmental criteria are considered when engaging external businesses and suppliers, with a preference for those demonstrating sustainable and low-waste practices.	Ongoing	Events and Community Engagement Officer
5	- Use, improve, and share experience	- Continue to lead and support the Mold Cittaslow Working Group, ensuring that biodiversity and environmental sustainability remain integral to its projects and community initiatives.	Ongoing	Town Clerk
		- Utilise the Council's social media platforms to disseminate information on Council services, community initiatives, and	Ongoing	Events and Community Engagement Officer

		environmental priorities, ensuring consistent and accessible communication with residents.		
6	- Support capacity and/ or other organisations	- Appoint a Mold Town Council representative to attend Mold Plastic Reduction Steering Group meetings and ensure regular reporting of key outcomes and recommendations to Full Council for consideration and action.	Ongoing	Town Clerk
		- Promote and administer a Community Grants scheme to support local groups and organisations, including those delivering projects that enhance biodiversity, sustainability, and community wellbeing.	Quarterly	Town Clerk

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Report for Mold Town Council Cemetery Committee

Date of Meeting: 18th November 2026

Cemetery Financial Report – Budget Monitoring 2026/27

Purpose of Report

To provide Members with an update on the Cemetery's financial position for 2026/27, up until then end of October 2026, including a comparison with the same period in the previous financial year.

The report also identifies expenditure codes requiring monitoring, provides clarification regarding expenditure funded from Earmarked Reserves (EMR) and seeks approval for two budget virements to meet anticipated expenditure for the remainder of the financial year.

Financial Overview

The Cemetery's approved budget for 2026/27 provides for expenditure of £109,265 against anticipated income of £54,000, resulting in a budgeted net operating cost of £55,265.

The financial position at Month 8 is as follows:

Description	**Annual Budget 2026/27**	**Actual YTD**
Burial Fee Income	£50,000	£26,799
FCC Cemetery Receipts	£4,000	£5,396
Total income	***£54,000***	***£32,195***
Expenditure	£109,265	£59.521
Net operating costs	£55,265	£27,326

Total expenditure currently represents approximately 54.5% of the annual budget, while income represents approximately 59.6% of the annual target.

Although overall expenditure remains within budget at this stage, several individual cost codes require monitoring. However, some apparent overspends relate to expenditure funded from earmarked reserves rather than the Cemetery's annual revenue budget.

Comparison with Previous Financial Year

A comparison with the same period in 2025/26 shows the following financial position:

Description	October 2025	October 2026	Difference
Burial Fee Income	£23,313	£26,799	+£3,486
Expenditure	£52,058	£59,521	+£7,463

Burial fee income has increased by £3,486 (15.0%) compared with the same period last year.
Expenditure has also increased by £7,463 (14.3%). However, it is important to recognise that £6,776 of the expenditure recorded in 2026/27 relates to works and purchases funded from earmarked reserves, including damp-proofing works at the Cemetery Lodge and the new storage container and base.

Excluding this earmarked reserve expenditure, the Cemetery's expenditure for 2026/27 would be £52,745, compared with £52,058 at the same point last year, representing an increase of just £687 (1.3%).

This demonstrates that, despite increased operational demands and additional investment in the Cemetery, expenditure funded from the annual revenue budget has remained relatively consistent with the previous financial year.

Expenditure Funded from Ear Marked Reserves

The budget monitoring report identifies expenditure against several codes that appears to exceed the annual revenue budget. However, the following expenditure has been funded from earmarked reserves and therefore does not represent an overspend against the Cemetery's annual revenue allocations.

Code	Decsription	Actual YTD	EMR Funded	Revenue Budget remaining
4125	General Maintenance – House	£1,636	£1,500 (EMR 318)	£864.00
4130	General grounds Maintenance	£2,968	£2,968 (EMR 334)	£2,625
4169	Other Costs	£2,308	£2,300 (EMR)	£0 – No budget allocated

General Maintenance – House (4125)
Total expenditure recorded against this code is £1,636 against an annual budget of £1,000.

However, this includes £1,500 for damp-proofing works undertaken at the Cemetery Lodge, which were funded from earmarked reserves.

