



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 10<sup>th</sup> April 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.

|           |   |       |
|-----------|---|-------|
| <b>1.</b> | <b>Attendance &amp; Apologies</b>   |       |
|           | Present: Cllr Chiappi, Cllr Heyworth, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers.<br>Apologies: Cllr Allen, Cllr Carlton, Cllr Pursgrove.<br>In Attendance: Liz Haworth, Clerk, Cllr Scholfield, Mike Hill (Barrow Clerk), one member of the public. | 45/24 |
| <b>2.</b> | <b>Declaration of Interests</b>   |       |
|           | There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.   | 46/24 |
| <b>3.</b> | <b>To Approve the Minutes of the Previous WWBBC Meeting</b>   |       |
|           | It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 10 <sup>th</sup> January 2024.   | 47/24 |
| <b>4.</b> | <b>Cemetery Checks</b>  |       |
|           | Members of the Committee attended a Cemetery Clean Up Session on Wednesday 20 <sup>th</sup> March 2024. Time was spent tidying graves of broken items, dead flowers and seasonal wreaths.   | 48/24 |
|           | A number of memorials are in breach of the rules and grave owners are to be written to and reminded of the Cemetery Rules.  | 49/24 |
|           | Maintaining the Cemetery's standards and upkeep is crucial, as it ensures the health and safety of our contractors and volunteers. Grave holders must comply with the Cemetery's rules to facilitate high-quality ground maintenance.                           | 50/24 |
|           | Unpermitted items such as glass were removed from graves and placed by the bin storage area.  | 51/24 |
|           | Items left behind graves were removed and depending on condition were either disposed of or left by the bin storage area.   | 52/24 |

|           |   |  |
|-----------|---|--|
|           | <p>Pathside Plot Plants and Memorial items must not exceed the plinth area of the plot. The number of ornaments and other objects was exceeded on several plots and will either need to be addressed or will be removed by the Committee.</p> <p>No items must spill out into the lawn areas as this disrupts the grass cutting and ground maintenance. These items will be removed.</p> <p>No glass items are permitted for obvious reasons, no spiked items, or solar lights and will be removed.</p> <p>The graves will continue to be monitored for care.</p> <p>The path edgings need some maintenance work and will be attended to once the weather improves.</p> <p>Watering Cans are to be purchased and kept by the water taps.</p> <p>The next Committee Clean up Session will be held on Wednesday 26<sup>th</sup> June 2024 at 2pm.</p> | <p>53/24</p> <p>54/24</p> <p>55/24</p> <p>56/24</p> <p>57/24</p> <p>58/24</p> <p>59/24</p> |
| <b>5.</b> | <b>Memorial Safety</b>  |  |
|           | <p>Memorials with Safety Issues requiring repair are ongoing. The Cemetery Grave Digger and Memorials will be addressing these over the coming months.</p>  | 60/24  |
| <b>6.</b> | <b>Removal of Spoil</b>   |  |
|           | <p>The spoil from the bottom of the graveyard has still to be removed. The poor ground conditions have affected progress as we don't want to damage the lawns under these wet conditions.</p>   | 61/24  |
| <b>7.</b> | <b>Memorial Stones and Information Board</b>  |  |
|           | <p>A discussion took place to consider the report sent in by Barrow Parish Council.</p> <p>7.1. To find a permanent home for the memorial stones currently kept at Barrow School.</p> <p>It was resolved that the Barrow Representatives would investigate the features of the memorial stones and whether they would be affected by being outdoors. Details will be sought as to the number of stones and area they would require to be displayed.</p> <p>7.2. The placement of an Information Notice board.</p> <p>It was resolved that the Committee would consider the placement of an Information Notice Board. Further details are to be provided at a further meeting.</p>   | <p>62/24</p> <p>63/24</p> <p>64/24</p>   |
| <b>8.</b> | <b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>  |  |
|           | <p>Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.</p> <p>The clerk gave an update of recent communications and general information on the grounds.</p>   | 65/24  |

**9. Financial Reports January, February & March 2024.**

It was resolved to Approve Accounts, Payments, Receipts & Balances.

