

Local Government Act 1972

Whalley Parish Council

Whalley, Wiswell & Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 9th October 2024 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting.
The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

1.	Attendance & Apologies																																																																																																																																																																																					
	Present: Cllr Carlton, Cllr Highton (Chairman), Cllr Scholfield, Cllr Vickers. Apologies: Cllr Allen, Cllr Chiappi, Cllr Heyworth, Cllr Threlfall. In Attendance: Liz Haworth (Clerk)	88/24																																																																																																																																																																																				
2.	Declaration of Interests																																																																																																																																																																																					
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	89/24																																																																																																																																																																																				
3.	To Approve the Minutes of the Previous WWBJBC Meeting																																																																																																																																																																																					
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 10 th July 2024.	90/24																																																																																																																																																																																				
4.	Financial Reports July, August and September 2024.																																																																																																																																																																																					
	It was resolved to Approve the Accounts, Payments, Receipts & Balances for July, August and September 2024. WWB Joint Burial Committee Minutes Approved Ref No: Cash Book JULY 2024 <table><thead><tr><th>Chq No.</th><th>Date</th><th>Inv Ref</th><th>Payee / Payer</th><th>Description</th><th>Current £</th><th>Reserve £</th><th>Total £</th><th>VAT £</th><th>Net £</th></tr></thead><tbody><tr><td>DD</td><td>01/07/2024</td><td></td><td>Easy Websites</td><td>Website Services</td><td>(21.96)</td><td></td><td>(21.96)</td><td>(3.66)</td><td>(18.30)</td></tr><tr><td>BACS</td><td>03/07/2024</td><td>168</td><td>Dignity Langshaws</td><td>Verrill 801RC</td><td>1,545.00</td><td></td><td>1,545.00</td><td></td><td>1,545.00</td></tr><tr><td>BACS</td><td>05/07/2024</td><td></td><td>L Dawson</td><td>Credit</td><td>10.00</td><td></td><td>10.00</td><td></td><td>10.00</td></tr><tr><td>BACS</td><td>10/07/2024</td><td>166</td><td>Hopkinson</td><td>Hopkinson 246CE</td><td>750.00</td><td></td><td>750.00</td><td></td><td>750.00</td></tr><tr><td>Bankline</td><td>22/07/2024</td><td></td><td>E Haworth</td><td>Salary</td><td>(491.29)</td><td></td><td>(491.29)</td><td></td><td>(491.29)</td></tr><tr><td>Bankline</td><td>22/07/2024</td><td></td><td>HMRC</td><td>ITE136.60 NIS4.60E ENIE94.19</td><td>(285.39)</td><td></td><td>(285.39)</td><td></td><td>(285.39)</td></tr><tr><td>Bankline</td><td>22/07/2024</td><td></td><td>E Haworth</td><td>Re-imbursement Clear Bags</td><td>(36.99)</td><td></td><td>(36.99)</td><td>(6.17)</td><td>(30.82)</td></tr><tr><td>Bankline</td><td>22/07/2024</td><td></td><td>E Haworth</td><td>Re-imbursement Probate Req Mid</td><td>(1.50)</td><td></td><td>(1.50)</td><td></td><td>(1.50)</td></tr><tr><td>Bankline</td><td>22/07/2024 513</td><td></td><td>Abbey Gardening Services</td><td>Grounds Maintenance (June)</td><td>(552.00)</td><td></td><td>(552.00)</td><td>(92.00)</td><td>(460.00)</td></tr><tr><td>Bankline</td><td>22/07/2024 11376</td><td></td><td>HR Partner</td><td>HR Services</td><td>(32.40)</td><td></td><td>(32.40)</td><td>(5.40)</td><td>(27.00)</td></tr><tr><td>Bankline</td><td>22/07/2024 520</td><td></td><td>David Uttley</td><td>Grave Digging Services</td><td>(1,080.00)</td><td></td><td>(1,080.00)</td><td></td><td>(1,080.00)</td></tr><tr><td>BGC</td><td>31/07/2024</td><td></td><td>Reserve Account</td><td>Credit Interest</td><td></td><td>80.67</td><td>80.67</td><td></td><td>80.67</td></tr><tr><td colspan="5">Movement in Month</td><td>(196.53)</td><td>80.67</td><td>(115.86)</td><td>(107.23)</td><td>(8.63)</td></tr><tr><td colspan="5">Cash Book Balance at START of Month</td><td>5,777.68</td><td>61,534.73</td><td>67,312.41</td><td></td><td></td></tr><tr><td colspan="5">Cash Book Balance at END of Month</td><td>5,581.15</td><td>61,615.40</td><td>67,196.55</td><td></td><td></td></tr></tbody></table> Bank Reconciliation <table><thead><tr><th></th><th>Current £</th><th>Reserve £</th><th>Overall £</th></tr></thead><tbody><tr><td>Bank Statement Balance at START of month</td><td>5,777.68</td><td>61,534.73</td><td>67,312.41</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td>0.00</td></tr><tr><td>Cash Book Balance at START of month</td><td>5,777.68</td><td>61,534.73</td><td>67,312.41</td></tr></tbody></table>	Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £	DD	01/07/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)	BACS	03/07/2024	168	Dignity Langshaws	Verrill 801RC	1,545.00		1,545.00		1,545.00	BACS	05/07/2024		L Dawson	Credit	10.00		10.00		10.00	BACS	10/07/2024	166	Hopkinson	Hopkinson 246CE	750.00		750.00		750.00	Bankline	22/07/2024		E Haworth	Salary	(491.29)		(491.29)		(491.29)	Bankline	22/07/2024		HMRC	ITE136.60 NIS4.60E ENIE94.19	(285.39)		(285.39)		(285.39)	Bankline	22/07/2024		E Haworth	Re-imbursement Clear Bags	(36.99)		(36.99)	(6.17)	(30.82)	Bankline	22/07/2024		E Haworth	Re-imbursement Probate Req Mid	(1.50)		(1.50)		(1.50)	Bankline	22/07/2024 513		Abbey Gardening Services	Grounds Maintenance (June)	(552.00)		(552.00)	(92.00)	(460.00)	Bankline	22/07/2024 11376		HR Partner	HR Services	(32.40)		(32.40)	(5.40)	(27.00)	Bankline	22/07/2024 520		David Uttley	Grave Digging Services	(1,080.00)		(1,080.00)		(1,080.00)	BGC	31/07/2024		Reserve Account	Credit Interest		80.67	80.67		80.67	Movement in Month					(196.53)	80.67	(115.86)	(107.23)	(8.63)	Cash Book Balance at START of Month					5,777.68	61,534.73	67,312.41			Cash Book Balance at END of Month					5,581.15	61,615.40	67,196.55				Current £	Reserve £	Overall £	Bank Statement Balance at START of month	5,777.68	61,534.73	67,312.41				0.00				0.00	Cash Book Balance at START of month	5,777.68	61,534.73	67,312.41	91/24
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WWB Joint Burial Committee Minutes Approved Ref No:					Cash Book		AUGUST		2024	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £	
DD	01/08/2024		Easy Websites	Website Services	(21.96)		(21.96)		(21.96)	
BACS	02/08/2024	154	Hounslow	Hounslow P103	610.00		610.00		610.00	
BACS	02/08/2024		L Dawson	Credit	10.00		10.00		10.00	
BACS	16/08/2024	169	Brian Price Ltd	England	1,895.00		1,895.00		1,895.00	
Bankline	19/08/2024		E Haworth	Salary	(491.29)		(491.29)		(491.29)	
Bankline	19/08/2024		E Haworth	HMRC ITE136.60 NIE54.60 ENIE94.19	(285.39)		(285.39)		(285.39)	
Bankline	19/08/2024		E Haworth	Re-imbursement Stationary	(43.20)		(43.20)		(43.20)	
Bankline	19/08/2024		E Haworth	Re-imbursement Cemetery Markers	(168.72)		(168.72)		(168.72)	
Bankline	19/08/2024		HR Partner	HR Services	(23.76)		(23.76)	(3.96)	(19.80)	
Bankline	19/08/2024	542	Abbey Gardening Services Lt	Grounds Maintenance (July)	(552.00)		(552.00)	(92.00)	(460.00)	
Bankline	19/08/2024	JM2689	WEF	Room Hire	(19.00)		(19.00)		(19.00)	
Bankline	19/08/2024	Z3897	Tree Check Ltd	Tree Inspection Report	(324.00)		(324.00)	(54.00)	(270.00)	
BACS	27/08/2024		LCC GCF	Parish Champion Grant - Shed	644.99		644.99		644.99	
BACS	30/08/2024		L Dawson	Credit	10.00		10.00		10.00	
INT	30/08/2024		Reserve Account	Credit Interest		73.43	73.43		73.43	
Movement in Month					1,240.67	73.43	1,314.10	(149.96)	1,464.06	
Cash Book Balance at START of Month					5,581.15	61,615.40	67,196.55			
Cash Book Balance at END of Month					6,821.82	61,688.83	68,510.65			
Bank Reconciliation					Current £	Reserve £	Overall £			
Bank Statement Balance at START of month					5,581.15	61,615.40	67,196.55			
							0.00			
							0.00			
Cash Book Balance at START of month					5,581.15	61,615.40	67,196.55			
WWB Joint Burial Committee Minutes Approved Ref No:					Cash Book		SEPTEMBER		2024	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £	
D/D	02/09/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)	
BGC	02/09/2024		HMRC	VAT Return	1,103.42		1,103.42	1,103.42		
Bankline	04/09/2024	19356	Zurich Insurance	Insurance	(670.31)		(670.31)		(670.31)	
Bankline	23/09/2024		E Haworth	Salary	(499.85)		(499.85)		(499.85)	
Bankline	23/09/2024		HMRC	ITE138.80 NIE55.54 ENIE95.80	(290.14)		(290.14)		(290.14)	
Bankline	23/09/2024	597	Abbey Gardening Services	Grounds Maintenance (August)	(552.00)		(552.00)	(92.00)	(460.00)	
BGC	27/09/2024		L Dawson	Credit	10.00		10.00		10.00	
BGC	27/09/2024		Dignity/Talbot Funeral Ser Whittle P104		510.00		510.00		510.00	
INT	30/09/2024		Reserve Account	Credit Interest		75.97	75.97		75.97	
Movement in Month					(410.84)	75.97	(334.87)	1,007.76	(1,342.63)	
Cash Book Balance at START of Month					6,821.82	61,688.83	68,510.65			
Cash Book Balance at END of Month					6,410.98	61,764.80	68,175.78			
Bank Reconciliation					Current £	Reserve £	Overall £			
Bank Statement Balance at START of month					6,821.82	61,688.83	68,510.65			
							0.00			
							0.00			
Cash Book Balance at START of month					6,821.82	61,688.83	68,510.65			