Excluding this expenditure, the actual cost against the annual revenue budget is £136, leaving £864 available for the remainder of the financial year.

General Grounds Maintenance (4130)
Total expenditure recorded against this code is £2,968 against an annual budget of £2,625.

However, this expenditure relates entirely to the installation of the new Cemetery storage container base, which was funded from Earmarked Reserve 334.

As this expenditure was funded from earmarked reserves, no expenditure has been charged against the annual revenue allocation, leaving the full £2,625 available.

Other Costs (4169)
Expenditure of £2,308 has been recorded against this code, which has no allocated revenue budget for 2026/27.

This expenditure relates to the purchase of the new Cemetery storage container, which was funded from Earmarked Reserve 320.

Expenditure Codes Requiring Attention and Proposed Virements

Following clarification of the expenditure funded from earmarked reserves, the following codes require attention or continued monitoring.

Code	Description	Annual Budget	Actual YTD	Position
4108	Subscriptions	£105	£110	£5 over budget
4178	Grave Excavations	£1,575	£1,605	£30 over budget
4129	Skip Hire Cemetery	£1,575	£1,150	£425 remaining

5.1 Subscriptions (4108)
Expenditure currently stands at £110 against an annual budget of £105, resulting in a minor overspend of £5.

This is due to a £5 increase in the annual membership fee for the Institute of Cemetery and Crematorium Management (ICCM).

It is recommended that the budget allocation for 2027/28 be increased by £5 to reflect the revised membership fee.

5.2 Grave Excavations (4178)
Expenditure currently stands at £1,605 against an annual budget of £1,575, resulting in an overspend of £30.

The increased expenditure is due to a higher number of new graves being purchased and excavated during the current financial year, requiring greater use of external contractors.

The Cemetery team continues to undertake the reopening of existing graves in-house. However, the excavation of new graves requires external support due to the nature of the ground.

Historically, some excavations have taken place within the former tip area, where ground conditions differed. As burial activity has moved into other sections of the Cemetery, staff are now encountering more heavily compacted ground containing large stones, making the excavation of new graves increasingly difficult using existing resources.

Consequently, the use of external contractors has become necessary for new grave excavations, resulting in increased costs against this budget.

To accommodate the anticipated expenditure for the remainder of the financial year, it is recommended that Members approve a budget virement of £1,000 from General Grounds Maintenance (4130) to Grave Excavations (4178).

The General Grounds Maintenance budget currently has its full £2,625 allocation available, as the expenditure recorded against this code relates to the container base installation funded from Earmarked Reserve 334.

The proposed virement would result in the following revised budgets:

Budget Code	Current Budget	Proposed Virement	Revised Budget
4130 – General grounds Maintenance	£2,625	-£1,000	£1,625
4178 – Grave Excavations	£1,575	+£1,000	£2,575

Following the proposed virement, the Grave Excavations budget would have £970 remaining for the rest of the financial year, while General Grounds Maintenance would retain £1,625.

The virement would not increase the Cemetery's overall approved expenditure budget for 2026/27.

The increased reliance on external contractors may also represent an ongoing operational requirement rather than a temporary increase in costs. It is therefore recommended that the Grave Excavations budget be reviewed as part of the 2027/28 budget-setting process to reflect the changing ground conditions and anticipated demand for new graves.

5.3 Skip hire Cemetery (4129)
Expenditure currently stands at £1,150 against an annual budget of £1,575, leaving £425 available.

Given that skip hire is an ongoing operational requirement, it is anticipated that the remaining budget will be insufficient to cover costs through to the end of March 2027. It is therefore recommended that Members approve a budget virement of £1,000 from Rent (4100) to Skip Hire Cemetery (4129) to provide additional funding for the remainder of the financial year.

The Rent budget currently stands at £2,340, with expenditure of £1,170 recorded at Month 8, leaving £1,170 available.

The proposed virement would result in the following revised budgets:

Budget Code	Current Budget	Proposed Virement	Revised Budget
4100 – Rent	£2,340	-£1,000	£1,340
4129 – Skip hire Cemetery	£1,575	+£1,000	£2,575

Following the proposed virement, the Skip Hire budget would have £1,425 remaining for the rest of the financial year.

