

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 9<sup>th</sup> April 2025 in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

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

**Agenda**

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>  |  |
|           | To record attendance and to receive apologies for absence.   |  |
| <b>2.</b> | <b>Declaration of Interests</b>  |  |
|           | To receive declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.   |  |
| <b>3.</b> | <b>To Approve the Minutes of the Previous WWBJBC Meeting</b>   |  |
|           | To approve and confirm the accuracy of the Minutes of the meeting held Wednesday 8 <sup>th</sup> January 2025.   |  |
| <b>4.</b> | <b>Financial Reports January, February, March 2025</b>   |  |
|           | To Approve Accounts, Payments, Receipts & Balances.  |  |
| <b>5.</b> | <b>Cemetery Assets</b>   |  |
|           | To receive a report on the cemetery assets.  |  |
| <b>6.</b> | <b>Website</b>   |  |
|           | To receive an update on the website and ensure all PCs have the same information on their websites.  |  |
| <b>7.</b> | <b>Memorial Applications</b>   |  |
|           | To review and agree on the policy regarding size restrictions for lawn memorial applications. Current policy states; 9.2 Memorial Headstone Specifications<br>Lawn headstones must be of natural stone or granite and stand vertical, subject to approval by the Cemetery. Headstones must be vertical, not exceed 42" x 31.5" (107cm x 80 cm) and must be made of stone or granite. |  |
| <b>8.</b> | <b>Memorial Safety</b>   |  |
|           | To receive an update on Memorial Safety.   |  |

|            |   |  |
|------------|---|--|
| <b>9.</b>  | <b>Cemetery Inspection Review and Maintenance Visit</b>   |  |
|            | 9.1 To receive an update on the Cemetery Inspection Review and Maintenance Visit held 26 <sup>th</sup> February 2025.<br>9.2 To book the next Cemetery Inspection Review and Maintenance Visit.   |  |
| <b>10.</b> | <b>Grounds Improvements</b>   |  |
|            | To discuss improving the area between the wall and the front fence of the Cemetery.   |  |
| <b>11.</b> | <b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for decision</b>  |  |
|            | Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item. <ul style="list-style-type: none"> <li>• Storage shed</li> <li>• Bench update/Replacement Memorial Bench</li> </ul> |  |
| <b>12.</b> | <b>Next Meeting Dates</b>   |  |
|            | To approve the next meeting date of Wednesday 9 <sup>th</sup> July 2025 at 7.00pm at Whalley Old Grammar School.  |  |

