



WHALLEY, WISWELL and BARROW JOINT BURIAL COMMITTEE

Minutes of the Committee held on Friday 6 August 2021  
at Whalley Old Grammar School Community Centre, Station Road, Whalley, BB7 9RH

**Present:**

CLLrs David Sleight (Chair), Steve Houghton (Vice-Chair), Jean Brown, Maureen Robinson, John Threlfall and Gill Smith

**In Attendance:**

Lynne Dawson (Registrar/Proper Officer)

MINUTE REF	MINUTES	ACTION
060821/01	<b>APOLOGIES</b>	
	<i>COMMENT: There were no apologies.</i>	
060821/02	<b>DECLARATIONS OF INTEREST</b>  <b>(a) To receive declarations of interest</b> The Chair, Vice-Chair, CLLrs Brown, Threlfall and Smith declared an interest in Item 5 of the Agenda (To discuss the proposal re recruitment of Assistant/Deputy Registrar) Minute 060821/05 below refers;  <b>(b) To Approve any written requests for dispensations</b> In accordance with Standing Order 13(e) a decision was made by the Committee to grant a dispensation in respect of Item 5 of the Agenda (Minute 060821/06 below refers). Accordingly, under Standing Order 13(f) the following was confirmed:  (i) the aforementioned committee members (a) above had both a personal and professional interest; (ii) the dispensation was required to participate at the meeting in a discussion and vote; (iii) the date of the meeting 6 August 2021 (iv) without the above dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business	
	<i>The Committee unanimously RESOLVED to grant dispensations for members as detailed above.</i>	
060821/03	<b>TO APPROVE THE MINUTES OF THE MEETING HELD ON 21 MAY 2021</b>	
	<i>RESOLVED: the Minutes were APPROVED and signed as a correct record.</i>	
060821/04	<b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>  <i>To consider that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of Agenda Item 5, and 6 below, as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</i>	
	<i>RESOLVED: due to the sensitive nature (staff) of the next Agenda Item 5 (Minute 060821/05 below refers) the public and representatives of the press and broadcast media were excluded.</i>	

060821/05	<b>TO DISCUSS THE PROPOSAL RE RECRUITMENT OF ASSISTANT/DEPUTY REGISTRAR</b> The Registrar circulated a number of documents to the members for consideration (Appendix 1 refers). <i>NB Due to the sensitive nature (staff), Appendix 1 is not for publication.</i>	
	<b>RESOLVED: following a lengthy discussion, the above, having been considered by the members, was acknowledged and agreed. Further the Registrar was requested to make further enquiries as to the person who had stated informally, they were interested in providing cover for the Registrar (re holidays and sickness), together with the obtaining of more specific details via SLCC re the provision of a locum.</b>	LD
060821/06	<b>TO CONFIRM THE REQUEST TO CONVENE AN EXTRA-ORDINARY MEETING ON FRIDAY 13 AUGUST 2021 AT THE OLD GRAMMAR SCHOOL, COMMENCING 1.30PM IN ORDER TO DISCUSS/CONSIDER THE PROPOSAL (RELOCATION) AND ANY OTHER EMPLOYMENT MATTERS BY THE REGISTRAR</b>	
	<b>AGREED: the above would take place on 17 September 2021 subject to availability of members.</b>  <b>Following the above, the meeting was re-opened to the public and press.</b>	LD/JBC
060821/07	<b>TO APPROVE THE ACCOUNTS 2021-2022 AND AUTHORISE PAYMENTS</b>  The up-to-date accounts (2021-2022), together with current bank statements had been circulated prior to the meeting	
	<b>RESOLVED: to agree and approve the above and further to authorise Cheque 1717 in the sum of £2170.00 in respect of Invoice No 343 David Uttley (grave digging services).</b>	
060821/08	<b>TO APPROVE THE PAYMENT OF £1000 TO THE REGISTRAR IN RESPECT OF SCANNING AND UPLOADING OF DOCUMENTS TO THE CLOUD</b>	
	<b>RESOLVED: Cheque 1716 made payable to Lynne Dawson in the sum of £1000 was authorised for payment.</b>	
060821/09	<b>TO DISCUSS IMPLICATIONS RE INTERMENT RE PLOT 752RC</b>  The Registrar gave a brief outline of what had occurred re the above and the repercussions for the Committee.	
	<b>RESOLVED: to contact all funeral directors noting that they must receive confirmation from the Registrar in the first instance prior to amending the date for interment.</b>	LD
060821/10	<b>TO AUTHORISE THE TREE INSPECTION 2021</b>	
	<b>RESOLVED: to accept the quote and authorise the tree inspection.</b>	LD
060821/11	<b>TO DISCUSS THE QUOTE RECEIVED FROM ROY CATTERMOLE RE ASH DIE BACK</b>	
	<b>RESOLVED: to accept the quote and authorise a payment of up to £4000.00.</b>	LD
060821/12	<b>TO AUTHORISE THE QUOTE RECEIVED FROM SEAN UTTLEY IN RESPECT OF THE MEMORIAL SAFETY INSPECTION 2021</b>	
	<b>RESOLVED: to accept the quote and authorise the memorial safety inspection.</b>	LD
060821/13	<b>TO ADOPT THE MEMORIAL SAFETY POLICY 2021</b>	
	<b>RESOLVED: the above policy was agreed and adopted.</b>	

060821/14	TO AGREE THE DATE OF THE NEXT MEETING (SUGGESTED 5 NOVEMBER 2021)	
<i>COMMENT: the above date was agreed.</i>		

The Chairperson thanked everyone for attending and closed the meeting at 4.00pm.

SIGNED..... DATED.....  
 CHAIR/VICE-CHAIR

Registrar/Proper Officer/RFO of Whalley, Wiswell and Barrow Joint Burial Committee:  
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