



Minutes of the Meeting of the Cemetery Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 7:00pm on Tuesday, 25th June 2024

Present: Cllr Linda Michel (Chair)
Cllr Glenn Evans
Cllr Amanda Richards

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Election of Chair

Having confirmed her acceptance of the nomination, it was proposed, seconded and

Resolved: To elect Cllr Linda Michel to the role of Chair for the year to May 2025.

2. Apologies for absence

Apologies for absence had been received from Cllrs Mary Davies, Debra James and Karen Webb.

3. Declarations of Interest

There were no declarations of interest made.

4. Minutes of the previous meeting: 13th February 2024

It was proposed, seconded and

Resolved: To agree the minutes of the meeting held on 13th February 2024 as a true and accurate record.

5. Cemetery Committee Finance report

The Clerk presented the Cemetery accounts for the period to 30th June 2024.

It was noted expenditure for the first two months totalled £15k against a budget for the fiscal year of £83k.

6. Complaints, comments and compliments

The Clerk reported there had been very few complaints since the last meeting and that a complimentary letter had been received from a member of the public who had recently visited the Cemetery.

7. Purchase of land to the North of Trane Cemetery

The Clerk advised there had been no further progress updates from the Council's conveyancer since paperwork was signed off by Cllrs Linda Michel and Glenn Evans in March.

8. Memorial Bench Policy

Members discussed the draft policy presented by the Clerk. It was noted there was capacity within the Cemetery for a further six benches; three on the lower section and three on the upper section.

The Clerk outlined that the dedicated memorial bench would be covered under the Council's insurance by means of it being donated to the Council. Responsibility for maintenance of the bench would pass to the Council and cover a period of ten years.

Members considered the bench options available and discussed the merits of various materials in relation to sustainability, cost, appearance and durability.

It was agreed to offer benches of various styles 1,500mm in length and made of recycled plastic with a 6" by 3" plaque.

It was proposed, seconded and

Resolved: To offer up to six memorial benches to be sited at the Cemetery at a cost to the donor of £1,200 per bench and plaque for a period of ten years.

Resolved: To adopt the Memorial Bench Policy as amended to reflect the cost of the bench as agreed, above.

9. Implementation of Cemetery Fees increase with effect from 1st July 2024

Members noted the increased fee structure agreed in February would come into effect from 1st July 2024.

10. Implementation of Workplace Recycling effective from 6th April 2024

The Clerk reported that the handling of recycling on the site was proving less onerous than originally thought. A dedicated space had been closed off to allow staff to sort the contents of the bins with refuse being removed by Biffa and recycling, RCT.

11. Matters pertaining to Cemetery Maintenance

a) Revised estimate on remedial works to pillar

The Clerk advised that the initial estimate for the works to the gate pillar of £1,180 had been revised by the contractor due to the pillar requiring more extensive repairs than previously envisaged.

It was proposed, seconded and

Resolved: To accept the revised estimate for works to the pillar of £3,600.

12. Matters pertaining to Memorial Management

a) Cost to refurbish War Memorial

The Clerk advised that a quote for works to clean and restore lettering on the War Memorial were awaited from a specialist contractor.

Members agreed the deadline for the carrying out of such works should be early September.

13. Date of the next Cemetery inspection

The next Cemetery inspection would take place on 6th August 2024 at 10:00.

14. Date of the next Committee meeting

The next meeting of the Committee will be on 9th September 2024 at 6:30pm.

Meeting concluded at 7:59 pm.