# AGENDA ITEM 3 (5 PAGES)



**WHALLEY  
PARISH COUNCIL**

Whalley Parish Clerk  
27 Waddow Grove  
Waddington, Clitheroe  
BB7 3JL

M:07966 388843

E:clerk@whalleyparishcouncil.org.uk

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 8<sup>th</sup> January 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 Caroline Allen, Cllr Diane Chiappi, Cllr Karen Heyworth, Cllr Martin Highton (Chairman), Cllr John Threlfall, Cllr Richard Vickers.<br>Apologies: Cllr Alan Scholfield.<br>In Attendance: Liz Haworth (Clerk)   | 104/25                            |  |                               |                 |                    |                    |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| <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.   | 105/25                            |  |                               |                 |                    |                    |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| <b>3.</b>                         | <b>To Approve the Minutes of the Previous WWBJBC Meeting</b>  |                                   |  |                               |                 |                    |                    |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
|                                   | It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 9 <sup>th</sup> October 2024.  | 106/25                            |  |                               |                 |                    |                    |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| <b>4.</b>                         | <b>Financial Reports October, November &amp; December 2024</b>  |                                   |  |                               |                 |                    |                    |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
|                                   | It was resolved to Approve Accounts, Payments, Receipts & Balances.   | 107/25                            |  |                               |                 |                    |                    |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
|                                   | <table border="0"> <tr> <td colspan="4"><b>WWB Joint Burial Committee</b></td> <td><b>Cash Book</b></td> <td><b>OCTOBER</b></td> <td><b>2024</b></td> <td></td> </tr> <tr> <td colspan="4">Minutes Approved Ref No:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Chq No.</b></td> <td><b>Date</b></td> <td><b>Inv Ref</b></td> <td><b>Payee / Payer</b></td> <td><b>Description</b></td> <td><b>Current</b></td> <td><b>Reserve</b></td> <td><b>Total</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td><b>£</b></td> <td><b>£</b></td> <td><b>£</b></td> </tr> <tr> <td>DD</td> <td>01/10/2024</td> <td></td> <td>Easy Websites</td> <td>Website Services</td> <td>(21.96)</td> <td></td> <td>(21.96)</td> </tr> <tr> <td>BAC</td> <td>07/10/2024</td> <td>172</td> <td>Brian Price</td> <td>Jackson W25</td> <td>250.00</td> <td></td> <td>250.00</td> </tr> <tr> <td>DPC</td> <td>09/10/2024</td> <td></td> <td>Stevensons Memorials</td> <td>Holden</td> <td>175.00</td> <td></td> <td>175.00</td> </tr> <tr> <td>TRF</td> <td>18/10/2024</td> <td></td> <td>WWBJBC</td> <td>TRF from Int to Current a/c</td> <td>16,000.00</td> <td>(16,000.00)</td> <td>0.00</td> </tr> <tr> <td>Bankline</td> <td>21/10/2024</td> <td></td> <td>E Haworth</td> <td>Salary</td> <td>(499.85)</td> <td></td> <td>(499.85)</td> </tr> <tr> <td>Bankline</td> <td>21/10/2024</td> <td></td> <td>HMRC</td> <td>ITE138.80 NIE55.54 ENIE95.80</td> <td>(290.14)</td> <td></td> <td>(290.14)</td> </tr> <tr> <td>Bankline</td> <td>21/10/2024</td> <td>174816</td> <td>E Haworth</td> <td>Reimbursement Chalk Pen</td> <td>(3.49)</td> <td></td> <td>(3.49)</td> </tr> <tr> <td>Bankline</td> <td>21/10/2024</td> <td></td> <td>S Uttley</td> <td>Works to Path Edgings</td> <td>(4,200.00)</td> <td></td> <td>(4,200.00)</td> </tr> <tr> <td>Bankline</td> <td>21/10/2024</td> <td></td> <td>S Uttley</td> <td>Works to remove Spoil</td> <td>(2,550.00)</td> <td></td> <td>(2,550.00)</td> </tr> <tr> <td>Bankline</td> <td>21/10/2024</td> <td>603</td> <td>Abbey Gardening Services Ltd</td> <td>Grounds Maintenance (Septembe</td> <td>(552.00)</td> <td></td> <td>(552.00)</td> </tr> <tr> <td>Bankline</td> <td>21/10/2024</td> <td></td> <td>S Uttley</td> <td>Memorial Safety Works</td> <td>(5,500.00)</td> <td></td> <td>(5,500.00)</td> </tr> <tr> <td>Bankline</td> <td>21/10/2024</td> <td></td> <td>S Uttley</td> <td>Memorial Safety Works</td> <td>(1,930.00)</td> <td></td> <td>(1,930.00)</td> </tr> <tr> <td>BAC</td> <td>25/10/2024</td> <td></td> <td>L Dawson</td> <td>Credit</td> <td>10.00</td> <td></td> <td>10.00</td> </tr> <tr> <td>INT</td> <td>31/10/2024</td> <td></td> <td>Reserve Account</td> <td>Credit interest</td> <td></td> <td>65.83</td> <td>65.83</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>Movement in Month</b></td> <td></td> <td><b>887.56</b></td> <td><b>(15,934.17)</b></td> <td><b>(15,046.61)</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>Cash Book Balance at START of Month</b></td> <td></td> <td><b>6,410.98</b></td> <td><b>61,764.80</b></td> <td><b>68,175.78</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>Cash Book Balance at END of Month</b></td> <td></td> <td><b>7,298.54</b></td> <td><b>45,830.63</b></td> <td><b>53,129.17</b></td> </tr> </table> | <b>WWB Joint Burial Committee</b> |  |                               |                 | <b>Cash Book</b>   | <b>OCTOBER</b>     | <b>2024</b> |  | Minutes Approved Ref No: |  |  |  |  |  |  |  | <b>Chq No.</b> | <b>Date</b> | <b>Inv Ref</b> | <b>Payee / Payer</b> | <b>Description</b> | <b>Current</b> | <b>Reserve</b> | <b>Total</b> |  |  |  |  |  | <b>£</b> | <b>£</b> | <b>£</b> | DD | 01/10/2024 |  | Easy Websites | Website Services | (21.96) |  | (21.96) | BAC | 07/10/2024 | 172 | Brian Price | Jackson W25 | 250.00 |  | 250.00 | DPC | 09/10/2024 |  | Stevensons Memorials | Holden | 175.00 |  | 175.00 | TRF | 18/10/2024 |  | WWBJBC | TRF from Int to Current a/c | 16,000.00 | (16,000.00) | 0.00 | Bankline | 21/10/2024 |  | E Haworth | Salary | (499.85) |  | (499.85) | Bankline | 21/10/2024 |  | HMRC | ITE138.80 NIE55.54 ENIE95.80 | (290.14) |  | (290.14) | Bankline | 21/10/2024 | 174816 | E Haworth | Reimbursement Chalk Pen | (3.49) |  | (3.49) | Bankline | 21/10/2024 |  | S Uttley | Works to Path Edgings | (4,200.00) |  | (4,200.00) | Bankline | 21/10/2024 |  | S Uttley | Works to remove Spoil | (2,550.00) |  | (2,550.00) | Bankline | 21/10/2024 | 603 | Abbey Gardening Services Ltd | Grounds Maintenance (Septembe | (552.00) |  | (552.00) | Bankline | 21/10/2024 |  | S Uttley | Memorial Safety Works | (5,500.00) |  | (5,500.00) | Bankline | 21/10/2024 |  | S Uttley | Memorial Safety Works | (1,930.00) |  | (1,930.00) | BAC | 25/10/2024 |  | L Dawson | Credit | 10.00 |  | 10.00 | INT | 31/10/2024 |  | Reserve Account | Credit interest |  | 65.83 | 65.83 |  |  |  | <b>Movement in Month</b> |  | <b>887.56</b> | <b>(15,934.17)</b> | <b>(15,046.61)</b> |  |  |  | <b>Cash Book Balance at START of Month</b> |  | <b>6,410.98</b> | <b>61,764.80</b> | <b>68,175.78</b> |  |  |  | <b>Cash Book Balance at END of Month</b> |  | <b>7,298.54</b> | <b>45,830.63</b> | <b>53,129.17</b> |