5.	To receive an update on the Cemetery Ground Works	
	5.1 The spoil has now been removed from the bottom of the graveyard. 5.2 The path edgings of the lower pathside plots have now been replaced.	92/24 93/24
6.	Cemetery Clean Up Day	
	6.1 The cemetery inspection and maintenance day, held on 25th September 2024, was attended by two members and the clerk. Dead flowers and plants were cleared from graves, and items extending beyond the memorials were placed on memorial stone bases for the attention of plot holders. Non-permitted items, such as solar lights or glass, were either set aside for collection or, if broken, discarded in the bins as per Cemetery Policy. 6.2 It was resolved to approve the next inspection and maintenance day to be held 26 th February 2025, to include the removal of Christmas wreaths.	94/24 95/24

7.	Memorial Safety	
	At a previous meeting, the committee decided to repair damaged or unsafe memorial stones, rather than laying them flat, in order to uphold the cemetery's high standards. A total of 45 memorials have been addressed by a BRAMM-registered stonemason. The costs, which will be recovered from plot holders who will be contacted soon, included £190 for refitting ground anchors and £30 for applying adhesive to flags, with charges allocated accordingly.	96/24
8.	Storage Shed	
	The Cemetery has received a Parish Champion Grant for £644.99 to purchase a shed to keep maintenance equipment and items tidy and secure. It was resolved to approve the site of the shed and create a base for the shed at a cost of £750.	97/24
9.	Gates	
	The committee discussed the quotes received to replace the 2 large entrance gates and resolved to employ SD Cox to carry out the works at a cost of £2300.	98/24
10.	Benches	
	The committee resolved to contact the owners of benches in poor condition around the cemetery, asking them to either renovate, replace or remove the benches. The cemetery is offering a bench memorial scheme for £950, covering a 10-year period (details available at https://www.whalleyparishcouncil.org.uk/uploads/otherDocuments/files/Memorial%20Bench%20Policy%20&%20Application%20Form.pdf). Alternatively, bench holders may choose to purchase and maintain their own bench, retaining ownership and responsibility for its upkeep throughout its lifespan.	99/24
11.	Tree Report	
	The committee reviewed the tree inspection report and resolved to contact a tree surgeon to quote for the recommended works. Cllr Vickers to follow up.	100/24
12.	Website	
	It was resolved for the Cemetery to have its own website to enable clarity to display cemetery specific information to plot holders and users at a cost of £25.30 per month. Whalley, Wiswell & Barrow Parish Councils will display uniformed information and a link to the new Cemetery website on their respective websites.	101/24
13.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item. An item was discussed following contact from the office of Jonathan Hinder MP.	102/24
13.	Next Meeting Dates	
	It was resolved to approve the next meeting date of Wednesday 8 th January 2025 at 7.00pm at Whalley Old Grammar School.	103/24

Meeting closed at 8.10pm

Draft Minutes Subject To Confirmation

Signed by Chairman:

Date:

Councillor Martin Highton