

Embleton Joint Burial Committee

Minutes

of the Annual Meeting held in the Ladies Room at the Creighton Hall, Embleton on
Monday 10th September 2018

Present: Terry Howells; Chair (TH), Elizabeth Pearson (EP), Rosie Robson (RR), Bob Foster-Smith (BFS), Derek Gerrard (DG)

Clerk: Geoff Newcombe

In Attendance: 1 x Member of the Public

781. Election of Chair

Cllr Terry Howells accepted nomination and was duly elected to Chair

Proposer: Bob Foster-Smith

Seconder: Rosie Robson

Vote: Unanimous

782. Apologies for absence

Cllrs Andrew Chillingsworth & Dave Cooper

783. Declarations of Interest

None received

784. Confirmation of the minutes of the last meetings held 4th June 2018

The minutes were agreed and signed off as a true record.

Proposer: Cllr Bob Foster-Smith

Seconder: Cllr Elizabeth Pearson

Vote: Unanimous

785. Matters arising

None

786. Appointment of Officers

Cllr Bob Foster-Smith accepted nomination and was duly elected to Vice-Chair

Proposer: Cllr Derek Gerrard

Seconder: Cllr Terry Howells

Vote: Unanimous

787. Schedule of meetings for 2018/19

To be arranged on an ad hoc basis

788. Retiring Chair's Report on the Committee Activities of the Preceding Year

None received

789. Financial

Bank Balance £5076.99 @ 21/08/2018

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 - £570.57
- HMRC (PAYE) – £128.8
- Contractor (August £360 (3 x cuts) Grass Cutting) - £540.00
- Creighton Hall (10/09/2018) – £15.00
- Architectural Services - £1,000.00
- NCC Training - £155.00

Precept Requirement

The need for a precept was discussed it was felt that the balance would be sufficient especially when grant refunds were recovered and contingency discounted. Report attached

Proposer: Cllr Terry Howells

Seconder: Cllr Derek Gerrard

Vote: Unanimous

790. 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 has been undertaken.
- Issues to discuss with adjoining landowner? – non outstanding
- Fallen Head Stones – 3 x locations to be supplied to Cllr BFS for recommendations on necessary actions to be taken
- Contractor will remove metal shed in return for the disposal of old carpet therein.

791. Long Term Business Plan for Cemetery/House

- Task force meeting held on 10th September 2018; the bids submitted for the house renovation works were of insufficient detail. Bidders to be asked to re-submit itemised quotes before the end of September
- Renovating the cemetery house for affordable housing and the CAN Grant Funding Application – NCC/Cheviot advice included in first bullet point of this item

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

Held in abeyance until Grant application submitted

793. Methodology of Selecting future tenants of Cemetery house

Held in abeyance until Grant application submitted

794. How to manage cash flow of Renovation Project

Held in abeyance until Grant application submitted

795. 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. Report attached

796. Items for Next Agenda

797. Date and Time of Next Meeting

To be arranged

EJBC RECEIPTS and PAYMENTS ACCOUNT				
	Position as 10th Sept 2018	Joint Burial Board - Year Ending 31st March 2019		
RECEIPTS				
Last Year				This Year
£ -		Precept		£ -
£ 626.88		Refunds		£ 95.00
£ 4,500.00		Burial Authority		£ 1,950.00
£ 750.00		Purchase Plot		£ 250.00
£ 900.00		Ashes/ Headstones		£ 75.00
£ 225.00		Additional Inscriptions		£ -
£ 200.00		Fix a Plaque		£ -
£ 7,201.88		TOTAL RECEIPTS		£ 2,370.00
PAYMENTS				
Last Year				This Year
£ 1,883.50		Salary		£ 1,225.29
£ -		Phone		£ -
£ 2,573.00		Grass Cutting		£ 2,424.00
£ 1,631.54		Water Rates/ Council Tax		£ 1,012.93
£ 96.25		Room Hire		£ 28.75
£ 580.87		Insurance		£ 349.86
£ 745.10		Other Payments		£ 2,663.13
£ 127.83		VAT		£ 28.00
£ 7,638.09		TOTAL PAYMENTS		£ 7,731.96
-£ 436.21		Increase/Decrease in Funds		-£ 5,361.96
£ 7,956.02		Funds at start of the year		£ 7,513.58
£ 7,513.58		Funds at end of the year		£ 2,151.62

Training

The Bereavement Journey

- Understanding who customers are – undertakers, grave diggers, family etc.; 21 in all
- Understanding emotions
- Bereavement Curve
- Communications – letters, phone calls, meetings etc.
- Monetaring services
- What needs to change?

Legal and Practical Management of Cemeteries

- EJBC mostly doing correct procedures; however need to understand what our objectives are.
- Need protocol from initial request to funeral completion – correct/updated forms, records and registers, granting and extending rights
- Paper register storage – where/fireproof?
- Specify depth of graves, require shoring during digging (HSW), how to deal with shallow graves
- Administrative Process – Take project approach with booking to registration process, certificates, on-line security
- New Income streams – potential opportunities i.e. variable costs for different lengths of burial rights; charge for genealogical enquiries
- Memorials – Masons should be registered in Blue Book, follow NAMM code and comply with BS8415

EJBC has total control of cemetery and cannot be overruled by clergy or undertakers; Cemetery regulations should be amended to reflect this. Extent of consecration will be held in Diocese records and/or EJBC/PC records (may be archived). Church will have an input for exhumation permission in consecrated ground.

Recommendation

Clerk to draw up revised regulations, undertaker guidance and protocol for consideration as an agenda item by members at the next meeting.

