



E:clerk@whalleyparishcouncil.org.uk

Whalley Parish Council

Whalley, Wiswell & Barrow Joint Burial Committee

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.

1.	Attendance & Apologies																																																																																																																																																																																
	Present: Cllr Caroline Allen, Cllr Diane Chiappi, Cllr Karen Heyworth, Cllr Martin Highton (Chairman), Cllr John Threlfall, Cllr Richard Vickers. Apologies: Cllr Alan Scholfield. In Attendance: Liz Haworth (Clerk)								104/25																																																																																																																																																																								
2.	Declaration of Interests																																																																																																																																																																																
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.								105/25																																																																																																																																																																								
3.	To Approve the Minutes of the Previous WWBJBC Meeting																																																																																																																																																																																
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 9 th October 2024.								106/25																																																																																																																																																																								
4.	Financial Reports October, November & December 2024																																																																																																																																																																																
	It was resolved to Approve Accounts, Payments, Receipts & Balances.								107/25																																																																																																																																																																								
	<table><tr><td colspan="4">WWB Joint Burial Committee</td><td>Cash Book</td><td>OCTOBER</td><td colspan="2">2024</td></tr><tr><td colspan="8">Minutes Approved Ref No:</td></tr><tr><td>Chq No.</td><td>Date</td><td>Inv Ref</td><td>Payee / Payer</td><td>Description</td><td>Current</td><td>Reserve</td><td>Total</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>£</td><td>£</td><td>£</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 NI£55.54 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 colspan="5">Movement in Month</td><td>887.56</td><td>(15,934.17)</td><td>(15,046.61)</td></tr><tr><td colspan="5">Cash Book Balance at START of Month</td><td>6,410.98</td><td>61,764.80</td><td>68,175.78</td></tr><tr><td colspan="5">Cash Book Balance at END of Month</td><td>7,298.54</td><td>45,830.63</td><td>53,129.17</td></tr></table>								WWB Joint Burial Committee				Cash Book	OCTOBER	2024		Minutes Approved Ref No:								Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total						£	£	£	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 NI£55.54 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	Movement in Month					887.56	(15,934.17)	(15,046.61)	Cash Book Balance at START of Month					6,410.98	61,764.80	68,175.78	Cash Book Balance at END of Month					7,298.54	45,830.63	53,129.17	
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WWB Joint Burial Committee Minutes Approved Ref No:					Cash Book			NOVEMBER	2024
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £		
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		
Movement in Month					51.83	49.16	100.99		
Cash Book Balance at START of Month					7,298.54	45,830.63	53,129.17		
Cash Book Balance at END of Month					7,350.37	45,879.79	53,230.16		
WWB Joint Burial Committee Minutes Approved Ref No:					Cash Book			DECEMBER	2024
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £		
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		
Movement in Month					(1,152.01)	54.30	(1,097.71)		
Cash Book Balance at START of Month					7,350.37	45,879.79	53,230.16		
Cash Book Balance at END of Month					6,198.36	45,934.09	52,132.45		

5.	Budget 2025/26																																																																																																																																																																																																					
	Members considered and approved the budget for 2025/26.	108/25																																																																																																																																																																																																				
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	<p>6.1 To receive an update on the website.</p> <p>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.wwbcmemetery.org.uk and a new email address of registrar@wwbcmemetery.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.</p> <p>6.2 To consider quotes to have data transferred to Epitaph IT system.</p> <p>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.</p>	<p>109/25</p> <p>110/25</p>																																																																																																																																																																																																				

7.	Memorial Applications	
	A discussion was held on policy of memorial applications. It was resolved that memorial applications must comply with memorial policy. The clerk/registrar can approve standard applications. Non-standard applications will be referred to the Committee.	111/25
8.	Memorial Safety	
	8.1 To receive an update on Memorial Safety. 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. The Committee discussed the correspondence received as above. Clerk to action correspondence.	113/25
9.	Storage Shed	
	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. The Clerk will arrange accordingly.	114/25
10.	Gates	
	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
11.	Benches	
	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
12.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item. 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. A notice will be placed in the noticeboard informing of the Cemetery Inspection Review and Maintenance 26th February 2025 .	117/25
13.	Next Meeting Dates	
	Committee Cemetery Inspection Review and Maintenance Wednesday 26 th February 2pm.	118/24

	It was resolved to approve the next meeting date of Wednesday 9 th April 2025 at 7.00pm at Whalley Old Grammar School.	119/24
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Draft Minutes Subject to Confirmation

Meeting Closed at 8.45pm

Signed by Chairman:

Date:

Councillor Martin Highton