



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 14th January 2026, Whalley Old Grammar School at 7.00pm

Signed: *EK Haworth*

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 Allen, Cllr Duckworth, Cllr Highton (Chairman), Cllr Vickers. Apologies: Cllr Heyworth, Cllr Scholfield, Cllr Threlfall. In Attendance: Liz Haworth (Clerk).	182/26																																																																																																																																																																																												
2. Declaration of Interests																																																																																																																																																																																														
	There were no declarations of any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.	183/26																																																																																																																																																																																												
3. To Approve the Minutes of the Previous WWBJC Meeting																																																																																																																																																																																														
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held Wednesday 8 th October 2025.	184/26																																																																																																																																																																																												
4. Financial Reports October, November, December 2025																																																																																																																																																																																														
	<p>It was resolved to Approve Accounts, Payments, Receipts & Balances.</p> <table border="1"> <thead> <tr> <th colspan="3">WWB Joint Burial Committee</th> <th>Cash Book</th> <th>OCTOBER</th> <th>2025</th> </tr> <tr> <th colspan="3">Approved Minutes Ref No:</th> <th></th> <th></th> <th></th> </tr> <tr> <th>Chq No.</th> <th>Date</th> <th>Inv Ref</th> <th>Payee / Payer</th> <th>Description</th> <th>Current £</th> <th>Reserve £</th> <th>Total £</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>01/10/2025</td> <td></td> <td>Easy Web</td> <td>Website/Email Services</td> <td>(44.40)</td> <td></td> <td>(44.40)</td> </tr> <tr> <td>BAC</td> <td>03/10/2025</td> <td>213</td> <td>F Watling</td> <td>Jackson Grant Trf</td> <td>55.00</td> <td></td> <td>55.00</td> </tr> <tr> <td>BAC</td> <td>03/10/2025</td> <td>216</td> <td>Langshaws/Dignity</td> <td>Whipp CEO017</td> <td>1,415.00</td> <td></td> <td>1,415.00</td> </tr> <tr> <td>BAC</td> <td>08/10/2025</td> <td>222</td> <td>Thos Rock</td> <td>Hickling 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<td>20/10/2025</td> <td></td> <td></td> <td>HMRC</td> <td>Tax£152 NI£60.80 ENI£114</td> <td>(326.80)</td> <td>(326.80)</td> </tr> <tr> <td>Bankline</td> <td>20/10/2025</td> <td>909</td> <td>Abbey Gardening Services</td> <td>Grounds Maintenance</td> <td>(552.00)</td> <td></td> <td>(552.00)</td> </tr> <tr> <td>BAC</td> <td>21/10/2025</td> <td>226</td> <td>Stevensons Memorials</td> <td>Moran 798</td> <td>30.00</td> <td></td> <td>30.00</td> </tr> <tr> <td>BAC</td> <td>24/10/2025</td> <td></td> <td>L Dawson</td> <td>Credit</td> <td>10.00</td> <td></td> <td>10.00</td> </tr> <tr> <td>BAC</td> <td>24/10/2025</td> <td>217/225</td> <td>Dignity Funerals/Langshaw</td> <td>Brown 648 Moran P107</td> <td>1,235.00</td> <td></td> <td>1,235.00</td> </tr> <tr> <td>BAC</td> <td>27/10/2025</td> <td></td> <td>HMRC</td> <td>VAT reclaim</td> <td>823.98</td> <td></td> <td>823.98</td> </tr> <tr> <td>BAC</td> <td>29/10/2025</td> <td>227</td> <td>William Alty & Son</td> <td>Khan CE0032</td> <td>1,415.00</td> <td></td> <td>1,415.00</td> </tr> <tr> <td>INT</td> <td>31/10/2025</td> <td></td> <td>Reserve Account</td> <td>Credit Interest</td> <td></td> <td>35.61</td> <td>35.61</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Movement in Month</td> <td></td> <td>6,523.73</td> <td>35.61</td> <td>6,559.34</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Cash Book Balance at START of Month</td> <td></td> <td>7,669.03</td> <td>41,332.16</td> <td>49,001.19</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Cash Book Balance at END of Month</td> <td></td> <td>14,192.76</td> <td>41,367.77</td> <td>55,560.53</td> </tr> </tbody> </table>	WWB Joint Burial Committee			Cash Book	OCTOBER	2025	Approved Minutes Ref No:						Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	DD	01/10/2025		Easy Web	Website/Email Services	(44.40)		(44.40)	BAC	03/10/2025	213	F Watling	Jackson Grant Trf	55.00		55.00	BAC	03/10/2025	216	Langshaws/Dignity	Whipp CEO017	1,415.00		1,415.00	BAC	08/10/2025	222	Thos Rock	Hickling Memorial 684	30.00		30.00	BAC	08/10/2025	219	Uttley Memorials	De Vince Memorial R10	30.00		30.00	BAC	08/10/2025	220	William Alty & Son	Moran 798	925.00		925.00	