| <b>WWB Joint Burial Committee</b> |   |                                   |  | <b>Cash Book</b>              | <b>OCTOBER</b>  | <b>2024</b>        |                    |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Minutes Approved Ref No:          |   |                                   |  |                               |                 |                    |                    |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| <b>Chq No.</b>                    | <b>Date</b>   | <b>Inv Ref</b>                    | <b>Payee / Payer</b>                       | <b>Description</b>            | <b>Current</b>  | <b>Reserve</b>     | <b>Total</b>       |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
|                                   |   |                                   |  |                               | <b>£</b>        | <b>£</b>           | <b>£</b>           |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| DD                                | 01/10/2024  |                                   | Easy Websites                              | Website Services              | (21.96)         |                    | (21.96)            |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| BAC                               | 07/10/2024  | 172                               | Brian Price                                | Jackson W25                   | 250.00          |                    | 250.00             |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| DPC                               | 09/10/2024  |                                   | Stevensons Memorials                       | Holden                        | 175.00          |                    | 175.00             |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| TRF                               | 18/10/2024  |                                   | WWBJBC                                     | TRF from Int to Current a/c   | 16,000.00       | (16,000.00)        | 0.00               |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Bankline                          | 21/10/2024  |                                   | E Haworth                                  | Salary                        | (499.85)        |                    | (499.85)           |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Bankline                          | 21/10/2024  |                                   | HMRC                                       | ITE138.80 NIE55.54 ENIE95.80  | (290.14)        |                    | (290.14)           |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Bankline                          | 21/10/2024  | 174816                            | E Haworth                                  | Reimbursement Chalk Pen       | (3.49)          |                    | (3.49)             |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Bankline                          | 21/10/2024  |                                   | S Uttley                                   | Works to Path Edgings         | (4,200.00)      |                    | (4,200.00)         |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Bankline                          | 21/10/2024  |                                   | S Uttley                                   | Works to remove Spoil         | (2,550.00)      |                    | (2,550.00)         |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Bankline                          | 21/10/2024  | 603                               | Abbey Gardening Services Ltd               | Grounds Maintenance (Septembe | (552.00)        |                    | (552.00)           |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Bankline                          | 21/10/2024  |                                   | S Uttley                                   | Memorial Safety Works         | (5,500.00)      |                    | (5,500.00)         |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| Bankline                          | 21/10/2024  |                                   | S Uttley                                   | Memorial Safety Works         | (1,930.00)      |                    | (1,930.00)         |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| BAC                               | 25/10/2024  |                                   | L Dawson                                   | Credit                        | 10.00           |                    | 10.00              |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
| INT                               | 31/10/2024  |                                   | Reserve Account                            | Credit interest               |                 | 65.83              | 65.83              |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
|                                   |   |                                   | <b>Movement in Month</b>                   |                               | <b>887.56</b>   | <b>(15,934.17)</b> | <b>(15,046.61)</b> |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
|                                   |   |                                   | <b>Cash Book Balance at START of Month</b> |                               | <b>6,410.98</b> | <b>61,764.80</b>   | <b>68,175.78</b>   |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |
|                                   |   |                                   | <b>Cash Book Balance at END of Month</b>   |                               | <b>7,298.54</b> | <b>45,830.63</b>   | <b>53,129.17</b>   |             |  |                          |  |  |  |  |  |  |  |                |             |                |                      |                    |                |                |              |  |  |  |  |  |          |          |          |    |            |  |               |                  |         |  |         |     |            |     |             |             |        |  |        |     |            |  |                      |        |        |  |        |     |            |  |        |                             |           |             |      |          |            |  |           |        |          |  |          |          |            |  |      |                              |          |  |          |          |            |        |           |                         |        |  |        |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |          |            |     |                              |                               |          |  |          |          |            |  |          |                       |            |  |            |          |            |  |          |                       |            |  |            |     |            |  |          |        |       |  |       |     |            |  |                 |                 |  |       |       |  |  |  |                          |  |               |                    |                    |  |  |  |  |  |                 |                  |                  |  |  |  |  |  |                 |                  |                  |

