

# Embleton Joint Burial Committee

## Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on  
Monday 15<sup>th</sup> October 2018

**Present:** Terry Howells; Chair (TH), Elizabeth Pearson (EP), Rosie Robson (RR),  
Bob Foster-Smith (BFS), Derek Gerrard (DG), Andrew Chillingsworth  
(AC), David Cooper(DC)

**Clerk:** Geoff Newcombe

**798. Apologies for absence**

None received

**799. Declarations of Interest**

None received

**800. Confirmation of the minutes of the last meetings held 10<sup>th</sup> September 2018**

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

Proposer: Cllr Derek Gerrard

Seconder: Cllr Elizabeth Pearson

Vote: Unanimous For

**801. Matters arising**

None

**802. Financial**

Bank Balance £3,663.66 @ 08/10/2018

**Received since 10/09/18**

- Interment & Plot purchase £650 & £250 (Plot 91) - £900.00
- Additional Inscription £75 (Plot 1068A) - £75.00
- VAT Refund 2017/18 - £202.84

**Spent since 10/09/18**

- Clerk (Jun-Aug pay & expenses) - £570.57
- HMRC (PAYE) – £69.80
- Creighton Hall £15.00 x 1 (10/09/2018) – £15.00
- Contractor Aug £540 (3 x cuts); - £540.00
- NCC Council Tax x 1 (Sep @ £156) - £156.00
- NWL Water Charges x 1 (Sep @ £14.49) - £14.49
- Architectural Services - £1,000.00
- NCC Training - £155.00
- Npower Electricity (01/04/17 – 13/09/18 standing charge) £145.31  
Tariff now changed to lower standing charge: SC reduced from 26p/day to  
15.8p day; 19.04p/Kwh from 1/10/18.

**Cheques Required**

- Clerk (September pay £288.16 & expenses £70.27) - £358.43
- HMRC (PAYE) – £69.80
- Contractor September (2 x £180 cuts) Grass Cutting – £360.00
- Creighton Hall (15/10/2018) – £15.00

Proposal of acceptance of financial transactions:-

Proposer: Cllr Terry Howell

Seconder: Cllr Andrew Chillingsworth

Vote: Unanimous For

Precept: proposal that a request for a precept of £2,000 be requested from the  
three constituent Parish Councils for the financial year 2019/20. It is envisaged

that the Parish Councils would retain the precept money unless called for by the Burial Committee if needed to cover any cash flow shortfall during the Cemetery House renovation. If not called for, the Parish Councils would use it to discount their precept request in the subsequent financial year.

Proposer: Cllr Derek Gerrard

Seconder: Cllr Elizabeth Pearson

Vote: Unanimous For

**803. Maintenance of Cemetery**

- Maintenance contract – Grass cutting/stripping and plot “top up” ongoing.

**804. Long Term Business Plan for Cemetery/House**

Renovating the cemetery house for affordable housing and the CAN Grant Funding Application.

Task force meeting held on 15<sup>th</sup> October 2018;

Proposal to accept recommendations of task force:-

- Accept lowest quotation B subject to CAN grant approval

Proposer: Cllr David Cooper

Seconder: Cllr Terry Howell

Vote: Unanimous For

- Proposal that Bryn Owen be co-opted onto task force to facilitate grant application

Proposer: Cllr Bob Foster-Smith

Seconder: Cllr Andrew Chillingsworth

Vote: Unanimous For.

**805. Items for Next Agenda**

**806. Date and Time of Next Meeting**

TBA

<b>EJBC RECEIPTS and PAYMENTS ACCOUNT</b>			
	Position as 15th Oct 2018	<b>Joint Burial Board - Year Ending 31st March 2019</b>	
<b>RECEIPTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ -		<b>Precept</b>	£ -
£ 626.88		<b>Refunds</b>	£ 297.84
£ 4,500.00		<b>Burial Authority</b>	£ 3,250.00
£ 750.00		<b>Purchase Plot</b>	£ 500.00
£ 900.00		<b>Ashes/ Headstones</b>	£ -
£ 225.00		<b>Additional Inscriptions</b>	£ 150.00
£ 200.00		<b>Fix a Plaque</b>	£ -
<b>£ 7,201.88</b>		<b>TOTAL RECEIPTS</b>	<b>£ 4,197.84</b>
<b>PAYMENTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ 1,883.50		<b>Salary</b>	£ 1,583.25
£ -		<b>Phone</b>	£ -
£ 2,573.00		<b>Grass Cutting</b>	£ 2,784.00
£ 1,631.54		<b>Water Rates/ Council Tax</b>	£ 1,197.91
£ 96.25		<b>Room Hire</b>	£ 43.75
£ 580.87		<b>Insurance</b>	£ 349.86
£ 745.10		<b>Other Payments</b>	£ 2,864.84
£ 127.83		<b>VAT</b>	£ 41.87
<b>£ 7,638.09</b>		<b>TOTAL PAYMENTS</b>	<b>£ 8,865.48</b>
-£ 436.21		Increase/Decrease in Funds	-£ 4,667.64
£ 7,956.02		Funds at start of the year	£ 7,513.58
<b>£ 7,513.58</b>		<b>Funds at end of the year</b>	<b>£ 2,845.94</b>