BAC	09/10/2025	221	Benko	Reserved Plot W73	310.00		310.00	BAC	14/10/2025	224	Silson	Reserved Plot W74	310.00		310.00	BAC	16/10/2025			Dignity Funerals/Langshaw Duplicate Payment	1,415.00		1,415.00	Bankline	20/10/2025		E Haworth	Salary/Office/Travel	(557.05)		(557.05)	Bankline	20/10/2025			HMRC	Tax£152 NI£60.80 ENI£114	(326.80)	(326.80)	Bankline	20/10/2025	909	Abbey Gardening Services	Grounds Maintenance	(552.00)		(552.00)	BAC	21/10/2025	226	Stevensons Memorials	Moran 798	30.00		30.00	BAC	24/10/2025		L Dawson	Credit	10.00		10.00	BAC	24/10/2025	217/225	Dignity Funerals/Langshaw	Brown 648 Moran P107	1,235.00		1,235.00	BAC	27/10/2025		HMRC	VAT reclaim	823.98		823.98	BAC	29/10/2025	227	William Alty & Son	Khan CE0032	1,415.00		1,415.00	INT	31/10/2025		Reserve Account	Credit Interest		35.61	35.61				Movement in Month		6,523.73	35.61	6,559.34				Cash Book Balance at START of Month		7,669.03	41,332.16	49,001.19				Cash Book Balance at END of Month		14,192.76	41,367.77	55,560.53	185/26
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		WWB Joint Burial Committee Approved Minutes Ref No:			Cash Book			NOVEMBER 2025						
		Chq No.	Date	Inv Ref	Payee / Payer	Description			Current £	Reserve £	Total £			
DD	01/11/2025	Easy Web			Website/Email Services			(44.40)			(44.40)			
BAC	10/11/2025	230 K Barker			Parker W67			435.00			435.00			
BAC	13/11/2025	231 G Wallis			Reserved Plot W75			310.00			310.00			
BAC	14/11/2025	229 G & L Simpson			Reserved Plot 843			560.00			560.00			
BAC	20/11/2025	Havencare/Clitheroe Fune Odell						690.00			690.00			
BAC	21/11/2025	L Dawson			Credit			10.00			10.00			
Bankline	24/11/2025	E Haworth			Salary/Office/Travel			(552.10)			(552.10)			
Bankline	24/11/2025	HMRC			Tax£152 NI£60.80 ENI£114			(326.80)			(326.80)			
Bankline	24/11/2025 946	Abbey Gardening Services			Grounds Maintenance (October 21)			(552.00)			(552.00)			
Bankline	24/11/2025 JSA 350	JS Atherton & Co Ltd			Market Valuation			(400.00)			(400.00)			
Bankline	24/11/2025 225532	E Haworth			Reimbursement Viking Safety Sign			(33.21)			(33.21)			
Bankline	24/11/2025 JM3225	WEF			Room Hire			(19.00)			(19.00)			
Bankline	24/11/2025	David Uttley Grave Diggings			Grave Digging			(2,900.00)			(2,900.00)			
Bankline	24/11/2025	Uttley Memorials			Creation of New Cremation Plot A			(2,400.00)			(2,400.00)			
BAC	25/11/2025 233	Stevensons Memorials			Khan CEO033			130.00			130.00			
INT	28/11/2025	Reserve Account			Credit Interest				30.15		30.15			
Movement in Month								(5,092.51)	30.15		(5,062.36)			
Cash Book Balance at START of Month								14,192.76	41,367.77		55,560.53			
Cash Book Balance at END of Month								9,100.25	41,397.92		50,498.17			
		WWB Joint Burial Committee Approved Minutes Ref No:			Cash Book			DECEMBER 2025						
		Chq No.	Date	Inv Ref	Payee / Payer	Description			Current £	Reserve £	Total £			
DD		Easy Web			Website/Email Services			(44.40)			(44.40)			
BAC	05/12/2025	232 Dignity-Langshaws			Manson 800			855.00			855.00			
BAC	08/12/2025	234 Brian Price & Sons			Ormiston			2,070.00			2,070.00			
BAC	09/12/2025	235 Stevensons			Walker 744			175.00			175.00			
BAC	22/12/2025	Dignity-Langshaws			Refund for 16/10/2025 duplicate			(1,415.00)			(1,415.00)			
Bankline	22/12/2025	E Haworth			Salary/Office/Travel			(557.05)			(557.05)			
Bankline	22/12/2025	HMRC			Tax£152 NI£60.80 ENI£114			(326.80)			(326.80)			
Bankline	22/12/2025	E Haworth			Reimbursement - Stationary			(5.99)			(5.99)			
Bankline	22/12/2025	973 Abbey Gardening Services			Grounds Maintenance (November)			(552.00)			(552.00)			
Bankline	22/12/2025	235 Stevensons			overpayment Inv 235			(45.00)			(45.00)			
Bankline	22/12/2025	Ribble Valley Stone Mason			Repair to pillars			(500.00)			(500.00)			
INT	31/12/2025	Reserve Account			Credit Interest			35.56			35.56			
Movement in Month								(310.68)	0.00		(310.68)			
Cash Book Balance at START of Month								9,100.25	41,397.92		50,498.17			
Cash Book Balance at END of Month								8,789.57	41,397.92		50,187.49			
5.	WWBJBC Budget Setting for 1/4/2026 - 31/3/2027													
	The budget was reviewed and it was resolved to approve the Cemetery Budget for the financial year 1/4/2026 - 31/3/2027.											186/26		
	WWBJBC Cemetery Budget Summary 2026–27													
	Financial Year 1/4/2024-31/3/2025 saw a decrease in income from the previous year 1/4/2023 – 31/3/2024 of £2534.													
	Registrar/Clerk expenditure was reduced due to staffing changes and a decrease in employment hours/sick pay, resulting in lower salary, associated expenses and HR costs.													
	Grounds maintenance expenditure increased significantly by £19,157 due to essential works undertaken during the period. These included removal of spoil from the bottom of the cemetery (£2,550), repairs to path edgings (£4,200), memorial safety works (£7,430), construction of a shed base (£650), and purchase of a shed (£583), for which grant funding was received to cover the cost. Additional costs related to tree works and risk reports (£920), replacement													