66/24

| WWB Joint Burial Committee               |            |         |                         | Cash Book                       | JANUARY           |                  | 2024              |                |                   |
|--|------------|---------|-------------------------|---------------------------------|-------------------|------------------|-------------------|----------------|-------------------|
| Approved Minutes Ref No:                 |            |         |                         |                                 |                   |                  |                   |                |                   |
| Chq No.                                  | Date       | Inv Ref | Payee / Payer           | Description                     | Current           | Reserve          | Total             | VAT            | Net               |
|  |            |         |                         |                                 | £                 | £                | £                 | £              | £                 |
| D/D                                      | 02/01/2024 |         | Easywebsites            | Web Services                    | (21.96)           |                  | (21.96)           | (3.66)         | (18.30)           |
| BACS CR                                  | 02/01/2024 | 142     | S Brown                 | Reserved Plot RC828             | 560.00            |                  | 560.00            |                | 560.00            |
| BACS CR                                  | 08/01/2024 | 137     | Champs Funeral          | Holden CE794                    | 1,320.00          |                  | 1,320.00          |                | 1,320.00          |
| Bankline                                 | 10/01/2024 |         | L Dawson                | Pay (19/08/23-04/09/23)& IT Adj | (354.28)          |                  | (354.28)          |                | (354.28)          |
| CR                                       | 17/01/2024 | 148     | Turner                  | Reserved Plot P100              | 130.00            |                  | 130.00            |                | 130.00            |
| BACS CR                                  | 22/01/2024 | 145     | Pyett                   | Blackledge CE535 Grant Trf      | 55.00             |                  | 55.00             |                | 55.00             |
| Bankline                                 | 22/01/2024 |         | E Haworth               | Salary                          | (469.71)          |                  | (469.71)          |                | (469.71)          |
| Bankline                                 | 22/01/2024 |         | HMRC                    | ITE134 NIE67.08 ENIE92.57       | (293.65)          |                  | (293.65)          |                | (293.65)          |
| Bankline                                 | 22/01/2024 | 364     | Abbey Gardening Limited | Grounds Maintenance             | (540.00)          |                  | (540.00)          | (90.00)        | (450.00)          |
| BACS CR                                  | 24/01/2024 | 147     | Fitzpatrick             | O'Saughnessy W65                | 920.00            |                  | 920.00            |                | 920.00            |
| BACS CR                                  | 24/01/2024 | 146     | William Alty & Son      | Cross CE008                     | 2,070.00          |                  | 2,070.00          |                | 2,070.00          |
| BACS CR                                  | 25/01/2024 | 149     | Uttley Memorials        | Bean 241                        | 30.00             |                  | 30.00             |                | 30.00             |
| CHQ CR                                   | 30/01/2024 | 134     | Gaskill                 | Reserved Plot RC828             | 750.00            |                  | 750.00            |                | 750.00            |
| CR INT                                   | 31/01/2024 |         | Interest                | Reserve Account Interest        |                   | 80.09            | 80.09             |                | 80.09             |
| <b>Movement in Month</b>                 |            |         |                         |                                 | <b>4,155.40</b>   | <b>80.09</b>     | <b>4,235.49</b>   | <b>(93.66)</b> | <b>4,329.15</b>   |
| Cash Book Balance at START of Month      |            |         |                         |                                 | 5,728.48          | 61,091.70        | 66,820.18         |                |                   |
| <b>Cash Book Balance at END of Month</b> |            |         |                         |                                 | <b>9,883.88</b>   | <b>61,171.79</b> | <b>71,055.67</b>  |                |                   |
| WWB Joint Burial Committee               |            |         |                         | Cash Book                       | FEBRUARY          |                  | 2024              |                |                   |
| Approved Minutes Ref No:                 |            |         |                         |                                 |                   |                  |                   |                |                   |
| Chq No.                                  | Date       | Inv Ref | Payee / Payer           | Description                     | Current           | Reserve          | Total             | VAT            | Net               |
|  |            |         |                         |                                 | £                 | £                | £                 | £              | £                 |
| D/D                                      | 01/02/2024 |         | Easy Websites           | Website Services                | (21.96)           |                  | (21.96)           | (3.66)         | (18.30)           |
| DPC                                      | 05/02/2024 | 152     | Stevenson Memorials     | O'Connor 4528                   | 30.00             |                  | 30.00             |                | 30.00             |
| BGC                                      | 06/02/2024 | 144     | Langshaw Calverly       | Whitham CE647                   | 775.00            |                  | 775.00            |                | 775.00            |
| BAC                                      | 08/02/2024 | 140     | F Quigley               | Tattersall 352                  | 460.00            |                  | 460.00            |                | 460.00            |
| BGC                                      | 09/02/2024 | 155     | Kenneth Fraser Ltd      | Ireland 668                     | 30.00             |                  | 30.00             |                | 30.00             |
