

MOLD TOWN COUNCIL

Minutes of the Meeting of Cemetery Committee held on 4th June 2025 in Town Council Offices, 10 Daniel Owen Precinct, Mold and via Zoom.

PRESENT: Councillors Paul Beacher (Mayor), Joanne Edwards (Deputy Mayor), Haydn Jones (Chair), Nanette Davies and Richard Clarke.

VIA ZOOM: None

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

1. CHAIR OF CEMETERY COMMITTEE

It was **resolved** that Councillor Haydn Jones be Chair of the Cemetery Committee for the Municipal year 2025-26.

2. APOLOGIES

Apologies were **received** from Councillors Chris Bithell and Sarah Taylor.

3. DECLARATIONS OF INTEREST

None.

4. MINUTES

It was **resolved** that the minutes from the previous meeting held on 5th March 2025 were approved.

5. 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).

Further information was requested regarding comments made by a local Funeral Director concerning the updated interment form. The Town Clerk shared the feedback that had been received. Following further discussion, it was resolved that no changes would be made to the current interment form. It was emphasised that all interment forms must be completed in full, and any incomplete forms should be returned to the Funeral Directors for completion.

The Cemetery Budget was **noted** (Appendix B).

6. GREEN FLAG AWARD

An overview of the Green Flag Award and what it entails was given by the Town Clerk. The cost for applying would be between £350 and £400, applications are submitted before the end of January and judgements take place April/ May time with final decision given in July. The main aspect is to develop and agree a Management Plan which the Town Clerk would lead on with support from the Cemetery Superintendent.

After discussion it was **resolved** to recommend to the Full Council to apply for Green Flag status for Mold Cemetery in January 2026.

7. BIODIVERSITY ACTIONS FOR ACTION PLAN 2025-28

As the current Biodiversity Action Plan is coming to an end in 2025, discussions took place as to what actions Mold Cemetery could take to be included in the next Action Plan 2025-28.

It was **resolved** for Members to have a think about relevant actions and email any suggestions to the Town Clerk. All actions will officially be agreed at the next Cemetery Committee Meeting.

Meeting ended at 18.23pm

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

CEMETERY COMMITTEE	DATE: 04.06.25
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MEMBER	ITEM	MINUTE NO. REFERS

WORD/MINUTES/CEMETERY/CEMETERY

Chairman's signature: Date:



Cemetery Superintendent Report – June 2025

Interments:

A total of **9 interments** have taken place since the last report, broken down as follows:

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

Grounds Maintenance

The grass cutting season is now in full swing. While there was a slight delay in work at the cemetery due to annual leave taken by both myself and the Cemetery Assistant, along with recent illness affecting both our team and the contractor, I am pleased to report that we are now fully up to date.

Growth across the cemetery has been exceptional, with recent rainfall bringing much-needed relief after several weeks of dry conditions that had left the grass yellowing.

Equipment

We have experienced a few equipment issues earlier in the season than anticipated. This is likely due to the increased usage compared to this time last year. We are currently working with JT Williams for necessary repairs and are awaiting parts. Hiring equipment was considered but is no longer necessary, although it remains a viable option should the need arise.

Community and Compliance

VE Day celebrations were observed at the cemetery, with a number of graves notably well cared for by families and community members.

As noted in previous meetings, the continued removal of unauthorised items from graves is ongoing. While this remains a sensitive task, there is a gradual improvement, with more people beginning to adhere to the cemetery regulations.

Upcoming Training and Development

I will be attending the Cemetery Soil and Drainage Management Seminar on Tuesday 29th July 2025. This ICCM event, held in association with the CDS Group, will take place at:

The Studio, Riverside West, Whitehall Road, Leeds, LS1 4AW

The seminar will focus on the importance of soil management within cemetery operations, including environmental impact, best practices, and compliance with Environment Agency guidelines on groundwater management.

Attendance was discussed and agreed with the Town Clerk, as the knowledge gained will be particularly valuable in relation to the potential extension of Mold Cemetery. The cost of attendance, including lunch and refreshments, is £100.00 + VAT.

Internment Forms

The new Internment Form has been in use since April 2025. While it has generally been well received, one Funeral Director has raised a few comments regarding its content. These have been reviewed and responded to by the Town Clerk, who has advised that the feedback will be shared with the Cemetery Committee for consideration.

Mold Town Council 2025-26
Annual Budget - By Centre (Actual YTD Month 2)
Note: Budget Group 2025/26

2024/25			2025/26				2026/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
104 Cemetery									
1000 Burial Fees	50,000	43,006	50,000	1,652	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	53,284	54,000	6,658	0	0	0	0	0
4000 Salaries	56,447	53,620	57,327	3,604	0	0	0	0	0
4001 National Insurance	5,278	5,096	7,099	0	0	0	0	0	0
4002 Pension - Employer	10,443	3,344	11,236	153	0	0	0	0	0
4003 Casual Staff	6,300	5,548	6,930	448	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	0	0	0	0	0	0
4101 National non domestic Rates	1,415	1,180	1,300	122	0	0	0	0	0
4105 Telephone/Internet	680	702	1,320	60	0	0	0	0	0
4107 Stationery	150	112	150	0	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	0	0	0	0	0	0
4126 Heating repair cover	300	356	420	30	0	0	0	0	0
4127 Electricity Store	695	1,005	750	0	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	220	0	0	0	0	0
4130 General Grounds Maintenance	2,625	2,243	2,625	0	0	0	0	0	0
4132 Fuel	900	534	900	51	0	0	0	0	0
4133 Machinery Parts & Materials	2,100	1,717	2,100	46	0	0	0	0	0
4153 Waste Collection	2,500	2,534	3,000	0	0	0	0	0	0
4178 Grave excavations	1,575	1,100	1,575	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 2)

Note: Budget Group 2025/26

	2024/25		2025/26				2026/27		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	98,771	88,095	104,095	4,838	0	0	0	0	0
104 Net Income over Expenditure	-48,771	-34,811	-50,095	1,820	0	0	0	0	0
plus Transfer from EMR	0	-504	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(48,771)	(35,315)	(50,095)	1,820	0	0	0	0	0
Total Budget Income	50,000	53,284	54,000	6,658	0	0	0	0	0
Expenditure	98,771	88,095	104,095	4,838	0	0	0	0	0
Net Income over Expenditure	-48,771	-34,811	-50,095	1,820	0	0	0	0	0
plus Transfer from EMR	0	(504)	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(48,771)	(35,315)	(50,095)	1,820	0	0	0	0	0

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