

Embleton Joint Burial Committee

Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on
Thursday 5th December 2019

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

In Attendance: Linda Lacy NCC & Tom Johnson Glendale Gateway Trust

Clerk: Geoff Newcombe

851. Apologies for absence

Received from Cllrs Bob Foster-Smith and David Cooper

852. Declarations of Interest

None declared

853. Confirmation of the minutes of the last meeting held 18th November 2019

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

Proposer: Derek Gerrard

Seconder: Elizabeth Pearson

Vote: Unanimous

854. Matters arising

A Request for Renovation Grant information from Craster PC Parish Clerk has been received for precept assessment: -

- detailed cashflow projection
- quarterly cash flow
- risk assessment

Members wished to wait for copy of the relevant CPC minuted request before making a response.

855. Long Term Business Plan for Cemetery/House

- Linda Lacy (LL), Community Housing Officer & Tom Johnson from Glendale Gateway Trust attended to advise on Letting Rules/Conditions/Regulations, Maintenance and Management for the renovated Cemetery House.

They provided: -

- an example tenancy agreement
- an action list including: -
 - the process that organisations must follow to enable community led homes to be let through Homefinder
 - An example of a Local Letting Policy
 - An example of a Management Agreement for the letting, management and repairs/maintenance of CLH
 - Obtain letting valuation of the property as renovated both with and without carpeting
 - EPC/EJBC to register with Homefinder at least 4 weeks before completion
 - EJBC should publicise that local potential tenants should register with Homefinder as soon as possible (TH to prepare article for Net/Whinstone Times/Websites and Notice Boards with copies of any publicity to LL)

Members agreed to study the circulated documents and meet again to formulate a suitable local lettings and management criteria/policy. The Clerk was asked to contact registered providers regarding the potential for EPC/EJBC to enter a management and maintenance contract for the property.

856. Financial

Cheques Required

| | |
|---------------------------------|---------|
| Clerk (November pay & expenses) | £206.48 |
| HMRC (PAYE) | £50.80 |

Proposer: Elizabeth Pearson
 Seconder: Andrew Chillingsworth
 Vote: Unanimous

857. Maintenance of Cemetery

- Notice Board
 - In minute 848 members resolved to purchase a new notice board for the Cemetery gateway, an A2 Plain border frame @ £69 +Vat. Options on a coloured frame were asked for and this would cost £135 + VAT; both plus delivery £6.00. Members were minded to proceed with the plain border frame as originally resolved and minuted.

858. Items for Next Agenda

- Formulate a suitable local lettings, maintenance and management criteria/policy

859. Date and Time of Next Meeting

- Monday 6th January 2020 @ 14:00

| EJBC RECEIPTS and PAYMENTS ACCOUNT | | | |
|------------------------------------|---------------------------|--|--------------------|
| | | | |
| | Position as at 29/12/2019 | Joint Burial Board - Year Ending 31st March 2020 | |
| RECEIPTS | | | |
| Last Year | | | This Year |
| £ - | | Precept | £ - |
| £ 392.84 | | Refunds | £ - |
| £ 5,850.00 | | Burial Authority | £ 3,900.00 |
| £ 1,000.00 | | Purchase Plot | £ 500.00 |
| £ 500.00 | | Ashes/ Headstones | £ 950.00 |
| £ 375.00 | | Additional Inscriptions | £ 225.00 |
| £ - | | Fix a Plaque | £ - |
| £ 8,117.84 | | TOTAL RECEIPTS | £ 5,575.00 |
| PAYMENTS | | | |
| Last Year | | | This Year |
| £ 2,921.74 | | Salary & Expenses | £ 1,403.14 |
| £ 147.64 | | Electricity | £ - |
| £ 3,324.00 | | Grass Cutting | £ 3,275.84 |
| £ 1,728.67 | | Water Rates/ Council Tax | £ 2,384.83 |
| £ 88.75 | | Room Hire | £ 30.00 |
| £ 2,371.00 | | Insurance | £ 369.86 |
| £ 349.86 | | Other Payments | £ 623.42 |
| £ 255.00 | | VAT | £ 68.68 |
| £ 48.33 | | | |
| £ 11,234.99 | | TOTAL PAYMENTS | £ 8,155.77 |
| -£ 3,117.15 | | Increase/Decrease in Funds | -£ 2,580.77 |
| £ 7,956.02 | | Funds at start of the year | £ 4,396.43 |
| £ 4,396.43 | | Funds at end of the year | £ 1,815.66 |