

# Embleton Joint Burial Committee

## Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on  
Monday 18<sup>th</sup> November 2019

**Present:** Terry Howells; Chair (TH), Elizabeth Pearson (EP), John Roper (JR),  
Derek Gerrard (DG), Andrew Chillingsworth (AC), Margaret Brooks  
(MB)

**In Attendance:** Cllr. Wendy Pattison, Northumberland County Council

**Clerk:** Geoff Newcombe

**841. Apologies for absence**

Received from Cllr Bob Foster-Smith

**842. Declarations of Interest**

None declared

**843. Confirmation of the minutes of the last meeting held 1st July 2019**

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

Proposer: Derek Gerrard

Seconder: Elizabeth Pearson

Vote: Unanimous

**844. Matters arising**

Letting Rules/Conditions/Regulations for Cemetery House to be held over to next meeting

**845. Financial**

Bank Balance £2,609.62 @ 05/11/2019 – Following payment of cheques/DD's due to date 18/11/19 the bank balance will be £1,200

**Received since 01/07/2019**

Memorial 3 @ £250 (Plot 55c, 91 & 101)	£750.00
Interment 2 @ £650 (Plot 1120 & 1048)	£1300.00
Additional Inscription 2 @ £75 (Plot 1090 & 1120)	£150.00

**Spent since 01/07/2019**

Clerk (Mar-May pay & expenses)	£491.09
HMRC (PAYE)	£113.00
Creighton Hall £15.00 x 1 (01/07/2019)	£15.00
NCC Council Tax x 4 (Jul @ £248, Aug @ £248 & Sep @ £248, Oct @£248)	£992.00
Northumbrian Water Charges x 5 (Jul @ £14.85, Aug @ £14.84, Sep @ £14.84, Oct @ £14.84, Nov @ £14.84)	£74.25
Npower Electricity Charges x 1 (Sep @ £20.61)	£20.61
Contractor – grass cuts (May & Jun £1,120.20, Jul £366.48, Aug £366.48, Sep £506.48)	£2,359.64

**Cheques Required**

Clerk (July, August, September & October pay £448.21 & expenses £35.31)	£522.50
HMRC (PAYE)	£112.00
Creighton Hall (18/11/2019)	£15.00
Contractor grass cuts Oct/Nov	£549.72
Rights of Burial Refund	£210.00

Proposer: Derek Gerrard  
Seconder: Andrew Chillingsworth  
Vote: Unanimous

### **Report**

- Annual Budget/Precept – Spreadsheet attached.
  - The precept has not been claimed for current year 2019/20 (£2,000)
  - Precept proposal: A request for a precept of £3,000 be requested from the three constituent Parish Councils for the financial year 2020/21. 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: Derek Gerrard  
Seconder: Andrew Chillingsworth  
Vote: Unanimous
  - It is assumed house will be let for 2020/21 onwards and no Council Tax liability; however, NCC to impose 100% surcharge from April 2020 (currently 50%) if not let by then
  - Some of the contingency money already allocated because of revised renovation quotation, therefore only a notional overspend.

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

- Renovation Position – Update – Commencement date still scheduled for a late December/Early January start. Builder asked EJBC to undertake the asbestos survey and structural engineer report as mentioned in the plans.
- It was proposed that Cllr Roper assesses the need for a further structural survey and that Clerk obtain quotes for an Asbestos Refurbishment survey and members approve up to £1,000 expenditure for the work. Clerk to circulate quotes for EJBC member approval prior to asbestos surveyor appointment  
Proposer: Derek Gerrard  
Seconder: Andrew Chillingsworth  
Vote: Unanimous
- Public Works Loan Board (PWLB) interest rates, increased the cost of borrowing by 1% on top of existing lending terms from 9<sup>th</sup> October 2019. Assumed payment £581/qtr. for original viability assessment, therefore negligible viability impact
- Members asked the Clerk to arrange a meeting with the NCC representative to discuss timescales, lettings and maintenance policies and any other contract requirements.

### **847. Administration Issues**

- Record/Cloud storage security - Michael Craster (Craster Community) to organise a meeting to discuss outstanding issues of security and control. Cyber security packages and word processing. Clerk currently uses own PC and printer for EJBC use and pay for Norton 360 (£39/yr.) and Microsoft 365 (£59/yr.). To try and expedite meeting with Craster Community before making decision on options.
- On-Line Banking – Lloyds set Clerk up for on-line banking (although not requested at last banking update). Embleton uses it successfully and any EJBC systems would be synchronised with EPC system for accounting purposes. It will save postage and some trips to the bank.  
Members asked for further information on two-person authentication systems for on-line banking.

### **848. Maintenance of Cemetery**

- Memorial/Headstone safety check – last check undertaken in mid-2016. Should be done on 3 yearly basis. Members asked Clerk to request a repeat survey by Cllr Bob Foster-Smith.
- purchase of a burial plot & the outcome after the 50-year period – Currently Rights of Burial granted for 100yrs; then EJBC can leave “as is”, or re-use grave space.
- Notice Board – The offered board did not materialise. Members were minded to purchase the A2 size board @ £69 ex VAT + delivery (aluminium finish), then a query was raised as to the cost of a board with a black coloured boarder being

provided. Clerk to obtain costs of coloured boards and consult members prior to purchase.

Proposer: Andrew Chillingsworth

Secunder: Elizabeth Pearson

Vote: Unanimous

**849. Items for Next Agenda**

- Letting Rules/Conditions/Regulations for Cemetery House

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

TBC

<b>EJBC RECEIPTS and PAYMENTS ACCOUNT</b>				
	Position as at 18/11/2019	<b>Joint Burial Board - Year Ending 31st March 2020</b>		
<b>RECEIPTS</b>				
<b>Last Year</b>				<b>This Year</b>
£ -		<b>Precept</b>		£ -
£ 392.84		<b>Refunds</b>		£ -
£ 5,850.00		<b>Burial Authority</b>		£ 2,600.00
£ 1,000.00		<b>Purchase Plot</b>		£ 500.00
£ 500.00		<b>Ashes/ Headstones</b>		£ 750.00
£ 375.00		<b>Additional Inscriptions</b>		£ 225.00
£ -		<b>Fix a Plaque</b>		£ -
<b>£ 8,117.84</b>		<b>TOTAL RECEIPTS</b>		<b>£ 4,075.00</b>
<b>PAYMENTS</b>				
<b>Last Year</b>				<b>This Year</b>
£ 2,921.74		<b>Salary &amp; Expenses</b>		£ 1,149.46
£ 147.64		<b>Electricity</b>		£ -
£ 3,324.00		<b>Grass Cutting</b>		£ 3,275.84
£ 1,728.67		<b>Water Rates/ Council Tax</b>		£ 2,107.15
£ 88.75		<b>Room Hire</b>		£ 30.00
£ 2,371.00		<b>Insurance</b>		£ 369.86
£ 349.86		<b>Other Payments</b>		£ 324.94
£ 255.00		<b>VAT</b>		£ 13.78
£ 48.33				
<b>£ 11,234.99</b>		<b>TOTAL PAYMENTS</b>		<b>£ 7,271.03</b>
<b>-£ 3,117.15</b>		<b>Increase/Decrease in Funds</b>		<b>-£ 3,196.03</b>
£ 7,956.02		<b>Funds at start of the year</b>		£ 4,396.43
<b>£ 4,396.43</b>		<b>Funds at end of the year</b>		<b>£ 1,200.40</b>