of the main cemetery gates (£1,900), and other grounds maintenance equipment, including grave markers, a wheelbarrow, and watering cans (circa £900).

Additional expenditure was incurred through the computerisation of the cemetery booking and register system, with the purchase of the Epitaph software at a cost of £697 which was effectively costed in last years budget.

In 2025–26, grounds maintenance works included the creation of a new pathside ashes section along the woodland path (£2400), as existing pathside ashes plots were nearing capacity.

Whalley Wiswell and Barrow Joint Burial Committee

Budget Setting 1/4/2026-31/3/2027

	Actual 1/4/2023-31/3/2024	Actual 1/4/2024-31/3/2025	Actual from 1/4/2025 to 31/12/2025	Projection from 1/1/2026 to 31/3/2026	Total Year Projection 2025-26	Budget 2025/26	Deficit/Underspend	Proposed Budget 2026/27
INCOME	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Burial Income	30721	28232	22881	6500	29381	35000	5619	29000
Parish Levy	0	0	0	0	0	0	0	0
Interest	813	768	319	150	469	720	251	500
Totals	31534	29000	23200	6650	29850	35720	5870	29500
EXPENDITURE								
Registrar Salary	10961	9489	7845	2621	10466	9500	-966	11000
Registrar Expenses	5252	5	54	20	74	200	126	100
Grounds Maintenance	5937	24409	8172	2500	10672	6000	-4672	14200
Waste	294	305	317	0	317	320	3	320
Insurance	629	670	749	0	749	700	-49	820
Water	215	215	0	240	240	250	10	300
Gravedigging	5280	6360	5380	3000	8380	10000	1620	9500
ICCM	95	100	105	0	105	100	-5	120
IT/Epitaph	0	697	0	0	0	836	836	350
Audit	250	250	250	250	500	250	-250	250
Room Hire	40	77	57	20	77	90	13	100
Admin	253	450	756	200	956	400	-556	1000
ICO	0	40	0	45	45	40	-5	50
Training	0	145	0	0	0	0	0	500
HR	5480	250	0	0	0	200	200	0
Other	0	0	0		0	3000	3000	0
Totals	34686	43462	23685	8896	32581	31886	-695	38610
SURPLUS	-3152	-14462	-485	-2246	-2731	3834	6565	-9110