The Rent budget would retain £170 following the virement. However, as the Cemetery has now purchased its own storage container, there are no further rental payments due for the remainder of the financial year.

The proposed virement would therefore utilise funds no longer required for rental costs to support ongoing skip hire expenditure.

The virement would not increase the Cemetery's overall approved expenditure budget for 2026/27.

Summary of Proposed Budget Virements

The two proposed virements are summarised below:

From budget Code	To Budget Code	Amount
4130 – General Grounds Maintenance	4178 – Grave Excavations	£1,000
4100 – Rent	4129 – Skip Hire Cemetery	£1,000
Total Proposed Virements		***£2,000***

Other Budget Areas to Monitor

Casual Staff (4003)

Expenditure currently stands at £4,232 against an annual budget of £6,930, leaving £2,698 available.

This represents approximately 61% of the annual allocation and should continue to be monitored against anticipated staffing requirements for the remainder of the financial year.

Tree Maintenance (4128)

Expenditure currently stands at £700 against an annual budget of £3,150, leaving £2,450 available.

Although expenditure is currently below budget, any additional tree works identified during the winter period will need to be considered against the remaining allocation.

Waste Collection (4153)

Expenditure currently stands at £1,617 against an annual budget of £3,000, leaving £1,383 available.

The budget currently remains within its allocation, although ongoing waste collection charges will continue throughout the remainder of the year.

Cemetery Income
Burial fee income for 2026/27 currently stands at £26,799, against an annual budget of £50,000.

The Cemetery has also received £5,396 from Flintshire County Council, bringing total income to £32,195.

Income Code	Annual Budget	Actual YTD
1000 – Burial Fees	£50,000	£26,799
1910 – FCC Receipts Cemetery	£4,000	£5,396
Total Income	***£54,000***	***£32,195***

Burial fee income currently represents 53.6% of the annual target, with £23,201 remaining to be achieved.

Compared with the same period in 2025/26, burial fee income has increased by £3,486, representing an increase of approximately 15%.

Income from Flintshire County Council has exceeded its annual target by £1,396.

Burial fee income is dependent on the number and type of interments, making the final year-end position difficult to predict. This will continue to be monitored throughout the remainder of the financial year.

Overall Financial Position
The Cemetery's overall financial position the end of October 2026 remains within its approved expenditure budget.

Burial fee income has increased by 15% compared with the same period last year, while expenditure has increased by 14.3%.

However, a proportion of the expenditure recorded within the Cemetery accounts relates to approved projects funded from earmarked reserves, including damp-proofing works at the Cemetery Lodge and the purchase and installation of the new storage container.

Excluding the identified earmarked reserve expenditure, expenditure is only £687 higher than at the same point in the previous financial year.

The main areas requiring attention are the Grave Excavations and Skip Hire budgets.

Increased demand for new graves and more challenging ground conditions have resulted in greater reliance on external contractors, while ongoing waste disposal requirements are expected to exceed the remaining Skip Hire allocation.

The proposed virements totalling £2,000 would provide additional funding for these operational requirements without increasing the Cemetery's overall approved budget.

The Cemetery's financial position will continue to be reviewed as part of the Council's regular budget monitoring arrangements, with particular attention given to projected expenditure and income over the remaining four months of the financial year.

Recommendations

Members of the Cemetery Committee are asked to:

1. **Note** the Cemetery's financial position for 2026/27 as reported.
2. **Note** the expenditure funded from earmarked reserves, which does not represent overspending against the Cemetery's annual revenue budget.
3. **Note** the expenditure codes that have exceeded, or are at risk of exceeding, their annual budget allocations.
4. **Approve**, subject to the Committee's delegated financial authority and the Council's Financial Regulations, the following budget virements for 2026/27:
    - £1,000 from General Grounds Maintenance (4130) to Grave Excavations (4178) to meet the increased costs of externally contracted new grave excavations.
    - £1,000 from Rent (4100) to Skip Hire Cemetery (4129) to meet anticipated waste disposal costs for the remainder of the financial year, subject to confirmation that sufficient funds remain to meet outstanding rent commitments.

