

MOLD TOWN COUNCIL

Minutes of the Meeting of Cemetery Committee held on 3rd September 2025 in Town Council Offices, Unit 10 Daniel Owen Precinct, Mold and via Zoom.

PRESENT: Councillors Paul Beacher (Mayor), Haydn Jones (Chair), Nanette Davies and Sarah Taylor.

VIA ZOOM: Councillor Chris Bithell

Officers: Jo Lane, Town Clerk and Finance Officer and Matt Williams-Cooke, Cemetery Superintendent

8. APOLOGIES

Apologies were **received** from Councillors Joanne Edwards and Richard Clarke.

9. DECLARATIONS OF INTEREST

None.

10. MINUTES

It was **resolved** that the minutes from the previous meeting held on 4th June 2025 were approved.

11. CEMETERY SUPERINTENDENT REPORT

The Cemetery Superintendent written report was **noted**. The Cemetery Superintendent gave an overview of the current priorities for the Cemetery. (Appendix A).

18.05pm Councillor Chris Bithell joined the meeting via Zoom.

The Cemetery Superintendent requested approval to purchase two new items of equipment for the Cemetery: a replacement mower and a new leaf blower.

The Committee reviewed the quotes obtained and **resolved** to purchase the following from KMA Tool Hire:

- RM 655 V Petrol Lawn Mower – £933.38 (incl. VAT)
- Stihl BR 600 Backpack Petrol Blower – £505.88 (incl. VAT)

The expenditure will be met from budget codes 4130 (General Grounds Maintenance) and 4133 (Machinery Parts and Materials).

It was **resolved** for the Cemetery Superintendent to start seeking quotes to address the necessary remedial work of the damp problem in the Cemetery Lodge.

The Cemetery Superintendent also reported that graffiti had taken place on the Cemetery Boundary Wall by the play area. The graffiti has been removed. The Committee thanked the Cemetery Superintendent for quickly removing the graffiti. It was **resolved** that the incident be reported to North Wales Police.

12. CEMETERY POLICIES

The following new Policies, Procedures and Forms were considered by the Cemetery Committee:

- (a) Notice of Internment – updated form.
- (b) Transfer of Burial Rights Policy
- (c) Transfer of Burial Rights Application Form
- (d) Transfer of Burial Rights by Statutory Declaration Policy.
- (e) Statutory Declaration Form
- (f) Procedure for Handling Disputes Related to Burial Rights to Grave Ownership.

The Town Clerk explained that there are currently no formal procedures in place to verify that a request for burial in an existing plot is lawful (i.e. that the applicant has the legal right). To address this, the interment form has been updated to request this information at the outset.

It was **resolved** to recommend to the Full Council to accept all new Policies, Procedures and Forms. Item will be added to the next Town Council agenda. The Committee thanked the Town Clerk for her efforts with regards to the new policies for the Cemetery.

13. BIODIVERSITY ACTIONS FOR ACTION PLAN 2025-28

The Chair, Councillor Jones reminded Members to email the Clerk with their suggestions for actions that Mold Cemetery could undertake as part of the 2025–2028 Biodiversity Action Plan.

14. UPDATE OF DRAIN ISSUES

The Cemetery drains have now been repaired, and the Insurance Company has agreed to cover the cost of the work, less VAT and the £250.00 policy excess. It was **resolved** to fund the payment to The Lanes Group from EMR 334 Cemetery Maintenance. Once reimbursement is received from the Insurance Company, the funds will be returned to the same cost code.

15. BUDGET

The Cemetery Committee **noted** the Cemetery Budget. (Appendix B).

Meeting ended at 18.37pm

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

| | |
|---------------------------|-----------------------|
| CEMETERY COMMITTEE | DATE: 03.09.25 |
|---------------------------|-----------------------|

| MEMBER | ITEM | MINUTE NO. REFERS |
|---------------|-------------|--------------------------|
| | | |

WORD/MINUTES/CEMETERY/CEMETERY

Chairman's signature: Date:



Cemetery Superintendent Report – September 2025

Interments:

A total of **11 interments** have taken place since the last report, broken down as follows:

- 5 Cremated Remains
- 3 Re-openers
- 2 New Grave
- 1 Graves for One

Grounds Maintenance

The grass cutting season has been as busy as ever, with rapid growth experienced earlier in the summer. High recent temperatures have caused some grass to brown off, but the cemetery remains to a high standard.

Equipment Requests

Mower Replacement – Request for purchase of one new mower to replace the last John Deere. Repairs for this model are no the equivalent in cost to purchasing a new one. Replacement is recommended to bring the fleet up to standard.

Leaf Blower – Request to purchase a new leaf blower ahead of the autumn/ winter season. Increased tree growth has led to higher maintenance requirements from September onwards, additional equipment will support continued high standards.

Training and Development

The Cemetery Superintendent attended a course on cemetery soil management and cemetery extension planning. The course confirmed that current practices are in line with best practice and provided clearer ideas and methodology for the proposed extension.

Current and Proposed Works

Side Gate Creation – Proposal to create a side gate, to be completed in-house by the Superintendent and Cemetery Assistant.

