



## MINUTES

WHALLEY, WISWELL and BARROW JOINT BURIAL COMMITTEE  
The Old Grammar School, Station Road, Whalley, BB7 9RH  
Wednesday, 10 August 2022 at 11.00am

### 22/301 IN ATTENDANCE:

Cllrs Mr Martin Highton (Chairman, Whalley Parish Council), Mr Alan Scholfield (Vice-Chairman, Wiswell Parish Council) and Mrs Jean Brown (Former Chairman, Barrow Parish Council)

### 22/302 DECLARATION OF INTERESTS

There were no declarations of interest

### 22/303 MINUTES

The minutes of the last meeting, 24 June 2022 were approved as a true record and signed by the Joint Chairmen

### 22/304 ANNUAL RETURN

The Annual Return to the external auditor, section 1, was considered, approved and signed by Councillor Highton on behalf of the Joint Chairmen

### 22/305 ANNUAL RETURN

The Annual Return to the external auditor, section 2, was considered, approved and signed by Councillor Highton on behalf of the Joint Chairmen. It was agreed that the return should be submitted

### 22/306 FINANCE & ACCOUNTS FOR PAYMENT

Councillor Highton gave a brief financial report and the following accounts for payment were agreed:

L D salary	£375.93
HMRC tax	£93.80
L D expenses Jul	£83.76
Abbey Gardening	£450
W E F	£20

### 22/307

There was a further review [REDACTED] and it was reported that the receipt of form ET3 for the claim against Wiswell Parish Council had been acknowledged but there was still no requirement to respond to the claim against the J B C.

### 22/308 ADMINISTRATION

There had been good progress with the outstanding cemetery administration with most of the burial grants and ledger entries having been completed

### 22/309 ADMINISTRATION SOFTWARE

Following discussions with ICCM, two further potential suppliers of cemetery administration software have been identified. They will be contacted by Councillor Highton and the options offered compared with the initial quotation

### 22/310 CONSTITUTION

It was agreed that the proposal to set up a new constitution which will include changing the administration of the cemetery from a joint committee to a sub-committee of Whalley Parish Council but still maintaining representative membership to Barrow and Wiswell parish councils would be on the agenda for the next meetings of each of the three councils

### 22/311 MEMORIAL REQUEST

It was resolved that the memorial application for plot 654A, Whatmough would be approved

**22/312 OTHER MATTERS**  
There were no further matters discussed

**22/313 NEXT MEETING**  
The date of the next meeting is t b c

Signed

**Martin Highton, Chairman Whalley Parish Council**

Signed

**Alan Scholfield, Vice-Chairman Wiswell Parish Council**

Signed

**Jean Brown, Former Chairman Barrow Parish Council**