		2025/26		2026/27				2027/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
104	**Cemetery**									
1000	Burial Fees	50,000	52,438	50,000	26,799	0	0	0	0	0
1009	Other Income	0	2,698	0	0	0	0	0	0	0
1910	FCC Receipts Cemetery	4,000	5,006	4,000	5,396	0	0	0	0	0
	Total Income	54,000	60,142	54,000	32,195	0	0	0	0	0
4000	Salaries	57,327	55,545	58,706	33,481	0	0	0	0	0
4001	National Insurance	7,099	6,976	7,306	3,378	0	0	0	0	0
4002	Pension - Employer	11,236	4,015	11,516	2,061	0	0	0	0	0
4003	Casual Staff	6,930	6,126	6,930	4,232	0	0	0	0	0
4007	Workwear / PPE	368	150	367	146	0	0	0	0	0
4100	Rent	1,170	1,170	2,340	1,170	0	0	0	0	0
4101	National non domestic Rates	1,300	1,193	1,400	554	0	0	0	0	0
4102	Service/Maintenance Charge	0	0	1,000	191	0	0	0	0	0
4105	Telephone/Internet	1,320	1,669	1,500	808	0	0	0	0	0
4107	Stationery	150	98	150	72	0	0	0	0	0
4108	Subscriptions	100	105	105	110	0	0	0	0	0
4125	General Maintenance - House	1,000	483	1,000	1,636	0	0	0	0	0
4126	Heating repair cover	420	331	420	173	0	0	0	0	0
4127	Electricity Store	750	1,331	1,600	245	0	0	0	0	0
4128	Tree Maintenance	3,150	3,550	3,150	700	0	0	0	0	0
4129	Skip Hire Cemetery	1,575	1,760	1,575	1,150	0	0	0	0	0
4130	General Grounds Maintenance	2,625	4,394	2,625	2,968	0	0	0	0	0
4132	Fuel	900	647	900	352	0	0	0	0	0
4133	Machinery Parts & Materials	2,100	1,855	2,100	564	0	0	0	0	0

Continued on next page

Mold Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 8)

Note: Budget Group 2025/26

		2025/26		2026/27				2027/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4153	Waste Collection	3,000	2,494	3,000	1,617	0	0	0	0	0
4169	Other Costs	0	2,674	0	2,308	0	0	0	0	0
4178	Grave excavations	1,575	1,790	1,575	1,605	0	0	0	0	0
	Overhead Expenditure	104,095	98,355	109,265	59,521	0	0	0	0	0
	104 Net Income over Expenditure	-50,095	-38,213	-55,265	-27,326	0	0	0	0	0
6000	plus Transfer from EMR	0	4,922	0	6,768	0	0	0	0	0
6001	less Transfer to EMR	0	2,652	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(50,095)	(35,943)	(55,265)	(20,558)	0		0		
	Total Budget Income	54,000	60,142	54,000	32,195	0	0	0	0	0
	Expenditure	104,095	98,355	109,265	59,521	0	0	0	0	0
	Net Income over Expenditure	-50,095	-38,213	-55,265	-27,326	0	0	0	0	0
	plus Transfer from EMR	0	4,922	0	6,768	0	0	0	0	0
	less Transfer to EMR	0	2,652	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(50,095)	(35,943)	(55,265)	(20,558)	0		0		

(9)

Report for Mold Town Council Cemetery Committee

Date of Meeting: 18th November 2026

Proposed Cemetery Budget 2027/28

Purpose of Report

To present the proposed Cemetery budget for the 2027/28 financial year, outlining the recommended income and expenditure allocations and the reasons for the proposed changes.

Members are asked to consider the draft budget and agree a recommendation for consideration as part of the Town Council's overall budget-setting process for 2027/28.

Budget Overview

The proposed budget has been prepared following a review of previous years' expenditure, the current financial position at October 2026, anticipated operational requirements and known changes to ongoing costs.

Description	Budget 2026.27	Proposed 2027/28	Difference
Income	£54,000	£54,500	+£500
Expenditure	£109,265	£104,976.37	-£4,288.63
Net Budget Requirement	**£55,265**	**£50,476.37**	**-£4,788.63**

The proposed expenditure budget represents a reduction of approximately 3.9% compared with 2026/27.

