

# Embleton Joint Burial Committee

## Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on  
Monday 4<sup>th</sup> June 2017

**Present:** Terry Howells; Vice Chair (TH), Elizabeth Pearson (EP), Andrew Chillingsworth (AC), Julia Lavender (JL), Rosie Robson (RR), Bob Foster-Smith (BFS), Julia Lavender (JL)

**Clerk:** Geoff Newcombe

**770. Apologies for absence**

Bryn Owen & Derek Gerrard

**771. Declarations of Interest**

None declared

**772. Confirmation of the minutes of the last meetings held 12<sup>th</sup> March 2018**

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

Proposer: Cllr Elizabeth Pearson

Seconder: Cllr Andrew Chillingsworth

Unanimous

**773. Matters arising**

None

**774. Financial**

Bank Balance - £8,828.12 @ 30/05/2018

**Received since 13/03/18**

- Headstone (Plot 140) - £250.00
- Interment £650 (Plot 65) - £650.00
- Interment £650 (Plot 175) - £650.00
- Plot Purchase £250 & Interment £650 (Plot 94) - £900.00
- Additional Inscription (Plot 65y) - £75.00
- Council Tax Refund - £95.00

**Spent since 13/03/18**

- Clerk (pay & expenses) - £339.92
- HMRC (PAYE) – £75.80
- Creighton Hall £13.75 x 1 (12/03/2018) – £13.75
- Contractor (September) Fees - £415.00
- NCC Council Tax 3 x (April £160.42) (May & June £156) - £472.42
- NWL Water Charges x 2 (April £14.55) (May £14.49) - £29.04

**Cheques Required**

- Clerk pay & expenses – Pay increase for SCP 20 to £10.099/Hr (As set out in the 2016-18 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales); underpayment for 2017-18 of £0.199 for 172Hrs = £34.23. Pay rate for SCP 20 from 01/04/2018 (as set out in the 2018-19

agreement) £10.301/Hr. March 2018 Pay £192.54 + 2017-18 Underpayment £34.23; April/May 2018 Pay £293.11- £485.65

- HMRC (PAYE) – £117.40
- Contractor (April £360 (2 x cuts) & May £360 (2 x cuts) + (2x plot levelling & seeding) £40 Grass Cutting) - £760
- Creighton Hall (04/06/2018) – £13.75
- Landlord Insurance premium from June 2018 (awaiting quotation) - £TBC – GN request authorisation to pay premium when received. (C. £300)

#### **Reports**

- NCC Council Tax Bill for 2018/19 £1,564.42 (5% increase): 1 x £160.42; 9 x £156.00
- NCC Domestic Rate Bill for 2018/19 £288.00 less Transitional and Business relief = £0.00
- NWL Water Bill for 2018/19 £144.96 (2% increase): 1x £14.55; 9 x £14.49

Proposer: Cllr Julia Lavender

Seconder: Cllr Terry Howells

Unanimous

#### **775. Maintenance of Cemetery**

- Maintenance contract – Grass cutting/strimming and plot “top up” ongoing.
- Maintenance – Archway overgrowth and collapsing wooden tubs etc.; work required – Members suggested clerk ask cemetery contractor for quote to tidy it up.

#### **776. GDPR**

- General Data Protection Regulations; policy to be adopted for EJBC. Recommend adopt Embleton PC policy as this is a daughter committee. Very little private data kept by EJBC, generally members Names & Addresses. Other data is statutory cemetery records. Clerk to destroy, delete or archive non-necessary records. Members agreed to adopt Embleton PC GDPR policy and direct the public to the EPC website for policy information.

#### **777. Training**

NALC has arranged training for “clerks with cemetery responsibilities”. The first is "The Bereavement Journey" and will take place on 31st July in Alnwick at a cost of £50. Members' indicated provisional approval to book one place. A follow up course "Legal and Practical Management of Cemeteries" is being scheduled for 16th August at a cost of £100. Members proposed to agree attendance of Clerk on both courses and confirm making the expenditure.

Proposer: Cllr Bob Foster-Smith

Seconder: Cllr Elizabeth Pearson

Unanimous

#### **778. Long Term Business Plan for Cemetery/House**

- Task force meeting held on 4<sup>th</sup> June 2018; Recommendations.
- Renovating the cemetery house for affordable housing and the CAN Grant Funding Application – Architectural Services progress report.

It was proposed that the Plan and Specification for the renovation of the Cemetery House as presented to the Task Force meeting on 4<sup>th</sup> June 2018 be accepted and a tender document be drawn up forthwith; and that the necessary Planning and Building regulation applications be made by the Architectural Technician forthwith; the EJBC to pay the statutory application fees.

Proposer: Cllr Rosie Robson

Seconder: Cllr Bob Foster-Smith

Unanimous

#### **779. Items for Next Agenda**

- Explore if Cemetery house can be classified as Charitable Trust
- Methodology of Selecting future tenants of Cemetery house
- How to manage cash flow of Renovation Project

#### **780. Date and Time of Next Meeting**

TBA

## EJBC Financial Statement

EJBC RECEIPTS and PAYMENTS ACCOUNT				
	Position as 04 June 2018	Joint Burial Board - Year Ending 31st March 2019		
<b>RECEIPTS</b>				
<b>Last Year</b>				<b>This Year</b>
£ -		<b>Precept</b>		£ -
£ 626.88		<b>Refunds</b>		£ 95.00
£ 4,500.00		<b>Burial Authority</b>		£ 1,300.00
£ 750.00		<b>Purchase Plot</b>		£ 250.00
£ 900.00		<b>Ashes/ Headstones</b>		£ 75.00
£ 225.00		<b>Additional Inscriptions</b>		£ -
£ 200.00		<b>Fix a Plaque</b>		£ -
<b>£ 7,201.88</b>		<b>TOTAL RECEIPTS</b>		<b>£ 1,720.00</b>
<b>PAYMENTS</b>				
<b>Last Year</b>				<b>This Year</b>
£ 1,883.50		<b>Salary</b>		£ 581.48
£ -		<b>Phone</b>		£ -
£ 2,573.00		<b>Grass Cutting</b>		£ 760.00
£ 1,631.54		<b>Water Rates/ Council Tax</b>		£ 501.46
£ 96.25		<b>Room Hire</b>		£ 13.75
£ 580.87		<b>Insurance</b>		£ -
£ 745.10		<b>Other Payments</b>		£ 81.57
£ 127.83		<b>VAT</b>		£ -
<b>£ 7,638.09</b>		<b>TOTAL PAYMENTS</b>		<b>£ 1,938.26</b>
-£ 436.21		Increase/Decrease in Funds		-£ 218.26
£ 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>£ 7,295.32</b>