



**MINUTES  
ZOOM MEETING  
WHALLEY, WISWELL and BARROW JOINT BURIAL COMMITTEE  
Friday, 5 February 2021 at 1.30pm**

**IN ATTENDANCE:**

Cllrs Mr D Sleight (Chairman), Mr S Houghton (Vice-Chairman), Mrs J Brown, Mrs M Robinson, Mr J Threlfall, Ms G Smith (observing) and Ms Lynne Dawson (Registrar)

**050221/01 APOLOGIES**

None received.

**050221/02 MINUTES 6 NOVEMBER 2020**

**RESOLVED:** The above Minutes were signed as a correct record by the Chairman.

**050221/03 MATTERS ARISING**

None

**050221/04 RENEWAL OF RIBBLE VALLEY BOROUGH COUNCIL WASTE CONTRACT**

The Registrar had emailed details of the new price provided by RVBC to the members prior to the meeting.

**RESOLVED:** the Registrar authorised to accept a new contract (1.4.21-31.3.22) up to £300.00 for the year.

**050221/05 GROUNDS MAINTENANCE – RENEWAL OF CONTRACT**

**RESOLVED:** the Registrar confirmed the cost per month of the above via Abbey Gardening Services Limited would be £430 per month. Payments of this amount to commence 1 April 2021.

**050221/06 DEVELOPMENT OF CEMETERY**

The Chairman gave a brief overview of what had been considered in respect of the new Memorial Garden.

**COMMENT:** the report was noted. The Committee would also meet on site (hopefully prior to their next meeting in May, subject to Covid 19 restrictions), to discuss future development of the Cemetery.

**050221/07 RENEWAL OF PATHS**

Following the email dated 10 November 2020, forwarded by the Registrar to the Committee detailing works, materials and costs in respect of the 1<sup>st</sup> tranche, the Chairman and Registrar had met on site with the contractor to discuss the matter further.

**RESOLVED:** to appoint Abbey Gardening Services Limited to carry out the works and authorise a spend of up to £3,000.00 (detailed in the email dated 10 November 2020) in respect of the 1<sup>st</sup> tranche.

- (a) **Delegated Authority** – the Registrar had circulated an email regarding important/urgent matters that required dealing with during the periods between scheduled meetings of the Committee.

**RESOLVED: The Joint Burial Committee delegated authority to the Registrar to action matters of importance and urgency, (after consulting with the Chairman and/or Vice-Chairman). Such action to be reported to the Joint Burial Committee at the next scheduled meeting.**

- (b) **BDO Audit Report 2019/2020** – the Registrar had emailed a copy of the report received from BDO dated 19 November 2020

**RESOLVED: following consideration of the issues raised in the report, the return including BDO's certificate was APPROVED and accepted by the members.**

- (c) **Accounts 2020/2021:**

The financial accounts, together with current bank statements had been emailed to the Committee prior to the meeting. The Registrar noted that cheque 1686 Tree Check Limited Invoice Z3329 in the sum of £210.00 had been stopped because the payee had not received the same.

**RESOLVED: the accounts, together with the action re the stopped cheque were APPROVED.**

- (d) **Payments:**

PAYEE	DESCRIPTION	INVOICE/MINUTE	DATE	AMOUNT £ (inc. VAT)
Tree Check Limited <i>(Cheque stopped – not received by payee)</i>	Tree Inspection	Z3329	12/11/2020	210.00 (Cheque 1686)
David Uttley	Grave digging	303	19/11/2020	450.00 (Cheque 1687)
BDO	Audit 2019/20	2070267	19/11/2020	240.00 (Cheque 1688)
Abbey Gardening Services Limited	Grounds Maintenance – September/October 2020	3001/3025	19/11/2020	800.00 (Cheque 1689)
Abbey Gardening Services Limited	Making good Plot 739	3039	19/11/2020	60.00 (Cheque 1690)
Abbey Gardening Services Limited	Grounds Maintenance – November 2020	3044	21/01/2021	400.00 (Cheque 1691)
Tree Check Limited <i>(to replace Cheque 1686 above)</i>	Tree Inspection	Z3329	21/01/2021	210.00 (Cheque 1692)
Abbey Gardening Services Limited	Grounds Maintenance – December 2020	3093	05/02/2021	400.00 (Cheque 1693)
Abbey Gardening Services Limited	Grounds Maintenance – January 2021	3099	05/02/2021	400.00 (Cheque 1694)
Anzo Tech Limited	IT Support etc	686	05/02/2021	351.35 (Cheque 1695)
David Uttley	Grave digging	317	05/02/2021	2040.00 (Cheque 1696)

**RESOLVED: the above payments were AGREED and APPROVED.**

- (e) **Cemetery charges 1 April 2021 to 31 March 2022**

**RESOLVED: prices to remain as 2020/2021.**

**050221/09 APPOINTMENT OF NEW GRAVEDIGGER**

Following the Chairman and Registrar meeting with the above on site, the Registrar had circulated details of the above to the Committee prior to the meeting, together with reference, etc.

**RESOLVED: to appoint the above to carry out the digging of a new grave (as and when the need arose), subject to the price being in line with that of the existing grave digger.**

**050221/10 NOTICEBOARD, GATES, FENCE and BENCHES**

The Registrar had checked the position in respect of the Treadwell and Gorner benches. Treadwell was maintained by the owner but there were no records regarding Gorner.

**ACTION: the Committee would meet on site to inspect the noticeboard, gates, fence and benches as detailed in Minute 050221/06 above.**

**050221/11 TREE REPORT**

The Registrar had forwarded three quotes received in respect of the works required within The Tree Report.

**RESOLVED: to accept the quote dated 28 January 2021 from Fisher Forestry in the sum of £250.00.**

**050221/12 DOGS**

**RESOLVED: to defer until the Committee meet on site.**

**050221/13 MEMORIAL SAFETY/MEMORIAL SAFETY POLICY**

**RESOLVED: Memorial Safety: to authorise up to £2,500.00 via Fraser's memorial masons in order they make safe the Category 1 memorials identified within the Memorial Safety Inspection 2020 (approx. 20 memorials).**

**ACTION: Memorial Safety Policy: Due to the complexities of the Memorial Safety Policy, the Working Party had been unable to meet as arranged via Zoom. However, progress had been made in connection with the preparation of the draft document. Accordingly, the Working Party would meet via Zoom on Friday at 10.00hrs to discuss further.**

**050221/14 ANY OTHER BUSINESS**

CLlr Mrs M Robinson brought the following to the attention of the meeting:

- (a) Moles
- (b) Purchase of three baskets for water bottles
- (c) Tree in Woodland

**ACTION: (a) noted, (b) the Registrar would purchase and (c) the Committee would attend on site and make a decision at that time as to removal etc.**

**050221/15 DATE OF NEXT MEETING**

**AGREED: Friday, 7 May 2021 at 1.30pm**

The Chairman thanked everyone for attending and closed the meeting at 3.10pm.

**SIGNED**..... **DATED**.....

Registrar to Whalley, Wiswell and Barrow Joint Burial Committee:

Lynne Dawson, Bridge House, 19 Bridge Street, Gt Harwood, BB6 7NQ

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