With the proposed increase in income, the net budget requirement would reduce by approximately 8.7%, equivalent to £4,788.63.

This reduction has been achieved through a review of existing expenditure, including the removal of costs no longer required, revised staffing and pension estimates and adjustments to reflect current operational requirements.

Proposed Income Budget

The proposed income budget for 2027/28 is £54,500.

Income Code	Budget 2026/27	Proposed 2027/28
Burial Fees	£50,000	£50,000
Other Income	£0	£0
FCC Cemetery Receipts	£4,000	£4,500
Total Income	£54,000	£54,500

Burial Fees

It is recommended that the burial fee income budget remains at £50,000 for 2027/28. Income from burial fees is dependent on the number and type of interments and is therefore difficult to predict accurately.

Burial fee income for 2026/27 currently stands at £26,799 at the end of October 2026 compared with £23,313 at the same point in the previous financial year, representing an increase of approximately 15%.

A review of the Cemetery's burial fees and charges, including consideration of potential increases for 2027/28, will be undertaken at the next Cemetery Committee meeting on 17th February 2027.

Any agreed increases may result in additional income during 2027/28. However, due to the nature of the service and the unpredictability of burial activity, it is considered prudent to retain the existing income budget of £50,000 rather than assume an increase in revenue.

This approach ensures that the Council's budget is based on a cautious income estimate, with any additional income generated through revised fees or increased burial activity providing a favourable variance against the approved budget.

Flintshire County Council Cemetery Receipts

It is recommended that the income budget be increased from £4,000 to £4,500.

Receipts have exceeded £5,000 in each of the previous two financial years, with £5,396 already received during 2026/27.

The proposed increase of £500 therefore reflects recent income levels while retaining a cautious approach to future receipts.

Memorial Bench Maintenance Service – Potential Additional Income

The Cemetery Committee has agreed to introduce an optional, chargeable Memorial Bench Maintenance Service, providing families and registered bench holders with the opportunity to request cleaning, timber treatment and minor restoration of memorial benches within Mold Cemetery.

The service will initially operate on a 12-month pilot basis, with work undertaken by existing Cemetery staff or the Facilities Officer, subject to operational capacity.

Although the introduction of this service presents an opportunity to generate additional income for the Cemetery, no income provision has been included within the proposed 2027/28 budget.

As this is a new service, there is currently insufficient information to accurately estimate the likely level of demand or potential income.

Income generated during 2027/28 will be monitored, together with the associated costs of delivering the service. This will enable the Council to assess its financial viability and establish a more reliable income forecast.

Subject to the level of demand and income generated during the initial pilot period, an appropriate income allocation may be considered for inclusion within the 2028/29 Cemetery budget.

Staffing Costs – Directly Employed Staff

The Cemetery employs two members of staff. The proposed staffing budget relates exclusively to these directly employed positions and the associated employer costs.

Budget Code	Budget 2026/27	Proposed 2027/28
Salaries (4000)	£58,706	£61,324
Employer National Insurance (4001)	£7,306	£7,698.61
Employer Pension Contributions (4002)	£11,516	£6,009.76
Total Staffing Costs	***£77,528***	***£75,032.37***

Despite the proposed increase in salaries, the overall staffing budget would reduce by £2,495.63, primarily due to the reduction in employer pension contributions.

Salaries (4000)
It is recommended that the salary budget be increased to £61,324.

The proposed allocation includes provision for an estimated 3% national pay award for 2027/28, together with anticipated annual salary progression.

The actual national pay award has not yet been confirmed, and the allocation may therefore require adjustment once the settlement is agreed.

Employer National Insurance (4001)
The proposed allocation of £7,698.61 reflects the anticipated employer National Insurance liability based on the proposed staffing costs.
Employer Pension Contributions (4002)
It is recommended that the employer pension contribution budget be reduced from £11,516 to £6,009.76 for 2027/28.

This reflects the reduction in the employer pension contribution rate from 19.6% to 9.8%.

Although one member of the Cemetery team is not currently enrolled in the pension scheme, the proposed budget includes employer pension contributions for both posts.

