

Embleton Joint Burial Committee

**The annual meeting will be in the Creighton Hall, Embleton on
Monday 10th September 2018 at 6pm**

Open to the Public

The Committee may, by resolution under the Public Bodies (Admission to Meetings) Act 1960; S1, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Agenda

- 770. Election of Chairman**
- 771. Apologies for absence**
- 772. Declarations of Interest**
- 773. Confirmation of the minutes of the last meetings held 4th June 2018**
- 774. Matters arising**
- 775. Appointment of Officers**
 - Vice-Chair
- 776. Schedule of meetings for 2018/19**
- 777. Retiring Chair's Report on the Committee Activities of the Preceding Year**
- 778. Financial**
 - Bank Balance £4597.48 @ 26/07/2018
 - Received since 05/06/18**
 - Interment £650 (Plot 87y) - £650.00
 - Spent since 05/06/18**
 - Clerk (pay & expenses) - £485.65
 - HMRC (PAYE) – £117.40
 - Landlord Insurance - £349.86
 - Architectural Services - £1,000.00
 - Building Regulation Fee - £168.00
 - Planning Application Fee - £231.00
 - Creighton Hall £13.75 x 1 (04/06/2018) – £13.75
 - Contractor (April £360 2 x cuts & May £360 2 x cuts) + (2x plot levelling & seeding £40) £760; June £360 2 x cuts, weed kill £204) £764; July £360 2 x cuts) £360; - £1,884
 - NCC Council Tax 3 x (July, Aug, Sep @ £156) - £468.00
 - NWL Water Charges x 2 (June, July, Aug @ £14.49) - £43.47
 - Cheques Required**
 - Clerk pay & expenses - £TBC
 - HMRC (PAYE) – £TBC
 - Contractor (August £360 (2 x cuts) Grass Cutting) - TBC
 - Creighton Hall (10/09/2018) – £15.00
 - NCC Training - £155.00
 - Precept Requirement**
- 779. Maintenance of Cemetery**
 - Maintenance contract – Grass cutting/strimming and plot “top up” ongoing.
 - Maintenance – Archway overgrowth, roadway overgrowth & cleaning and collapsing wooden tubs etc.; work undertaken.
 - Issues to discuss with adjoining landowner.
- 780. Long Term Business Plan for Cemetery/House**
 - Task force meeting held on 10th September 2018; Recommendations.

- Renovating the cemetery house for affordable housing and the CAN Grant Funding Application – Architectural Services progress report.

781. Explore if Cemetery house can be classified as Charitable Trust

782. Methodology of Selecting future tenants of Cemetery house

783. How to manage cash flow of Renovation Project

784. Training

Report on training for “clerks with cemetery responsibilities”. "The Bereavement Journey" took place on 31st July in and "Legal and Practical Management of Cemeteries" took place on 16th August.

785. Items for Next Agenda

786. Date and Time of Next Meeting