Scattering of Ashes – Work to begin on implementing a design and identifying requirements to provide a dedicated scattering service.

Bench Works – Ongoing programme of bench repairs, removals and implementation of the bench policy.

Future Preparations

Green Flag Award – Preparations are ongoing. Committee Members are invited to share any further ideas to support the cemetery's application, as discussed at the last meeting.

Damp in Cemetery Lodge

Contractors have attended the Cemetery Lodge to inspect the damp issue on the lounge wall. A damp meter reading indicated moisture levels approximately six times higher than what is

considered acceptable. Items have been moved away from the affected wall to help limit further damage.

Permission is requested to seek quotes for the necessary remedial work to address the damp problem.

Agenda Item: 8. - Appendix B.

10:23

Mold Town Council 2025-26 Annual Budget - By Centre (Actual YTD Month 5) Note: Budget Group 2025/26

| | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | | |
|----------------------------------|----------------|---------------|----------------|---------------|-----------|-----------|----------------|----------|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 104 Cemetery | | | | | | | | | |
| 1000 Burial Fees | 50,000 | 44,852 | 50,000 | 9,503 | 0 | 0 | 0 | 0 | 0 |
| 1910 FCC Receipts Cemetery | 0 | 10,278 | 4,000 | 5,006 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 50,000 | 55,130 | 54,000 | 14,509 | 0 | 0 | 0 | 0 | 0 |
| 4000 Salaries | 56,447 | 53,620 | 57,327 | 16,853 | 0 | 0 | 0 | 0 | 0 |
| 4001 National Insurance | 5,278 | 5,096 | 7,099 | 1,678 | 0 | 0 | 0 | 0 | 0 |
| 4002 Pension - Employer | 10,443 | 3,344 | 11,236 | 620 | 0 | 0 | 0 | 0 | 0 |
| 4003 Casual Staff | 6,300 | 5,548 | 6,930 | 2,688 | 0 | 0 | 0 | 0 | 0 |
| 4007 Workwear / PPE | 368 | 240 | 368 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4100 Rent | 1,170 | 1,170 | 1,170 | 1,170 | 0 | 0 | 0 | 0 | 0 |
| 4101 National non domestic Rates | 1,415 | 1,180 | 1,300 | 479 | 0 | 0 | 0 | 0 | 0 |
| 4105 Telephone/Internet | 680 | 702 | 1,320 | 483 | 0 | 0 | 0 | 0 | 0 |
| 4107 Stationery | 150 | 112 | 150 | 10 | 0 | 0 | 0 | 0 | 0 |
| 4108 Subscriptions | 100 | 100 | 100 | 105 | 0 | 0 | 0 | 0 | 0 |
| 4125 General Maintenance - House | 1,000 | 496 | 1,000 | 165 | 0 | 0 | 0 | 0 | 0 |
| 4126 Heating repair cover | 300 | 356 | 420 | 119 | 0 | 0 | 0 | 0 | 0 |
| 4127 Electricity Store | 695 | 1,005 | 750 | 322 | 0 | 0 | 0 | 0 | 0 |
| 4128 Tree Maintenance | 3,150 | 5,640 | 3,150 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4129 Skip Hire Cemetery | 1,575 | 1,359 | 1,575 | 660 | 0 | 0 | 0 | 0 | 0 |
| 4130 General Grounds Maintenance | 2,625 | 2,243 | 2,625 | 349 | 0 | 0 | 0 | 0 | 0 |
| 4132 Fuel | 900 | 534 | 900 | 234 | 0 | 0 | 0 | 0 | 0 |
| 4133 Machinery Parts & Materials | 2,100 | 1,717 | 2,100 | 532 | 0 | 0 | 0 | 0 | 0 |
| 4153 Waste Collection | 2,500 | 2,534 | 3,000 | 719 | 0 | 0 | 0 | 0 | 0 |
| 4178 Grave excavations | 1,575 | 1,100 | 1,575 | 360 | 0 | 0 | 0 | 0 | 0 |

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Mold Town Council 2025-26

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget Group 2025/26

| | <u>2024/25</u> | | <u>2025/26</u> | | | | <u>2026/27</u> | |
|---------------------------------|----------------|----------|----------------|------------|-----------|-----------|----------------|------------------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR Carried Forward |
| Overhead Expenditure | 98,771 | 88,095 | 104,095 | 27,546 | 0 | 0 | 0 | 0 |
| 104 Net Income over Expenditure | -48,771 | -32,965 | -50,095 | -13,037 | 0 | 0 | 0 | 0 |
| 6000 plus Transfer from EMR | 0 | -504 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (48,771) | (33,469) | (50,095) | (13,037) | 0 | | 0 | |
| Total Budget Income | 50,000 | 55,130 | 54,000 | 14,509 | 0 | 0 | 0 | 0 |
| Expenditure | 98,771 | 88,095 | 104,095 | 27,546 | 0 | 0 | 0 | 0 |
| Net Income over Expenditure | -48,771 | -32,965 | -50,095 | -13,037 | 0 | 0 | 0 | 0 |
| plus Transfer from EMR | 0 | (504) | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (48,771) | (33,469) | (50,095) | (13,037) | 0 | | 0 | |