	<p>Accounting Statement 31/12/2025</p> <table border="1"> <thead> <tr> <th colspan="2">Accounting Statement</th><th></th><th></th><th></th><th></th><th></th></tr> </thead> <tbody> <tr> <td>Balances Brought Forward</td><td></td><td></td><td></td><td></td><td>50,941.75</td><td></td></tr> <tr> <td>Levy income</td><td></td><td></td><td></td><td></td><td>0.00</td><td></td></tr> <tr> <td>Other Receipts</td><td></td><td></td><td></td><td></td><td>23,200.07</td><td></td></tr> <tr> <td>Staff costs</td><td></td><td></td><td></td><td></td><td>(7,845.72)</td><td></td></tr> <tr> <td>Loan interest / Capital</td><td></td><td></td><td></td><td></td><td>0.00</td><td></td></tr> <tr> <td>VAT (net)</td><td></td><td></td><td></td><td></td><td>(304.74)</td><td></td></tr> <tr> <td>Other payments</td><td></td><td></td><td></td><td></td><td>(15,839.43)</td><td></td></tr> <tr> <td>Balance Carried Forward</td><td></td><td></td><td></td><td></td><td>50,151.93</td><td></td></tr> </tbody> </table> <p>Cash Book Balance 31/12/2025 £50,151.93 Projected Income 31/3/2026 £6,650.00 Projected Expenditure 31/3/2026 £8,896.00 Projected Cash Balance 31/3/2026 £47,905.93 Projected Cash Balance 31/3/2027 against the proposed budget & estimated income 2026/2027 £38,795.93</p>	Accounting Statement							Balances Brought Forward					50,941.75		Levy income					0.00		Other Receipts					23,200.07		Staff costs					(7,845.72)		Loan interest / Capital					0.00		VAT (net)					(304.74)		Other payments					(15,839.43)		Balance Carried Forward					50,151.93		
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6.	Cemetery Grounds																																																																
	To receive updates on general cemetery grounds maintenance, including:																																																																
	6.1 Works are progressing to the raised area front of the cemetery, with new matting, soil and plantings to significantly improve this area.	187/26																																																															
	6.2 It was resolved to leave the removal of the moss and renew the stoned area near the turning circle down to the Quartile Hedge Garden (Remembrance Garden) after the works to the front of the cemetery and the woodland paths had been completed, not to damage any new works in this area.	188/26																																																															
	6.3 Path edgings to the woodland- see item 7.	189/26																																																															
	6.4 A quote was received to refurbish the Pedestrian gate at the entrance to the cemetery of £300. It was resolved to approve these works.	190/26																																																															
	6.5 The committee are still trying to source a double gate latch bracket to fit the new gates. Enquires are to be made to a local forge.	191/26																																																															
	6.6 Settled graves are to be continually reviewed and topped and reseeded in a timely manner.	192/26																																																															
7.	Path Edgings to Woodland Area Quotation.																																																																
	It was resolved to accept the quotation of £14,000 + VAT to improve the path edgings to the woodland by replacing the perished wood edgings with cobblestones throughout the woodland area.	193/26																																																															
8.	Memorial Safety																																																																
	A Memorial Safety Inspection has been arranged for Thursday 15 th January 2026.	194/26																																																															

9.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, works in progress, that may result in a future agenda item. 9.1 Tree Risk Management Report min ref 176/25. The Clerk has forwarded the report to the tree surgeon for review and has requested a quotation for the required works. 9.2 The creation of a new Pathside Plot area along the path to the woodland has been completed. 9.3 The repairs to the stone pillars to the entrance of the cemetery has been completed. 9.4 Public Engagement – Items continue to be posted on the Notices section of the WWB Cemetery Website and noticeboard for updates and information on the cemetery. 9.5 Cllr Diane Chiappi has written to advise that she has resigned from Barrow Parish Council and, as a result, is no longer able to represent Barrow Parish Council on the WWBJBC Committee. Cllr Chiappi was actively involved in cemetery matters and her contribution to the work of the WWBJBC will be greatly missed. Barrow Parish Council will need to appoint a representative to the WWBJBC as per the constitution. 9.6 The Cemetery Inspection Review and Maintenance Visit will take place on Wednesday 25 th February from 1.30pm. During the visit members will tidy around graves, including the removal of dead flowers, plants and broken or items. Any non-permitted items identified during the inspection will be removed and placed by the shed or near the entrance for collection in line with cemetery policy. https://www.wwbcemetery.org.uk/uploads/documents/files/WWB%20Cemetery%20Policy.pdf 9.7 Any other items for information. Correspondence was received from a plot holder wishing to make a formal complaint. The Clerk will respond by providing the Complaints Procedure.	195/26 196/26 197/26 198/26 199/26 200/26 201/26
10.	2026 Meeting Dates	
	It was resolved to approve the 2026 meeting dates of; Wednesday 8 th April 2026 Wednesday 1 st July 2026 Wednesday 7 th October 2026 to be held at 7.00pm at Whalley Old Grammar School.	202/26

Meeting closed at 8.30pm.

Draft Minutes Subject to Confirmation