

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: *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 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 WWBJBC 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																																																																																																																																																																									
	It was resolved to Approve Accounts, Payments, Receipts & Balances.	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 NIE60.80 ENIE114	(326.80)		(326.80)
Bankline	24/11/2025	946	Abbey Gardening Services	Grounds Maintenance (October 2)	(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 Digg	Grave Digging	(2,900.00)		(2,900.00)
Bankline	24/11/2025		Uttley Memorials	Creation of New Cremation Plot	(2,400.00)		(2,400.00)
BAC	25/11/2025	233	Stevensons Memorials	Khan CE0033	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 NIE60.80 ENIE114	(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 Masor	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						
	<p>The budget was reviewed and it was resolved to approve the Cemetery Budget for the financial year 1/4/2026 - 31/3/2027.</p> <p>WWBJBC Cemetery Budget Summary 2026–27</p> <p>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.</p> <p>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.</p> <p>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</p>						186/26

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/Und erspend	Proposed Budget 2026/27
INCOME	A	B	C	D	E	F	G	H
					C+D		F-E	
	£	£	£	£	£	£	£	£
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	0	3000	3000	0
Totals	34686	43462	23685	8896	32581	31886	-695	38610
SURPLUS	-3152	-14462	-485	-2246	-2731	3834	6565	-9110

Accounting Statement 31/12/2025

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

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

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 15th 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.	195/26
	9.2 The creation of a new Pathside Plot area along the path to the woodland has been completed.	196/26
	9.3 The repairs to the stone pillars to the entrance of the cemetery has been completed.	197/26
	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.	198/26
	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.	199/26
	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	200/26
	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.	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.

Signed by Chairman:

Date:

Councillor Martin Highton