This ensures that sufficient provision is available should staffing arrangements change during the financial year, including the appointment of a replacement employee who may participate in the pension scheme.

The proposed allocation therefore reflects the revised contribution rate while ensuring the Council has made adequate provision for potential staffing changes.

Property and Operational Expenditure

Rent – Storage (4100)
It is recommended that the budget be reduced from £2,340 to £0.

The Cemetery has now purchased its own storage container, removing the requirement for ongoing container rental payments.

This represents a recurring saving of **£2,340 per annum.**

National Non-Domestic rates (4101)
It is recommended that the budget be reduced from £1,400 to £1,000.

The Welsh Government announced changes to Non-Domestic Rates for 2026/27, including a reduction in the standard multiplier from 0.568 to 0.502, effective from 1 April 2026, alongside a revaluation of non-domestic properties.

These changes were not reflected in the Town Council's original 2026/27 budget estimates.

The Cemetery's current payments are approximately £79 per month, indicating an annual liability of approximately £948 if charged over 12 months.

The proposed budget of £1,000 therefore reflects the current level of expenditure while providing a small contingency for potential changes to business rates during 2027/28.

The proposed allocation may be reviewed should the revised rates demand be received in advance of Full Council's final consideration and approval of the 2027/28 budget in January 2027.

Telephone and Internet (4105)
It is recommended that the budget remains at £1,500.

This covers the Cemetery's communication and IT requirements, including Citrix, internet, landline and mobile telephone services.

Current costs are approximately £129.70 per month, and the proposed allocation broadly reflects the anticipated annual expenditure.

Subscriptions (4108)
It is recommended that the budget be increased from £105 to £110.

This reflects the £5 increase in the annual membership fee for the Institute of Cemetery and Crematorium Management (ICCM).

Repairs and Maintenance
It is recommended that a new budget allocation of £1,000 be introduced for general repairs and maintenance.

There is currently no dedicated budget provision for general repairs to Cemetery infrastructure, including gates, bins, noticeboards and other site facilities.

The condition and maintenance of the Cemetery gates were specifically highlighted within the feedback received following the Cemetery's successful Green Flag Award assessment in 2026. The proposed allocation would therefore also support the Council in addressing recommendations arising from the Green Flag assessment and maintaining the standards required for future accreditation.

The introduction of this budget would provide a dedicated allocation for routine repairs and minor maintenance requirements, reducing the need to accommodate these costs within other operational budgets.

General Maintenance (House)
It is recommended that the budget remains at £1,000.

Although expenditure recorded during 2026/27 includes £1,500 for damp-proofing works at the Cemetery Lodge, this expenditure was funded from earmarked reserves.

The actual expenditure against the annual revenue allocation at Month 8 was £136. Retaining the £1,000 budget provides an allowance for general property maintenance and minor repairs.

Heating and Repair Cover (4126)
It is recommended that the budget be reduced from £420 to £312.

The current monthly charge is approximately £24.70. Previously, the Council was unable to reclaim the VAT element of these payments as VAT invoices were not being provided.

During 2026/27, the Town Clerk successfully established an online account, enabling monthly VAT invoices to be accessed. This now allows the Council to reclaim the VAT paid, reducing the overall cost of the service.

The proposed allocation of £312 allows for a monthly cost of £26, providing a small contingency for potential price increases while reflecting the savings achieved through VAT recovery.

Electricity Store (4127)
It is recommended that the budget be reduced from £1,600 to £1,300.

A review of ScottishPower electricity consumption and charges identified that the majority of expenditure relates to the daily standing charge rather than electricity usage.

Based on current charges and consumption, the estimated annual cost is approximately £1,124 excluding VAT.

The proposed £1,300 allocation provides a contingency for potential tariff increases and changes in consumption.

It is considered that further savings could potentially be achieved by reviewing the current electricity contract and identifying a more competitive tariff, particularly in relation to the high standing charge.

Ground Maintenance, Contracted Services and Cemetery Operations

Casual Staff (4003)
It is recommended that the budget remains at £6,930.

This allocation relates to the engagement of external contractors to provide additional labour and operational support when required.

These individuals are not directly employed by the Town Council and the expenditure is therefore treated as a contracted service rather than an employee staffing cost.

