



Minutes of the Meeting of the Cemetery Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:30pm on Tuesday, 10th February 2026

Present: Cllr Karen Webb (Acting Chair)
Cllr Linda Michel
Cllr Amanda Richards

Officers: Ms Jo van Tonder (Clerk & RFO)

Meeting commenced at 6:44pm.

In the absence of Chairperson, Cllr Ceirion Skym, it was resolved that Cllr Karen Webb would assume the chair for this meeting.

1. Apologies for absence

Apologies for absence had been received from Cllrs Martin Barron and Ceirion Skym.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 11th December 2025

It was proposed, seconded and

Resolved: To agree the minutes of the meeting held on 11th December 2025 as a true and accurate record.

4. Cemetery Committee Finance report

The Clerk presented the Cemetery accounts for the ten months to 31st January 2026. It was noted there was sufficient unspent Cemetery Expenses budget to cover the cost of the office roof repairs.

5. Matters pertaining to Governance

a) Draft Cemetery Regulations

The Clerk presented the final draft version of the updated Cemetery Regulations and walked members through some of the key differences between the previous 2012 version and this 2026 draft.

Of significant difference was clarification with regards to permitted memorial types, sizes and specifications that had been absent in the previous version of the Regulations. In addition, members noted that greater choice in cremation plot memorials had been

introduced, with small, upright headstones being permitted on all but M and L sections where it would remain that only tablet-style memorials are allowed.

Members considered the key wording within the document and it was agreed to make the following changes to the draft:

- Section 2.3: Cemetery opening times would change to “clock change” as opposed to the 1st of March and October, respectively.
- Section 7.3: The words “or theft” would be inserted into the sentence “*The Council does not accept responsibility for the loss [or theft] of, or damage to, any items left on graves.*”

It was proposed, seconded and

Resolved: To recommend to Full Council the adoption of the draft Cemetery Regulations v2026, as amended.

b) Draft Expiry of Exclusive Rights of Burial Policy

The Clerk explained the processes and procedures around the issuing of Exclusive Rights of Burial (ERoB) and their subsequent expiry after a 50-year term.

Members were advised that the relevant law had been passed on 10th March 1977 that restricted terms of ERoB to a maximum of 100 years. From 10th March 2027, a number of ERoBs issued on Trane Cemetery plots were due to expire and the policy presented to the Committee at this time sought to establish how the Council would administer ERoBs as and when the deeds reached expiry.

Members worked through the document and discussed the various considerations with respect to attempting to contact plot owners, terms of renewal, non-renewal and memorials.

It was proposed, seconded and

Resolved: To recommend to Full Council the adoption of the draft Exclusive Rights of Burial Policy v2026, conditions as agreed.

6. Matters pertaining to Burials Operations

a) Completion of staff training on 360° excavator and dumper

Members noted three members of the burials and grounds maintenance teams had successfully completed dumper training. In addition, both the Burials team operative and Grounds Maintenance Supervisor had completed the Cemetery-specific 360° excavator course.

b) Upcoming burials and grounds staff training

The Clerk outlined upcoming cemetery operational and administration training that had been arranged for the Burials team operative, Supervisor, Deputy Clerk and Cemetery Administrator.

A number of biodiversity-related online courses had been booked for two of the grounds maintenance team.

7. Matters pertaining to Cemetery Maintenance

a) Cemetery Inspection report

Members noted the report submitted by Cllr C Skym, following an inspection of the site on 3rd February 2026.

Apart from highlighting some rubbish alongside the salt stores and a comment on the leaking garage roofs, the report complimented the staff on maintaining the site to a high standard.

b) Quotation for further works to clean out the upper cemetery drainage system

The Clerk reminded members that, at the Committee meeting dated 11th December 2025, they resolved to appoint Arch Services to clear and survey the upper Cemetery drainage system at a cost of £1,435 + VAT plus waste removal.

Members were advised of several issues the Council had had with the contractor over the course of two days on site. It was noted that the drainage clearance works were not completed, however an invoice had been received for the works.

Arch Services had advised the Clerk that there were still two more days of work left in order to clear the system, and had quoted a further £2,870 for the additional work.

Following unanimous agreement, it was proposed, seconded and

Resolved: To i) withhold payment of the invoice received pending completion of the works,
ii) require completion of the specified and agreed works at no further cost to the Council, and
iii) escalate the dispute through the contractor's complaints procedure.

8. Cemetery expansion

a) Application to discharge condition 3 (21/1056/10)

It was noted the discharge of condition 3 was still awaited, following the resubmission of an amended Biodiversity Mitigation & Enhancement Scheme at the request of the RCTCBC Ecologist.

b) Council decision regarding vegetation clearance works

Decision to appoint the Tree Arb to undertake clearance works to the extension land, noted.

c) Council decision regarding delays to installation of stock-proof fencing

Decision regarding this matter, noted.

9. Public Toilet Refurbishment Project

Members were reminded that the Project Design Brief had been approved at the previous Committee meeting and invitations to quote had gone out for the design and drawings elements of the project.

The Clerk advised that only one contractor had made contact, submitting a quote for the full works as opposed to the required technical drawings and design options.

Following consideration of the constraints, it was proposed, seconded and

Resolved: To advance the project to Design and Build procurement stage, and prepare tender documents and specifications.

10. Memorial Management

a) Outcome of testing – year 1, quarter 4

The Clerk reported 158 plots and 146 headstones were tested in Section C, with a failure rate of 8%. All failed memorials were either laid flat or staked and banded.

b) Timetable for testing – year 2, quarter 1

Members noted that the next round of inspections was scheduled for March 2026 and would cover approximately 288 plots within Section D of the cemetery.

11. Date of the next Cemetery inspection

The next Cemetery inspection would take place on Tuesday, 21st April 2026 at 10:00.

12. Date of the next Committee meeting

The next meeting of the Committee: Tuesday, 28th April 2026.

Meeting concluded at 8:17 pm.