WWB Joint Burial Committee  
Minutes Approved Ref No:

Cash Book

NOVEMBER 2024

| Chq No.                             | Date       | Inv Ref | Payee / Payer            | Description                   | Current<br>£    | Reserve<br>£     | Total<br>£       |
|-------------------------------------|------------|---------|--------------------------|-------------------------------|-----------------|------------------|------------------|
| DD                                  | 01/11/2024 |         | Easy Websites            | Website Services              | (21.96)         |                  | (21.96)          |
| BAC                                 | 04/11/2024 | 173     | Stevensons Memorials     | Memorial Fee England 651CE    | 175.00          |                  | 175.00           |
| BAC                                 | 18/11/2024 | 174     | Doman                    | Reserved Plot                 | 750.00          |                  | 750.00           |
| BAC                                 | 22/11/2024 | 171     | A Whitehead              | Reserved Plot                 | 750.00          |                  | 750.00           |
| BAC                                 | 22/11/2024 |         | L Dawson                 | Credit                        | 10.00           |                  | 10.00            |
| Bankline                            | 25/11/2024 |         | E Haworth                | Salary inc backpay £184.27    | (652.10)        |                  | (652.10)         |
| Bankline                            | 25/11/2024 |         | HMRC                     | ITE138.80 NIE55.54 ENIE95.80  | (378.65)        |                  | (378.65)         |
| Bankline                            | 25/11/2024 |         | Stevensons Memorials     | Return of Holden Payment      | (175.00)        |                  | (175.00)         |
| Bankline                            | 25/11/2024 | 537     | David Uttley             | Grave Digging Services        | (500.00)        |                  | (500.00)         |
| Bankline                            | 25/11/2024 | 640     | Abbey Gardening Services | Grounds Maintenance (October) | (552.00)        |                  | (552.00)         |
| Bankline                            | 25/11/2024 | 1.8E+08 | E Haworth                | Re-imburement Grave Markers   | (18.26)         |                  | (18.26)          |
| Bankline                            | 25/11/2024 | 1.9E+08 | E Haworth                | Re-imburement Grave Markers   | (150.60)        |                  | (150.60)         |
| Bankline                            | 25/11/2024 | 1.9E+08 | E Haworth                | Re-imburement Grave Markers   | (150.60)        |                  | (150.60)         |
| Bankline                            | 25/11/2024 | JM2785  | WEF                      | Room Hire Oct                 | (19.00)         |                  | (19.00)          |
| BAC                                 | 29/11/2024 | 175     | B Price & Son Ltd        | Hind 755RC                    | 985.00          |                  | 985.00           |
| INT                                 | 29/11/2024 | INT     | Reserve Account          | Credit Interest               |                 | 49.16            | 49.16            |
| <b>Movement in Month</b>            |            |         |                          |                               | <b>51.83</b>    | <b>49.16</b>     | <b>100.99</b>    |
| Cash Book Balance at START of Month |            |         |                          |                               | 7,298.54        | 45,830.63        | 53,129.17        |
| Cash Book Balance at END of Month   |            |         |                          |                               | <u>7,350.37</u> | <u>45,879.79</u> | <u>53,230.16</u> |

WWB Joint Burial Committee  
Minutes Approved Ref No:

Cash Book

DECEMBER 2024

| Chq No.                             | Date       | Inv Ref | Payee / Payer            | Description                     | Current<br>£      | Reserve<br>£     | Total<br>£        |
|-------------------------------------|------------|---------|--------------------------|---------------------------------|-------------------|------------------|-------------------|
| DD                                  | 02/12/2024 |         | Easy Websites            | Website Services                | (21.96)           |                  | (21.96)           |
| BAC                                 | 06/12/2024 |         | Montague                 | 585 Memorial Repairs            | 190.00            |                  | 190.00            |
| BAC                                 | 06/12/2024 |         | Yeoman                   | 380 Memorial Repairs            | 190.00            |                  | 190.00            |
| BAC                                 | 09/12/2024 |         | Bretherton               | 355 Memorial Repairs            | 190.00            |                  | 190.00            |
| BAC                                 | 09/12/2024 |         | McLoughlin               | 427a Memorial Repairs           | 30.00             |                  | 30.00             |
| BAC                                 | 10/12/2024 |         | Guyer                    | 431 Memorial Repairs            | 190.00            |                  | 190.00            |
| BAC                                 | 13/12/2024 |         | Scott                    | Reserved Plot 911               | 750.00            |                  | 750.00            |
| BAC                                 | 20/12/2024 |         | L Dawson                 | Credit                          | 10.00             |                  | 10.00             |
| Bankline                            | 20/12/2024 |         | E Haworth                | Salary                          | (519.57)          |                  | (519.57)          |
| Bankline                            | 20/12/2024 | 257742  | E Haworth                | Reimbursement Stationery        | (6.99)            |                  | (6.99)            |
| Bankline                            | 20/12/2024 |         | HMRC                     | ITE144.20) NIE57.72) ENIE99.57) | (301.49)          |                  | (301.49)          |
| Bankline                            | 20/12/2024 |         | SD Cox                   | Cemetery Gates                  | (1,900.00)        |                  | (1,900.00)        |
| Bankline                            | 20/12/2024 | 654     | Abbey Gardening Services | Grounds Maintenance (November)  | (552.00)          |                  | (552.00)          |
| Bankline                            | 20/12/2024 | 5383    | Source                   | Branding                        | (90.00)           |                  | (90.00)           |
| INT                                 | 31/12/2024 |         | Reserve Account          | Credit Interest                 |                   | 54.30            | 54.30             |
| BAC                                 | 31/12/2024 | 184     | Brian Price Ltd          | Clarke 163                      | 690.00            |                  | 690.00            |
|                                     |            |         |                          |                                 |                   |                  | 0.00              |
| <b>Movement in Month</b>            |            |         |                          |                                 | <b>(1,152.01)</b> | <b>54.30</b>     | <b>(1,097.71)</b> |
| Cash Book Balance at START of Month |            |         |                          |                                 | 7,350.37          | 45,879.79        | 53,230.16         |
| Cash Book Balance at END of Month   |            |         |                          |                                 | <u>6,198.36</u>   | <u>45,934.09</u> | <u>52,132.45</u>  |

**5. Budget 2025/26**

Members considered and approved the budget for 2025/26.

