



Minutes of the Meeting of the Cemetery Committee
held at the Council Meeting Room, Trane Cemetery, Tonyrefail
at 6:00pm on Tuesday, 28th April 2026

Present: Cllr Ceirion Skym (Chair)
Cllr Linda Michel
Cllr Amanda Richards

Absent: Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllr Martin Barron.

2. Declarations of Interest

There were no declarations of interest made.

3. Minutes of the previous meeting: 10th February 2026

It was proposed, seconded and

Resolved: To agree the minutes of the meeting held on 10th February 2026 as a true and accurate record.

4. Cemetery Committee Finance report

The Clerk presented the Cemetery accounts for the year to 31st March 2026. It was noted there were likely to be year-end adjustments still to be processed.

Members discussed the relatively unpredictable nature of burials income but were reassured that the burials income raised had adequately covered non-staffing Cemetery-related expenditure.

5. Matters pertaining to Governance

a) Cost of renewal of Exclusive Rights of Burial (ERoB) upon expiry

Members were reminded that a number of ERoBs were due to expire from March 2027 and that the family tracing process had begun, in line with the Council's policy. Where potential entitled persons had made contact with the Council, the question of cost had been raised.

At present, the Council has no agreed fee for the renewal of these rights.

The Committee considered what a selection of other Welsh burial authorities were charging for ERoB extensions and found these to vary considerably.

Following discussion, it was proposed, seconded and

Resolved: To recommend to Full Council the implementation of a flat fee of £300 per plot for a fixed renewal of 50 years.

b) Introduction of Payment Plans to spread the cost of ERoB renewals

The Committee acknowledged that the cost to renew the ERoB on a family plot could cause financial hardship and was particularly difficult where the only entitled owner/s were separated from the occupants of the grave by two or three generations.

The proposal to offer the option to spread the cost of the renewal was discussed and it was agreed the risk of non-payment could be reduced if the renewal only took effect on full and final payment of the fee.

It was proposed, seconded and

Resolved: To recommend to Full Council the introduction of the option for payment plans of duration no more than six months.

c) Introduction of an administration cost to the list of burial fees

The Clerk advised members that certain cemetery administration tasks were extremely time-consuming and, in many cases, avoidable.

The Committee reviewed a selection of South Wales Councils' administration fees, charged for a range of services from transfers of ownership to family history searches and, again, found significant variation.

Following discussion around the appropriate level for such an administration fee, it was decided to consider introducing a £40 fixed fee with a view to increasing this to £50 in the following year.

It was proposed, seconded and

Resolved: To recommend to Full Council the introduction of a flat rate administration fee of £40, with effect from 1st June 2026, for:

- i) Transfers of ownership,
- ii) Lost deeds, and
- iii) Reprocessing of work arising from errors or omissions by applicants.

6. Matters pertaining to Burials Operations

a) Quotation for graveside surrounds

The Clerk presented a justification for the purchase of one set of graveside surrounds to replace the wooden planks currently in use.

It was proposed, seconded and

Resolved: To purchase one set of grave surround walk-boards from Teleshore at a cost of £825 + VAT.

7. Matters pertaining to Cemetery Maintenance

a) Cemetery Inspection report

Cllr C Skym reported the findings of his and Cllr L Michel's inspection, carried out the previous week.

The Clerk was asked to ensure toilet brushes in the public toilets were replaced regularly.

The war memorial was discussed and the Clerk advised that Memsafe had been unable to source the materials and skilled craftsman to repair the specialist lettering. A quote for a further professional clean of the angel would be considered at the next meeting.

In answer to a question, the Clerk advised that the curved benches that had been purchased with grant funding would be going out as soon as the willow domes were more established.

Concluding, Cllr Skym raised the matter of the road-facing boundary railings that were in need of refurbishment. It was acknowledged that the work was too extensive to be completed in-house and was made more difficult by the proximity of the hedge. It was agreed to investigate the possibility of sourcing grant funding for the project.

8. Update on Cemetery projects

a) Stock-proof fencing

Members were reminded that Price Fencing had been awarded the contract for the supply and erection of approx. 160m of steel palisade fencing around three sides of the cemetery extension land.

Before the installation of the fence took place, scrub located to the rear of the tree line along the northern boundary of the parcel of land, would need to be removed. The grounds team, assisted by the burials team, would be tackling this task during w/c 11th May 2026.

The installation of the fence was scheduled to take place the following week, w/c 18th May 2026.

b) Public Toilet Refurbishment

Members noted progress had slowed due to other demands on the Council Officers' time but that the tender documents would be drawn up for review at the next meeting.

9. Memorial Management

a) Outcome of testing – year 2, quarter 1

The Clerk reported 288 plots and 208 headstones were tested in Section D, with a failure rate of 11%. All failed memorials were either laid flat or staked and banded.

b) Timetable for testing – year 2, quarter 2

Members noted that the next round of inspections was scheduled for June 2026 and would cover approximately 243 plots within Section D of the cemetery.

10. Date of the next Cemetery inspection

The next Cemetery inspection would take place on Monday, 27th July 2026 at 10:00.

11. Date of the next Committee meeting

The next meeting of the Committee: To be confirmed at Annual Council Meeting.

Meeting concluded at 7:08 pm.