The provision allows the Cemetery to obtain additional support during periods of increased operational demand, including burial activity, seasonal maintenance, covering staff annual leave and other works requiring additional labour.

Retaining the existing allocation provides flexibility to engage external support when required, ensuring continuity of Cemetery operations during periods of staff absence and increased workload without increasing the Council's permanent staffing establishment.

Tree Maintenance (4128)
It is recommended that the budget remains at £3,150.

Although expenditure varies between financial years, tree maintenance is an essential requirement for ensuring the safety and continued management of the Cemetery's established tree stock.
Retaining the existing allocation provides funding for routine inspections and maintenance works, although significant additional works may require separate approval.

Skip Hire Cemetery (4129)
The proposed budget for 2027/28 is £1,500.

Skip hire remains an ongoing operational requirement for the removal of waste generated through Cemetery maintenance and burial operations.

During 2026/27, additional expenditure has resulted in a recommendation to vire £1,000 into this budget to cover anticipated costs for the remainder of the financial year.

The proposed 2027/28 allocation should therefore be considered alongside the final expenditure for 2026/27 to establish whether £1,500 will be sufficient.

General Grounds Maintenance (4130)
It is recommended that the budget remains at £2,625.

The expenditure recorded against this code during 2026/27 relates to the installation of the new storage container base, which was funded from Earmarked Reserve 334.

The annual revenue allocation therefore remains available for general grounds maintenance.

Retaining the existing budget provides for routine maintenance requirements during 2027/28.

Fuel (4132)
It is recommended that the budget remains at £900.

Current expenditure remains within budget, and the allocation is considered sufficient based on anticipated operational requirements.

Machinery Parts and Materials (4133)
It is recommended that the budget remains at £2,100.

This provides for replacement parts, consumables and materials required to maintain the Cemetery's machinery and equipment.

Waste Collection (4153)
It is recommended that the budget remains at £3,000.

Current waste collection charges average approximately £230.98 per payment, indicating an annual cost of approximately £2,772 if there are 12 comparable payments.

The proposed allocation provides a reasonable contingency for increases in collection and disposal charges.

Grave Excavations
It is recommended that the budget be increased from £1,575 to £2,000.

During 2026/27, there has been an increased requirement for external contractors to undertake the excavation of new graves.

The Cemetery team continues to undertake the reopening of existing graves in-house. However, the excavation of new graves has become increasingly challenging due to changing ground conditions.

Burial activity is now taking place outside the former tip area, where the ground is more heavily compacted and contains large stones. This makes the excavation of new graves difficult using existing resources and requires greater reliance on external contractors.

A budget virement has been recommended during 2026/27 to meet these additional costs.

The proposed increase to £2,000 for 2027/28 recognises this ongoing operational requirement, although expenditure will continue to depend on the number of new graves required.

Health and Safety
It is recommended that the existing £1,000 budget allocation for Health and Safety be retained.
This provides for statutory and routine safety-related requirements, including:

- Legionella testing and associated assessments.
- Portable Appliance Testing (PAT).
- Fire risk assessments.
- Fire extinguisher servicing and maintenance.

Retaining a dedicated budget ensures that essential health and safety requirements can be planned and monitored separately from general maintenance expenditure.

Overall Budget Position
The proposed Cemetery budget for 2027/28 reflects a review of existing expenditure and anticipated operational requirements.

The principal changes include:

- Increased provision for salaries and employer National Insurance for the Council's two directly employed Cemetery staff.
- Reduced employer pension costs following the reduction in the employer contribution rate from 19.6% to 9.8%, while retaining provision for both Cemetery posts.
- Retention of the contracted casual labour budget at £6,930, separately identified from directly employed staffing costs.
- Removal of the annual storage container rental budget.
- Reduced provision for National Non-Domestic Rates and electricity based on current costs.
- Introduction of a dedicated £1,000 repairs and maintenance budget.
- Increased provision for grave excavation costs.
- A modest increase in anticipated income from Flintshire County Council.

The proposed expenditure budget of £104,976.37 represents a reduction of £4,288.63 compared with the current financial year.

