

Embleton Joint Burial Committee

Minutes

of the Virtual Meeting held on Monday 29th June` 2020

Present: Terry Howells; Chair (TH), Margaret Brooks (MB), John Roper (JR),
Derek Gerrard (DG), Andrew Chillingsworth (AC),
Clerk: Geoff Newcombe
Attendee: George Robertson

889. Apologies for absence

Apologies were received from Councillor Elizabeth Pearson,

890. Declarations of Interest

None Declared

891. Confirmation of the minutes of the last meeting held 26th May 2020

The minutes were agreed as a true record.

Proposer: John Roper

Seconder: Andrew Chillingsworth

Unanimous

892. Matters arising

A memorial seat request was previously discussed (Minute 895); A site meeting was held and a location and standard agreed. The applicants have submitted wording and specification in writing in accordance with our requirements. They have also volunteered to repair the wall which is behind the proposed location; I have asked for repair materials specification to be used etc; before commencement of work.

893. Long Term Business Plan for Cemetery/House

- Renovation Project report – Cllr Chillingsworth referred to the written progress report provided. The hob and oven unit for the kitchen have been selected and the safe has been removed. The holly tree in the garden has been removed. No requests for approved changes to the price have been received from the contractor. The financial position was reported and felt to be on target within the original estimated cost and budget.
- Flooring options for cemetery house renovation - Cllr Chillingsworth outlined the flooring options as per details circulated and said that a deposit would be required for the chosen option.

894. Financial

Bank Balance £11,327.11 @ 19/06/2020

Spent and Received since 26/05/2020

Clerk (February, March & April pay & expenses)	-£550.51	BP
EPC/HMRC (PAYE)	-£128.80	BP
Contractor (April)	-£743.36	BP
Water Charges (June)	-£13.35	DD
Memorial Fee (Plot 93)	+£250.00	CHQ
Burial Fee (Plot 45c)	+£650.00	BGC

Payments Required

Clerk (May pay & expenses)	-£201.65	BP
EPC/HMRC (PAYE)	-£41.80	BP
Contractor (May & June)	-£805.44	BP
Property Insurance 2020/21	-£300.94	BP

Proposer: Derek Gerrard
Secunder: Andrew Chillingsworth
Vote: Unanimous

895. Administration of Cemetery

- Holiday development on land adjacent to cemetery car park – The development owner stated that during funerals there would be no parking on cemetery land or nuisance noise produced audible on cemetery land. He requested that Clerk informed him by email/text of funeral occurrences to be able to comply. Also parking on land to south of Eleanor's Byre where advertising boards stand would be made available for funeral parking. He also stated that absorbent and composting toilet available for occupants of the holiday accommodation. Councillor Margaret Brooks reminded the meeting that the cemetery was situated in Craster PC should any planning requests be made.
- Reviewed cemetery Charges (appended)
- Property Insurance – Competitive quotes sought from alternative broker. Our original broker came back with a lower price and three cover level options. Comment received suggested to stick with level 1 cover that we already have. Insurance cover will be reviewed when we let property.

896. Items for Next Agenda

- Management and Lettings
- Site Visit to Cemetery House

897. Date and Time of Next Meeting

03/08/2020 @ 18:00

EJBC RECEIPTS and PAYMENTS ACCOUNT				
	Expected Position 27/05/2020	Joint Burial Board - Year Ending 31st March 2021		
RECEIPTS				
Last Year				This Year
£ -		Precept		£ -
£ 95.00		Refunds		£ 10,338.62
£ 4,550.00		Burial Authority		£ 650.00
£ 500.00		Purchase Plot		£ -
£ 950.00		Ashes/ Headstones		£ -
£ 225.00		Additional Inscriptions		£ -
£ -		Fix a Plaque		£ -
£ 6,320.00		TOTAL RECEIPTS		£ 10,988.62
PAYMENTS				
Last Year				This Year
£ 1,703.21		Salary & Expenses		£ 649.27
£ 94.75		Electricity		£ 33.45
£ 3,275.84		Grass Cutting		£ 926.60
£ 2,627.06		Water Rates/ Council Tax		£ 41.67
£ 60.00		Room Hire		£ -
£ 369.86		Insurance		£ -
£ 693.55		Other Payments		£ 45.54
£ 89.29		VAT		£ 4.50
£ 8,913.56		TOTAL PAYMENTS		£ 1,701.03
-£ 2,593.56		Increase/Decrease in Funds		£ 9,287.59
£ 4,396.43		Funds at start of the year		£ 1,802.87
£ 1,802.87		Funds at end of the year		£ 11,090.46

Fees for Cemetery Services

Table of Fees 2019/20				2020/21
Spitalford Cemetery		Alnwick	Prudhoe	Spitalford
Burial fee	£650	£370 (sgl) ¹ £580 (dbl) £210 (ashes)	£604 £662 £252 (ashes)	£663
Purchase of plot/Right of Burial	£250	£640 ² £350 (ashes)	£152 £137(ashes)	£255
Permission for erecting a headstone	£250	£150 + £125 for base	£362	£255
Child up to 16yrs	£0	£0	£0/175	
Permission for additional inscription	£75	£35	£68	£77
Permission to fix a plaque to the memorial wall	£200	N/A	N/A	£204
Grave digging: New Double depth grave New single depth grave Re-open grave Child under 15yrs Child not over 1yr	As arranged between undertaker and grave digger	Included in burial fee	Not specified	
Burial of ashes				
Miscellaneous Charges: Search of Records Register Transfer/cancellation of Rights of Burial		£30 min £50	£47-95 £63-126	

¹Includes grave digging

²Includes memorial permission

Appended are full tables of fees for Alnwick and Prudhoe cemeteries. There are several variations for children of various ages and re-opening of graves. Fees are also charged for searches of records, re-assignment/cancellation of burial rights and interments during week-ends and specified holidays.