108/25

| Whalley Wiswell and Barrow Joint Burial Committee |              |                      |                        |                           |                         |  |
|---|--------------|----------------------|------------------------|---------------------------|-------------------------|--|
| Budget 2025/26                                    |              |                      |                        |                           |                         |  |
|   | 2023/24      | Actual to 31/12/2024 | Projected to 31/3/2025 | Total Projected 31/2/2025 | Proposed Budget 2025/26 |  |
| <b>INCOME</b>                                     |              |                      |                        |                           |                         |  |
| Burial Income                                     | 40000        | 20936                | 5000                   | 26936                     | 35000                   |  |
| Parish Levy                                       | 0            | 0                    | 0                      | 0                         | 0                       |  |
| Interest  | 850          | 570                  | 150                    | 720                       | 720                     |  |
|   | 40850        | 21506                | 5150                   | 26656                     | 35720                   |  |
| <b>EXPENDITURE</b>                                |              |                      |                        |                           |                         |  |
| Registrar Salary                                  | 9720         | 7026                 | 2460                   | 9486                      | 9500                    |  |
| Registrar Expenses                                | 200          | 0                    | 100                    | 100                       | 200                     |  |
| Grounds Maintenance                               | 5940         | 11150                | 1500                   | 12650                     | 6000                    |  |
| Waste   | 300          | 306                  | 0                      | 306                       | 320                     |  |
| Insurance   | 800          | 670                  | 0                      | 670                       | 700                     |  |
| Water   | 200          | 0                    | 250                    | 250                       | 250                     |  |
| Gravedigging                                      | 10000        | 4040                 | 5000                   | 9040                      | 10000                   |  |
| ICCM  | 100          | 100                  | 0                      | 100                       | 100                     |  |
| IT  | 300          | 0                    | 0                      | 0                         | 0                       |  |
| Audit   | 250          | 250                  | 0                      | 250                       | 250                     |  |
| Room Hire   | 80           | 58                   | 20                     | 78                        | 90                      |  |
| Admin   | 200          | 410                  | 50                     | 460                       | 400                     |  |
| Epitaph Software                                  | 0            | 0                    | 0                      | 0                         | 836                     |  |
| ICO   | 0            | 0                    | 0                      | 0                         | 0                       |  |
| Training  | 0            | 145                  | 0                      | 145                       | 200                     |  |
| HR  | 0            | 207                  | 0                      | 207                       | 0                       |  |
| Other   | 3950         | 9981                 | 1600                   | 11581                     | 3000                    |  |
| <b>Totals</b>                                     | <b>32040</b> | <b>34343</b>         | <b>10980</b>           | <b>45323</b>              | <b>31846</b>            |  |
| <b>SURPLUS</b>                                    |              |                      |                        |                           |                         |  |
|   | 8810         | -12837               | -5830                  | -18667                    | 3674                    |  |

**6. Website & Epitaph Software**

6.1 To receive an update on the website.  
 Members were shown the working draft of the website to date. The branding and layout were approved. A new domain name has been created to represent the cemetery [www.wwbccemetery.org.uk](http://www.wwbccemetery.org.uk) and a new email address of [registrar@wwbccemetery.org.uk](mailto:registrar@wwbccemetery.org.uk). The new website and email address will be active in the coming weeks and each Parish will present the same details on their web pages, linking to the new Cemetery website for full information and management of the Cemetery.

109/25

6.2 To consider quotes to have data transferred to Epitaph IT system.  
 It was resolved to postpone the data transfer scanning and transcription services until the Epitaph system is up and running and the amount of work can be better assessed. To be reviewed.

110/25

|            |   |        |
|------------|---|--------|
| <b>7.</b>  | <b>Memorial Applications</b>  |        |
|            | A discussion was held on policy of memorial applications. It was resolved that memorial applications must comply with memorial policy. The clerk/registrars can approve standard applications. Non-standard applications will be referred to the Committee.   | 111/25 |
| <b>8.</b>  | <b>Memorial Safety</b>  |        |
|            | 8.1 To receive an update on Memorial Safety.<br>Works have been completed to comply with Memorial Health and Safety checks 2024. Another review will take place Spring/Summer 2025.   | 112/25 |
|            | 8.2 To discuss correspondence received in connection with plot 307 and memorial repairs.<br>The Committee discussed the correspondence received as above. Clerk to action correspondence.   | 113/25 |
| <b>9.</b>  | <b>Storage Shed</b>   |        |
|            | Due to unforeseen circumstances, the initial quote cannot be fulfilled. A new quote has been received from Abbey Gardening to install a base for the shed at a cost of £650. The works are planned to be carried out in the last week of January or the first week of February, weather permitting. The committee has resolved to accept this quote and commission the works.<br>The Clerk will arrange accordingly.  | 114/25 |
| <b>10.</b> | <b>Gates</b>  |        |
|            | The Committee is delighted with the new cemetery gates and has noted that the pedestrian gate requires stripping and re-staining. The Clerk will obtain quotes for this work.   | 115/25 |
| <b>11.</b> | <b>Benches</b>  |        |
|            | Several benches in the cemetery require maintenance work. A bench at the front of the cemetery has been removed for health and safety reasons. The WPC has kindly loaned three new benches for temporary seating. These may be redistributed if required. The Clerk has reached out to the owners of the worn benches to discuss a course of action. Maintenance work on the benches for which the cemetery is responsible will be assessed by the Lengthsman.  | 116/25 |
| <b>12.</b> | <b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for decision</b>  |        |
|            | Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.<br><br>The committee has requested that the Clerk/Registrar contact grave holders, for whom we have contact details, regarding non-permitted items displayed on their plots. This will be done ahead of the next Cemetery Inspection Review and Maintenance date, requesting that these items be removed beforehand to avoid the committee having to remove the as per Cemetery Policy.<br>A notice will be placed in the noticeboard informing of the Cemetery Inspection Review and Maintenance <b>26<sup>th</sup> February 2025.</b> | 117/25 |
| <b>13.</b> | <b>Next Meeting Dates</b>   |        |
|            | Committee Cemetery Inspection Review and Maintenance Wednesday 26 <sup>th</sup> February 2pm.   | 118/24 |