With anticipated income of £54,500, the net budget requirement would be £50,476.37, a reduction of £4,788.63 compared with 2026/27.

The proposed budget seeks to balance the need to maintain the Cemetery's high standards, including its Green Flag Award status, with the Council's responsibility to manage public funds effectively.

Recommendations

Members of the Cemetery Committee are asked to:

1. **Consider** the proposed Cemetery budget for 2027/28, together with the supporting financial information and explanations provided within this report.

2. **Note** that a review of the Cemetery's burial fees and charges, including consideration of potential increases for 2027/28, will be undertaken at the Cemetery Committee meeting on 17th February 2027, with the proposed burial fee income budget remaining at £50,000 due to the unpredictable nature of burial activity.

3. **Note** that no anticipated income from the newly agreed Memorial Bench Maintenance Service has been included within the proposed 2027/28 budget. Income generated during the initial pilot period will be monitored to inform consideration of an appropriate income allocation for 2028/29.

4. **Recommend** the proposed Cemetery budget for 2027/28, subject to any amendments agreed by Members, for consideration and final approval by Full Council in January 2027.

	2025 26		2026 27			2027 28	
	Budget	Actual	Budget	YTD	Predicted	Recommend Budget	Comments
Income							
Burial Fees	50,000	52,438	50,000	26,799	50,000	50,000	
Other Income	0	2,698	0	0	0	0	
FCC Receipts Cemetery	4,000	5,006	4,000	5,396	5,396	4,500	Upped by £500 as received over £5,000 2 years in row
Total Income	***54,000***	***60,142***	***54,000***	***32,195***	***55,396***	***54500***	
Expenditure							
Salaries	57,327	55,545	58,706	33,481	58,706	61,324	with 3% increase and annual staff pay rise
National Insurance	7,099	6,976	7,306.00	3,378.00	7,306.00	7,698.61	
Pension - Employer	11,236	4,015	11,516.00	2,061.00	5,000	6,009.76	Decrease due to Pension % reducing from 19.60% to 9.8% this year following review. One staff member is not curently on the pension scheme.
Casual Staff	6,930	6,126	6,930	4,232	6,930	6,930	
Workwear/ PPE	368	150	367	146	367	367	
Rent (storage)	1,170	1,170	2,340	1,170	2,170	0	£1,000 to be vired to another cost code
National non domestic Rates	1,300	1,193	1,400	554	£949.00	1,000	currently £79.00 per month - draft budget released 17.11.26
Telephone/ Internet	£1,320	1669	£1,500	£808	1456.5	1500	Approx £129.70 pcm - includes Citrix, internet, landline and mobile phone
Stationery	150	98	150	72	150	150	
Subscriptions	100	105	105	110	110	110	£5 increase to Membership Fees
Repairs and Maintenance	0	0	0	0	0	1,000	currently no budget for general repairs i.e. gates, bins, noticeboards
General Maintenance - House	1,000	165	1,000	136	1,000	1,000	
Heating Repair Cover	420	331	420	173	296.4	312	currently £24.70 pcm - accommodate increase to £26.00
Electricity Store	750	1,331	1,600	245	1,124.10	1,300	Smart meter installed - looking into changing tariffs as standing charge is high.
Tree Maintenance	3,150	3,550	3,150	700	2,000	3,150	

Skip Hire Cemetery	1,575	1,760	1,575	1,150	1500	1500	Increase recommended based of 25/26 budget
General Ground Maintenance	2,625	4,394	2,625		2,625	2,625	£1,000 to be vired to another cost code this year
Fuel	900	647	900	352	900	900	
Machinery Parts and Materials	2,100	1,855	2,100	564	2,100	2,100	
Waste Collection	3,000	2,494	3,000	1,617	2772	3,000	based on average £230.98 pcm
Other Costs	0	2,674	0	2,308	0	0	Paid via EMR
Grave Excavations	1,575	1,790	1,575	1,605	2,000	2,000	Increase recommended based of 25/26 budget
Health and Safety	0	0	1,000	0	0	1,000	Legionella, PAT Testing, Fire Assessments, Extinguishers
	104,095	**98,038**	**109,265**	**54,862**	**99462**	**104,976.37**	