

# Embleton Joint Burial Committee

## Minutes

of the Annual Meeting held in the Ladies Room at the Creighton Hall, Embleton  
on  
Monday 1<sup>st</sup> July 2019

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

**Clerk:** Geoff Newcombe

**828. Election of Chairman**

Cllr Terry Howells accepted nomination and was duly elected to Chair  
Proposer: Derek Gerrard  
Seconder: Elizabeth Pearson  
Vote: Unanimous

**829. Apologies for absence –**

Received from Cllrs Bob Foster-Smith and Margaret Brooks

**830. Declarations of Interest**

None received

**831. Confirmation of the minutes of the last meeting held 25th March 2019**

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

Proposer: Derek Gerrard

Seconder: Elizabeth Pearson

Vote: Unanimous

**832. Matters arising Website management and data security issues.**

Michael Craster (Craster Community) was to organise a meeting to discuss outstanding issues of security and control on Thursday June 27<sup>th</sup> last with Craster community officers i.e. himself, John Gallon; Craster PC representative Mark green and myself for EJBC. Meeting unfortunately was postponed.

**833. Appointment of Officers**

Vice-Chair – Cllr Andrew Chillingsworth accepted nomination and was duly elected to Vice-Chair

Proposer: Derek Gerrard

Seconder: John Roper

Vote: Unanimous.

**834. Schedule of meetings for 2018/19**

Meetings to be called on an Ad hoc basis until Cemetery House renovation scheme completed.

**835. Chair's Report on the Committee Activities of the Preceding Year**

To be held in abeyance until next meeting.

**836. Financial**

Bank Balance £5,078.18 @ 17/06/2019

**Received since 25/03/19**

- Inscription £75 (Gatehouse Plaque) - £75.00
- Interment £650 (Plot 101) - £650.00
- Plot Purchase £250 (Plot 101) - £250.00
- Interment £650 (Plot 110) - £650.00
- Plot Purchase £250 (Plot 110) - £250.00

**Spent since 25/03/19**

- Clerk (Jan-Feb pay & expenses) - £448.29

- HMRC (PAYE) – £101.00
- Creighton Hall £15.00 x 1 (25/03/2019) – £15.00
- NCC Council Tax x 3 (Apr @ £246.65, May @ £248 & Jun @ £248) - £742.65
- Northumbrian Water Charges x 3 (Apr @ £14.85, May @ £14.84 & Jun @ £14.84) - £44.53
- Npower Electricity Charges x 2 (Apr @ £24.62, & Jun @ £14.97) - £39.59
- Contractor – grass cuts April - £366.48
- Landlord Insurance (2019/20) - £369.86

**Cheques Required**

- Clerk (March, April & May pay £460.50 & expenses £30.59) - £491.09
- HMRC (PAYE) – £113.00
- Creighton Hall (01/07/2019) – £15.00
- Contractor grass cuts, (weed kill £204.00) May £549.72 & June £366.48 - £1,120.20

**Reports**

- Insurance Quote – Landlord unoccupied renewal quote £401; phoned and asked for cover during renovation works, annual quote reduced to £369 – previous year £349.
- NB. Bank balance after paying above cheques will be £2,721.03

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

- Task force meeting held on 1<sup>st</sup> July 2019; Recommendations - members noted that a Public Works Loan Board application for £25,000 had been successful. This completed the finance package necessary to undertake the renovation project. The length of time that the finance application procedure required exceeded the validity period of the builder's quotation. The builder has been asked to requote for the work which is unlikely to commence before the autumn. Milestones and timescales for the grant will need to be rearranged with Northumberland County Council.

**838. Maintenance of Cemetery**

- Request for vase memorial – members requested that the Clerk draft a letter to the applicant defining the grass maintenance problems, Cemetery Regulations etc.
- Collapsing wall and soil dumping complaint – Neighbours alleged soil from grave dig placed on their side of wall. Discussed with undertaker of nearby recent grave with substantial subsidence. He brought the matter to the attention of his grave digger and the excess soil was used to top up grave.

**839. Items for Next Agenda**

Letting Rules/Conditions/Regulations for Cemetery House

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

TBC

<b>EJBC RECEIPTS and PAYMENTS ACCOUNT</b>			
	Position as 21st June 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>	£ 1,300.00
£ 1,000.00		<b>Purchase Plot</b>	£ 500.00
£ 500.00		<b>Ashes/ Headstones</b>	£ -
£ 375.00		<b>Additional Inscriptions</b>	£ 75.00
£ -		<b>Fix a Plaque</b>	£ -
<b>£ 8,117.84</b>		<b>TOTAL RECEIPTS</b>	<b>£ 1,875.00</b>
<b>PAYMENTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ 2,921.74		<b>Salary &amp; Expenses</b>	£ -
£ 147.64		<b>Electricity</b>	£ -
£ 3,324.00		<b>Grass Cutting</b>	£ 366.48
£ 1,728.67		<b>Water Rates/ Council Tax</b>	£ 787.18
£ 88.75		<b>Room Hire</b>	£ -
£ 2,371.00		<b>Insurance</b>	£ -
£ 349.86		<b>Other Payments</b>	£ 38.49
£ 255.00		<b>VAT</b>	£ 1.10
£ 48.33			
<b>£ 11,234.99</b>		<b>TOTAL PAYMENTS</b>	<b>£ 1,193.25</b>
-£ 3,117.15		Increase/Decrease in Funds	£ 681.75
£ 7,956.02		Funds at start of the year	£ 4,396.43
<b>£ 4,396.43</b>		<b>Funds at end of the year</b>	<b>£ 5,078.18</b>

### Requested Proposed Vase Memorial (Agenda Item 838)



The dimensions they'd like are 6" x 6" x 6", with black writing and a silver flower container.

#### **Extract from Cemetery Regulations**

3. The Committee is responsible for grass cutting; therefore, no part of the grave should be planted with trees or shrubs, or anything which would impede maintenance.
9. A minimum period of 6 months must be allowed after the interment date before a memorial can be erected, to allow for grave settlement. All memorials must be in the form of headstones the maximum height of which is to be 2 foot 6 inches (760 mm). The headstones are to be anchored to a robust foundation and erected by an EJBC authorised monumental mason. The plot number of the grave shall be clearly marked on the headstone.