|  |   |        |
|--|---|--------|
|  | It was resolved to approve the next meeting date of Wednesday 9 <sup>th</sup> April 2025 at 7.00pm at Whalley Old Grammar School. | 119/24 |
|--|---|--------|

Meeting Closed at 8.45pm

Signed by Chairman:

Date:

Councillor Martin Highton

# AGENDA ITEM 4 (3 PAGES)

## WWB Joint Burial Committee

Minutes Approved Ref No:

## Cash Book

JANUARY

2025

| Chq No.                                  | Date       | Inv Ref | Payee / Payer            | Description                   | Current<br>£    | Reserve<br>£     | Total<br>£       | VAT<br>£       | Net<br>£        |
|--|------------|---------|--------------------------|-------------------------------|-----------------|------------------|------------------|----------------|-----------------|
|  | 02/01/2025 |         | Easy Websites            | Website Services              | (21.96)         |                  | (21.96)          | (3.66)         | (18.30)         |
|  | 02/01/2025 | 182     | Marsh                    | Marsh P33                     | 665.00          |                  | 665.00           |                | 665.00          |
|  | 09/01/2025 | 188     | Dignity/Langshaws        | Gregory NewRC                 | 1,545.00        |                  | 1,545.00         |                | 1,545.00        |
|  | 09/01/2025 | 185     | Keighley                 | Keighley 297 Transfer         | 55.00           |                  | 55.00            |                | 55.00           |
|  | 16/01/2025 | 187     | Stevensons Memorials     | Clarke 163                    | 30.00           |                  | 30.00            |                | 30.00           |
|  | 17/01/2025 |         | L Dawson                 | Credit                        | 10.00           |                  | 10.00            |                | 10.00           |
|  | 20/01/2025 |         | E Haworth                | Salary & Expenses             | (524.52)        |                  | (524.52)         |                | (524.52)        |
|  | 20/01/2025 |         | HMRC                     | IT£144.20 NI£57.72 ENI£99.57  | (301.49)        |                  | (301.49)         |                | (301.49)        |
|  | 20/01/2025 |         | E Haworth Reimbursemer   | Probate Eastham               | (1.50)          |                  | (1.50)           |                | (1.50)          |
|  | 20/01/2025 | 679     | Abbey Gardening Services | Grounds Maintenance (December | (552.00)        |                  | (552.00)         | (92.00)        | (460.00)        |
|  | 23/01/2025 | 186     | P Jamieson               | Reserved Plot 819             | 925.00          |                  | 925.00           |                | 925.00          |
|  | 23/01/2025 | 189     | Stevensons Memorials     | Keighley 297                  | 30.00           |                  | 30.00            |                | 30.00           |
|  | 31/01/2025 | 188     | S Callaghan              | Byszewski 318                 | 385.00          |                  | 385.00           |                | 385.00          |
|  | 31/01/2025 |         | Reserve Account          | Credit Interest               |                 | 51.79            | 51.79            |                | 51.79           |
| <b>Movement in Month</b>                 |            |         |                          |                               | <b>2,243.53</b> | <b>51.79</b>     | <b>2,295.32</b>  | <b>(95.66)</b> | <b>2,390.98</b> |
| Cash Book Balance at START of Month      |            |         |                          |                               | 6,198.36        | 45,934.09        | 52,132.45        |                |                 |
| <b>Cash Book Balance at END of Month</b> |            |         |                          |                               | <b>8,441.89</b> | <b>45,985.88</b> | <b>54,427.77</b> |                |                 |

## Bank Reconciliation

|   | Current<br>£ | Reserve<br>£ | Overall<br>£ |
|---|--------------|--------------|--------------|
| <i>Bank Statement Balance at START of month</i> | 6,198.36     | 45,934.09    | 52,132.45    |
|   |              |              | 0.00         |
|   |              |              | 0.00         |
| Cash Book Balance at START of month             | 6,198.36     | 45,934.09    | 52,132.45    |



**WWB Joint Burial Committee**

Minutes Approved Ref No:

**Cash Book****FEBRUARY****2025**

| Chq No.                                  | Date       | Inv Ref | Payee / Payer            | Description                   | Current<br>£      | Reserve<br>£     | Total<br>£        | VAT<br>£        | Net<br>£        |
|--|------------|---------|--------------------------|-------------------------------|-------------------|------------------|-------------------|-----------------|-----------------|
| DD                                       | 01/02/2025 |         | Easy Websites            | Website Services              | (21.96)           |                  | (21.96)           | (3.66)          | (18.30)         |
| DPC                                      | 05/02/2025 |         | Stevensons Memorials     | Fee sent in error             | 138.50            |                  | 138.50            |                 | 138.50          |
| BAC                                      | 07/02/2025 | 190     | Brian Price              | Ireland 698a                  | 985.00            |                  | 985.00            |                 | 985.00          |
| BAC                                      | 14/02/2025 |         | L Dawson                 | Credit                        | 10.00             |                  | 10.00             |                 | 10.00           |
| Bankline                                 | 24/02/2025 |         | E Haworth                | Salary                        | (519.57)          |                  | (519.57)          |                 | (519.57)        |
| Bankline                                 | 24/02/2025 |         | HMRC                     | IT£144.20 NI£57.72 ENI£99.57  | (301.49)          |                  | (301.49)          |                 | (301.49)        |
| Bankline                                 | 24/02/2025 |         | E Haworth                | Stationary Reimbursement      | (5.69)            |                  | (5.69)            | (0.95)          | (4.74)          |
| Bankline                                 | 24/02/2025 |         | E Haworth                | Shed Re-imburement            | (699.99)          |                  | (699.99)          | (116.67)        | (583.32)        |
| Bankline                                 | 24/02/2025 | 700     | Abbey Gardening Services | Grounds Maintenance (January) | (552.00)          |                  | (552.00)          | (92.00)         | (460.00)        |
| Bankline                                 | 24/02/2025 | JM2886  | WEF                      | Room Hire Meeting             | (19.00)           |                  | (19.00)           |                 | (19.00)         |
| Bankline                                 | 24/02/2025 | 38236   | Edge IT System Ltd       | Epitaph                       | (836.40)          |                  | (836.40)          | (139.40)        | (697.00)        |
| Bankline                                 | 24/02/2025 |         | Stevensons Memorials     | fee refund                    | (138.50)          |                  | (138.50)          |                 | (138.50)        |
| Bankline                                 | 28/02/2025 |         | J Holden                 | Reserved Plot 818             | 750.00            |                  | 750.00            |                 | 750.00          |
| INT                                      | 28/02/2025 |         | Reserve Account          | Credit Interest               |                   | 44.10            | 44.10             |                 | 44.10           |
| <b>Movement in Month</b>                 |            |         |                          |                               | <b>(1,211.10)</b> | <b>44.10</b>     | <b>(1,167.00)</b> | <b>(352.68)</b> | <b>(814.32)</b> |
| Cash Book Balance at START of Month      |            |         |                          |                               | 8,441.89          | 45,985.88        | 54,427.77         |                 |                 |
| <b>Cash Book Balance at END of Month</b> |            |         |                          |                               | <b>7,230.79</b>   | <b>46,029.98</b> | <b>53,260.77</b>  |                 |                 |

**Bank Reconciliation**

|   | Current<br>£ | Reserve<br>£ | Overall<br>£ |
|---|--------------|--------------|--------------|
| <i>Bank Statement Balance at START of month</i> | 8,441.89     | 45,985.88    | 54,427.77    |
|   |              |              | 0.00         |
|   |              |              | 0.00         |
| Cash Book Balance at START of month             | 8,441.89     | 45,985.88    | 54,427.77    |

**WWB Joint Burial Committee****Cash Book****MARCH****2025**

Minutes Approved Ref No:

| Chq No.                                  | Date       | Inv Ref | Payee / Payer             | Description                    | Current<br>£      | Reserve<br>£     | Total<br>£        | VAT<br>£        | Net<br>£          |
|--|------------|---------|---------------------------|--------------------------------|-------------------|------------------|-------------------|-----------------|-------------------|
| DD                                       | 03/03/2025 |         | Easy Websites             | Website Services               | (44.40)           |                  | (44.40)           | (7.40)          | (37.00)           |
| BAC                                      | 14/03/2025 |         | Dignity Funerals-Langshav | Barnes CE556                   | 1,545.00          |                  | 1,545.00          |                 | 1,545.00          |
| BAC                                      | 14/03/2025 |         | L Dawson                  | Credit                         | 10.00             |                  | 10.00             |                 | 10.00             |
| CHQ                                      | 21/03/2025 | 194     | Taylor                    | W0069                          | 230.00            |                  | 230.00            |                 | 230.00            |
| Bankline                                 | 24/03/2025 |         | E Haworth                 | Salary                         | (519.57)          |                  | (519.57)          |                 | (519.57)          |
| Bankline                                 | 24/03/2025 |         | HMRC                      | IT£144.20 NI£57.72 ENI£99.57   | (301.49)          |                  | (301.49)          |                 | (301.49)          |
| Bankline                                 | 24/03/2025 |         | E Haworth                 | Reimbursement Wheelbarrow      | (64.95)           |                  | (64.95)           | (10.83)         | (54.12)           |
| Bankline                                 | 24/03/2024 | 714     | Abbey Gardening Services  | Shed Base                      | (780.00)          |                  | (780.00)          | (130.00)        | (650.00)          |
| Bankline                                 | 24/03/2025 | 718     | Abbey Gardening Services  | Grounds Maintenance (February) | (552.00)          |                  | (552.00)          | (92.00)         | (460.00)          |
| Bankline                                 | 24/03/2025 | 591     | Roy Cattermole Tree Servi | Tree Work                      | (780.00)          |                  | (780.00)          | (130.00)        | (650.00)          |
| Bankline                                 | 24/03/2025 | 554     | David Uttley              | Grave Digging Services         | (2,320.00)        |                  | (2,320.00)        |                 | (2,320.00)        |
| Bankline                                 | 24/03/2025 | 4925741 | Water Plus                | Cemetery water                 | (215.39)          |                  | (215.39)          |                 | (215.39)          |
| BAC                                      | 31/03/2025 |         | HMRC                      | VAT Refund                     | 1,424.91          |                  | 1,424.91          | 1,424.91        | 0.00              |
| INT                                      | 31/03/2023 |         | Reserve Account           | Credit Interest                | 48.87             |                  | 48.87             |                 | 48.87             |
| <b>Movement in Month</b>                 |            |         |                           |                                | <b>(2,319.02)</b> | <b>0.00</b>      | <b>(2,319.02)</b> | <b>1,054.68</b> | <b>(3,373.70)</b> |
| Cash Book Balance at START of Month      |            |         |                           |                                | 7,230.79          | 46,029.98        | 53,260.77         |                 |                   |
| <b>Cash Book Balance at END of Month</b> |            |         |                           |                                | <b>4,911.77</b>   | <b>46,029.98</b> | <b>50,941.75</b>  |                 |                   |

**Bank Reconciliation**

|   | Current<br>£ | Reserve<br>£ | Overall<br>£ |
|---|--------------|--------------|--------------|
| <i>Bank Statement Balance at START of month</i> | 7,230.79     | 46,029.98    | 53,260.77    |
|   |              |              | 0.00         |
|   |              |              | 0.00         |
| Cash Book Balance at START of month             | 7,230.79     | 46,029.98    | 53,260.77    |

# AGENDA ITEM 5



## WWB Cemetery Assets Register March 2025

| No.          | Fixed Asset   | Date Acquired | Purchase Cost | Location                   |
|--------------|---|---------------|---------------|----------------------------|
|              |   |               | * gifted £1   |                            |
|              |   |               |               |                            |
| 1            | Side Gate   | not known     | £1,096        | Cemetery                   |
| 1            | Noticeboard   | 08/07/2019    | £2,000        | Cemetery                   |
| 1            | Cemetery sign   | 21/02/2012    | £267          | Cemetery                   |
| 1            | Boundary Fencing  | 21/12/2011    | £1,271        | Cemetery                   |
| 1            | IT Processor  | 05/03/2020    | £490          | Clerk's residence          |
| 1            | Monitor   | 05/03/2020    | £82           | Clerk's residence          |
| 8            | Benches *   | not known     | £1            | Cemetery                   |
| 1            | Land.   | 1951          | £210          | Cemetery                   |
| 1            | Wooden Bin Bunker   | 27/09/2017    | £1,700        | Cemetery                   |
| 1            | Printer   | 27/01/2022    | £149          | Clerk's residence          |
| 1            | Dog Sign  | 01/03/2024    | £158          | Cemetery                   |
| 1            | Shed  | 31/01/2024    | £583          | Cemetery                   |
| 1            | Double Gates  | 20/12/2024    | £1,900        | Cemetery                   |
|              |   |               |               |                            |
| <b>TOTAL</b> |   |               | <b>£9,907</b> |                            |
|              |   |               |               |                            |
|              | <b>Parish Council</b>   | <b>Share</b>  | <b>Value</b>  |                            |
|              | Whalley Parish Council  | 66%           | <b>£6,539</b> |                            |
|              | Wiswell Parish Council  | 7%            | <b>£693</b>   |                            |
|              | Barrow Parish Council   | 27%           | <b>£2,675</b> |                            |
|              |   |               |               |                            |
|              | <b>Cemetery Asset Disposals 2025</b>  |               |               | <b>Reason for Disposal</b> |
| 1            | Double Gates  | not known     | £3,152        | Broken and replaced        |
| 2            | Benches   | not known     | £0            | Broken and removed         |
|              |   |               |               |                            |
|              |   |               |               |                            |
|              | Assets Removed as incorrectly listed as assets on previous Registers (2024) |               |               |                            |
| 1            | Memorial Garden   | 25/06/2019    | £0            | Cemetery                   |
| 1            | Beams   | 19/01/2011    | £0            | Cemetery                   |
| 1            | Beams   | 30/06/2017    | £0            | Cemetery                   |
| 1            | Beams   | 11/12/2017    | £0            | Cemetery                   |
| 1            | Drains  | 14/03/2011    | £0            | Cemetery                   |
| 1            | Paths   | 16/12/2011    | £0            | Cemetery                   |
| 1            | Paths   | 30/04/2012    | £0            | Cemetery                   |
|              |   |               |               |                            |

# AGENDA ITEM 10

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AWAITING FURTHER INFORMATION AT TIME OF AGENDA

## AWAITING QUOTATION