| BAC                                      | 13/02/2024 | 151     | Barnes                  | Parker W67                      | 920.00            |                  | 920.00            |                | 920.00            |
| Bankline                                 | 19/02/2024 |         | E Haworth               | Salary                          | (469.71)          |                  | (469.71)          |                | (469.71)          |
| Bankline                                 | 19/02/2024 |         | HMRC                    | ITE134 NIE67.08 ENIE92.57       | (293.65)          |                  | (293.65)          |                | (293.65)          |
| Bankline                                 | 19/02/2024 | JM2493  | WEP                     | Room Hire                       | (20.00)           |                  | (20.00)           |                | (20.00)           |
| Bankline                                 | 19/02/2024 | 498     | David Uttley            | Grave Digging Services          | (950.00)          |                  | (950.00)          |                | (950.00)          |
| Bankline                                 | 19/02/2024 | 387     | Abbey Gardening Limited | Grounds Maintenance             | (540.00)          |                  | (540.00)          | (90.00)        | (450.00)          |
| Bankline                                 | 22/02/2024 | 150     | Champs Funeral Services | White W66                       | 860.00            |                  | 860.00            |                | 860.00            |
| CR INT                                   | 29/02/2024 |         | Interest                | Reserve Account Interest        |                   | 70.47            | 70.47             |                | 70.47             |
| <b>Movement in Month</b>                 |            |         |                         |                                 | <b>779.68</b>     | <b>70.47</b>     | <b>850.15</b>     | <b>(93.66)</b> | <b>943.81</b>     |
| Cash Book Balance at START of Month      |            |         |                         |                                 | 9,883.88          | 61,171.79        | 71,055.67         |                |                   |
| <b>Cash Book Balance at END of Month</b> |            |         |                         |                                 | <b>10,663.56</b>  | <b>61,242.26</b> | <b>71,905.82</b>  |                |                   |
| Approved Minutes Ref No:                 |            |         |                         | Cash Book                       | MARCH             |                  | 2024              |                |                   |
| Chq No.                                  | Date       | Inv Ref | Payee / Payer           | Description                     | Current           | Reserve          | Total             | VAT            | Net               |
|  |            |         |                         |                                 | £                 | £                | £                 | £              | £                 |
| D/D                                      | 01/03/2024 |         | Easy Websites           | Website Services                | (21.96)           |                  | (21.96)           |                | (21.96)           |
| BAC                                      | 01/03/2024 | 153     | Ministry of Justice     | Grimshaw CE0022                 | 1,830.00          |                  | 1,830.00          |                | 1,830.00          |
| BAC                                      | 19/03/2024 |         | HMRC                    | PAYE Refund                     | 332.89            |                  | 332.89            |                | 332.89            |
| BAC                                      | 20/03/2024 |         | HMRC                    | VAT Reclaim                     | 909.17            |                  | 909.17            | 909.17         | 0.00              |
| Bankline                                 | 25/03/2024 |         | E Haworth               | Salary                          | (469.71)          |                  | (469.71)          |                | (469.71)          |
| Bankline                                 | 25/03/2024 |         | HMRC                    | ITE134 NIE67.08 ENIE92.57       | (293.65)          |                  | (293.65)          |                | (293.65)          |
| Bankline                                 | 25/03/2024 | 4925741 | Water Plus              | Water Charges                   | (215.39)          |                  | (215.39)          |                | (215.39)          |
| Bankline                                 | 25/03/2024 | 504     | David Uttley            | Grave Digging Services          | (660.00)          |                  | (660.00)          |                | (660.00)          |
| Bankline                                 | 25/03/2024 | 413     | Abbey Gardening Limited | Grounds Maintenance             | (540.00)          |                  | (540.00)          | (90.00)        | (450.00)          |
| Bankline                                 | 25/03/2024 | 11082   | HR Partners             | Jan Ad Hoc HR Support           | (1,982.16)        |                  | (1,982.16)        | (330.36)       | (1,651.80)        |
| Bankline                                 | 25/03/2024 | 11084   | HR Partners             | Feb Ad Hoc HR Support           | (1,059.84)        |                  | (1,059.84)        | (176.64)       | (883.20)          |
| Bankline                                 | 28/03/2024 |         | L Dawson                | Settlement                      | (5,000.00)        |                  | (5,000.00)        |                | (5,000.00)        |
| CR INT                                   | 28/03/2024 |         | Interest                | Reserve Account Interest        |                   | 68.12            | 68.12             |                | 68.12             |
| <b>Movement in Month</b>                 |            |         |                         |                                 | <b>(7,170.65)</b> | <b>68.12</b>     | <b>(7,102.53)</b> | <b>312.17</b>  | <b>(7,414.70)</b> |
| Cash Book Balance at START of Month      |            |         |                         |                                 | 10,663.56         | 61,242.26        | 71,905.82         |                |                   |
| <b>Cash Book Balance at END of Month</b> |            |         |                         |                                 | <b>3,492.91</b>   | <b>61,310.38</b> | <b>64,803.29</b>  |                |                   |

**10. Next Meeting Dates**

It was resolved to approve the next meeting date of Wednesday 10<sup>th</sup> July 2024 at 7.00pm at Whalley Old Grammar School.

67/24

Meeting Closed at 8pm.

*Draft Minutes Subject to Confirmation*

Signed by Chairman:  
Councillor Martin Highton

Date: