



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

**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 9 <sup>th</sup> October 2024.	
<b>4.</b>	<b>Financial Reports October, November &amp; December 2024.</b>	
	To Approve Accounts, Payments, Receipts & Balances.	
<b>5.</b>	<b>Budget 2025/26</b>	
	To consider and approve the budget for 2025/26.	
<b>6.</b>	<b>Website &amp; Epitaph Software</b>	
	6.1 To receive an update on the website. 6.2 To consider quotes to have data transferred to Epitaph IT system.	
<b>7.</b>	<b>Memorial Applications</b>	
	To discuss the review of policy on memorial applications.	
<b>8.</b>	<b>Memorial Safety</b>	
	8.1 To receive an update on Memorial Safety. 8.2 To discuss correspondence received in connection with plot 307 and memorial repairs.	
<b>9.</b>	<b>Storage Shed</b>	
	To receive an update on the installation of the shed.	

<b>10.</b>	<b>Gates</b>	
	To receive an update on the new cemetery gates and consider any works to the pedestrian gate.	
<b>11.</b>	<b>Benches</b>	
	To update on the benches in the Cemetery and decide on any course of action.	
<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.	
<b>13.</b>	<b>Next Meeting Dates</b>	
	To approve the next meeting date of Wednesday 9 <sup>th</sup> April 2025 at 7.00pm at Whalley Old Grammar School.	

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**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> October 2024 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.

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	6.1 The cemetery inspection and maintenance day, held on 25th September 2024, was attended by two members and the clerk. Dead flowers and plants were cleared from graves, and items extending beyond the memorials were placed on memorial stone bases for the attention of plot holders. Non-permitted items, such as solar lights or glass, were either set aside for collection or, if broken, discarded in the bins as per Cemetery Policy.  6.2 It was resolved to approve the next inspection and maintenance day to be held 26 <sup>th</sup> February 2025, to include the removal of Christmas wreaths.	94/24  95/24																																																																																																																																																																																																																																																																																																																																																																																																																																				

<b>7.</b>	<b>Memorial Safety</b>	
	At a previous meeting, the committee decided to repair damaged or unsafe memorial stones, rather than laying them flat, in order to uphold the cemetery's high standards. A total of 45 memorials have been addressed by a BRAMM-registered stonemason. The costs, which will be recovered from plot holders who will be contacted soon, included £190 for refitting ground anchors and £30 for applying adhesive to flags, with charges allocated accordingly.	96/24
<b>8.</b>	<b>Storage Shed</b>	
	The Cemetery has received a Parish Champion Grant for £644.99 to purchase a shed to keep maintenance equipment and items tidy and secure. It was resolved to approve the site of the shed and create a base for the shed at a cost of £750.	97/24
<b>9.</b>	<b>Gates</b>	
	The committee discussed the quotes received to replace the 2 large entrance gates and resolved to employ SD Cox to carry out the works at a cost of £2300.	98/24
<b>10.</b>	<b>Benches</b>	
	The committee resolved to contact the owners of benches in poor condition around the cemetery, asking them to either renovate, replace or remove the benches. The cemetery is offering a bench memorial scheme for £950, covering a 10-year period (details available at <a href="https://www.whalleyparishcouncil.org.uk/uploads/otherDocuments/files/Memorial%20Bench%20Policy%20&amp;%20Application%20Form.pdf">https://www.whalleyparishcouncil.org.uk/uploads/otherDocuments/files/Memorial%20Bench%20Policy%20&amp;%20Application%20Form.pdf</a> ). Alternatively, bench holders may choose to purchase and maintain their own bench, retaining ownership and responsibility for its upkeep throughout its lifespan.	99/24
<b>11.</b>	<b>Tree Report</b>	
	The committee reviewed the tree inspection report and resolved to contact a tree surgeon to quote for the recommended works. Cllr Vickers to follow up.	100/24
<b>12.</b>	<b>Website</b>	
	It was resolved for the Cemetery to have its own website to enable clarity to display cemetery specific information to plot holders and users at a cost of £25.30 per month. Whalley, Wiswell & Barrow Parish Councils will display uniformed information and a link to the new Cemetery website on their respective websites.	101/24
<b>13.</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.  An item was discussed following contact from the office of Jonathan Hinder MP.	102/24
<b>13.</b>	<b>Next Meeting Dates</b>	
	It was resolved to approve the next meeting date of Wednesday 8 <sup>th</sup> January 2025 at 7.00pm at Whalley Old Grammar School.	103/24

Meeting closed at 8.10pm

Signed by Chairman:

Date:

Councillor Martin Highton

# AGENDA ITEM 4 (3 PAGES)

## WWB Joint Burial Committee

Minutes Approved Ref No:

				Cash Book	OCTOBER	2024			
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
DD	01/10/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
BAC	07/10/2024	172	Brian Price	Jackson W25	250.00		250.00		250.00
DPC	09/10/2024		Stevensons Memorials	Holden	175.00		175.00		175.00
TRF	18/10/2024		WWBJBC	TRF from Int to Current a/c	16,000.00	(16,000.00)	0.00		0.00
Bankline	21/10/2024		E Haworth	Salary	(499.85)		(499.85)		(499.85)
Bankline	21/10/2024		HMRC	IT£138.80 NI£55.54 ENI£95.80	(290.14)		(290.14)		(290.14)
Bankline	21/10/2024	174816	E Haworth	Reimbursement Chalk Pen	(3.49)		(3.49)	(0.58)	(2.91)
Bankline	21/10/2024		S Uttley	Works to Path Edgings	(4,200.00)		(4,200.00)		(4,200.00)
Bankline	21/10/2024		S Uttley	Works to remove Spoil	(2,550.00)		(2,550.00)		(2,550.00)
Bankline	21/10/2024	603	Abbey Gardening Services Ltd	Grounds Maintenance (Septembe	(552.00)		(552.00)	(92.00)	(460.00)
Bankline	21/10/2024		S Uttley	Memorial Safety Works	(5,500.00)		(5,500.00)		(5,500.00)
Bankline	21/10/2024		S Uttley	Memorial Safety Works	(1,930.00)		(1,930.00)		(1,930.00)
BAC	25/10/2024		L Dawson	Credit	10.00		10.00		10.00
INT	31/10/2024		Reserve Account	Credit Interest		65.83	65.83		65.83
<b>Movement in Month</b>					<b>887.56</b>	<b>(15,934.17)</b>	<b>(15,046.61)</b>	<b>(96.24)</b>	<b>(14,950.37)</b>
Cash Book Balance at START of Month					6,410.98	61,764.80	68,175.78		
<b>Cash Book Balance at END of Month</b>					<b>7,298.54</b>	<b>45,830.63</b>	<b>53,129.17</b>		

## Bank Reconciliation

	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	6,410.98	61,764.80	68,175.78
			0.00
			0.00
Cash Book Balance at START of month	6,410.98	61,764.80	68,175.78

**WWB Joint Burial Committee**

Minutes Approved Ref No:

**Cash Book**

**NOVEMBER**

**2024**

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
DD	01/11/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
BAC	04/11/2024	173	Stevensons Memorials	Memorial Fee England 651CE	175.00		175.00		175.00
BAC	18/11/2024	174	Doman	Reserved Plot	750.00		750.00		750.00
BAC	22/11/2024	171	A Whitehead	Reserved Plot	750.00		750.00		750.00
BAC	22/11/2024		L Dawson	Credit	10.00		10.00		10.00
Bankline	25/11/2024		E Haworth	Salary inc backpay £184.27	(652.10)		(652.10)		(652.10)
Bankline	25/11/2024		HMRC	IT£138.80 NI£55.54 ENI£95.80	(378.65)		(378.65)		(378.65)
Bankline	25/11/2024		Stevensons Memorials	Return of Holden Payment	(175.00)		(175.00)		(175.00)
Bankline	25/11/2024	537	David Uttley	Grave Digging Services	(500.00)		(500.00)		(500.00)
Bankline	25/11/2024	640	Abbey Gardening Services	Grounds Maintenance (October)	(552.00)		(552.00)	(92.00)	(460.00)
Bankline	25/11/2024	1.8E+08	E Haworth	Re-imburement Grave Markers	(18.26)		(18.26)	(3.05)	(15.21)
Bankline	25/11/2024	1.9E+08	E Haworth	Re-imburement Grave Markers	(150.60)		(150.60)	(25.14)	(125.46)
Bankline	25/11/2024	1.9E+08	E Haworth	Re-imburement Grave Markers	(150.60)		(150.60)	(25.14)	(125.46)
Bankline	25/11/2024	JM2785	WEF	Room Hire Oct	(19.00)		(19.00)		(19.00)
BAC	29/11/2024	175	B Price & Son Ltd	Hind 755RC	985.00		985.00		985.00
INT	29/11/2024	INT	Reserve Account	Credit Interest		49.16	49.16		49.16
<b>Movement in Month</b>					<b>51.83</b>	<b>49.16</b>	<b>100.99</b>	<b>(148.99)</b>	<b>249.98</b>
Cash Book Balance at START of Month					7,298.54	45,830.63	53,129.17		
<b>Cash Book Balance at END of Month</b>					<b>7,350.37</b>	<b>45,879.79</b>	<b>53,230.16</b>		

**Bank Reconciliation**

	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	7,298.54	45,830.63	53,129.17
			0.00
			0.00
Cash Book Balance at START of month	7,298.54	45,830.63	53,129.17



**WWB Joint Burial Committee**

Minutes Approved Ref No:

**Cash Book**

**DECEMBER 2024**

Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
DD	02/12/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
BAC	06/12/2024		Montague	585 Memorial Repairs	190.00		190.00		190.00
BAC	06/12/2024		Yeoman	380 Memorial Repairs	190.00		190.00		190.00
BAC	09/12/2024		Bretherton	355 Memorial Repairs	190.00		190.00		190.00
BAC	09/12/2024		McLoughlin	427a Memorial Repairs	30.00		30.00		30.00
BAC	10/12/2024		Guyer	431 Memorial Repairs	190.00		190.00		190.00
BAC	13/12/2024		Scott	Reserved Plot 911	750.00		750.00		750.00
BAC	20/12/2024		L Dawson	Credit	10.00		10.00		10.00
Bankline	20/12/2024		E Haworth	Salary	(519.57)		(519.57)		(519.57)
Bankline	20/12/2024	257742	E Haworth	Reimbursement Stationery	(6.99)		(6.99)	(1.17)	(5.82)
Bankline	20/12/2024		HMRC	IT£144.20) NI£57.72) ENI£99.57)	(301.49)		(301.49)		(301.49)
Bankline	20/12/2024		SD Cox	Cemetery Gates	(1,900.00)		(1,900.00)		(1,900.00)
Bankline	20/12/2024	654	Abbey Gardening Services	Grounds Maintenance (November	(552.00)		(552.00)	(92.00)	(460.00)
Bankline	20/12/2024	5383	Source	Branding	(90.00)		(90.00)	(15.00)	(75.00)
INT	31/12/2024		Reserve Account	Credit Interest		54.30	54.30		54.30
BAC	31/12/2024	184	Brian Price Ltd	Clarke 163	690.00		690.00		690.00
							0.00		0.00
<b>Movement in Month</b>					<b>(1,152.01)</b>	<b>54.30</b>	<b>(1,097.71)</b>	<b>(111.83)</b>	<b>(985.88)</b>
Cash Book Balance at START of Month					7,350.37	45,879.79	53,230.16		
<b>Cash Book Balance at END of Month</b>					<b>6,198.36</b>	<b>45,934.09</b>	<b>52,132.45</b>		

**Bank Reconciliation**

	Current £	Reserve £	Overall £
<i>Bank Statement Balance at START of month</i>	7,350.37	45,879.79	53,230.16
			0.00
			0.00
Cash Book Balance at START of month	7,350.37	45,879.79	53,230.16

# AGENDA ITEM 5

Table 1

<b>Whalley Wiswell and Barrow Joint Burial Committee</b>						
<b>Budget 2025/26</b>						
		2023/24	Actual to 31/12/2024	Projected to 31/3/2025	Total Projected 31/2/2025	Proposed Budget 2025/26
<b>INCOME</b>						
<b>Burial Income</b>		40000	20936	5000	25936	35000
<b>Parish Levy</b>		0	0	0	0	0
<b>Interest</b>		850	570	150	720	720
		40850	21506	5150	26656	35720
<b>EXPENDITURE</b>						
<b>Registrar Salary</b>		9720	7026	2460	9486	9500
<b>Registrar Expenses</b>		200	0	100	100	200
<b>Grounds Maintenance</b>		5940	11150	1500	12650	6000
<b>Waste</b>		300	306	0	306	320
<b>Insurance</b>		800	670	0	670	700
<b>Water</b>		200	0	250	250	250
<b>Gravedigging</b>		10000	4040	5000	9040	10000
<b>ICCM</b>		100	100	0	100	100
<b>IT</b>		300	0	0	0	
<b>Audit</b>		250	250	0	250	250
<b>Room Hire</b>		80	58	20	78	90
<b>Admin</b>		200	410	50	460	400
<b>Epitaph Software</b>		0	0	0	0	836
<b>ICO</b>		0	0	0	0	0
<b>Training</b>		0	145	0	145	200
<b>HR</b>		0	207	0	207	0
<b>Other</b>		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	3874

# SCRIPTI

23rd October 2024

Liz Haworth  
Registrar  
Barrow Parish Council  
Whalley, Wiswell & Barrow Cemetery  
Clitheroe Road  
Whalley  
Clitheroe  
BB7 9AD

Estimate

**To undertake the following work:**

***Scanning and Transcription Services for Whalley, Wiswell and Barrow Cemetery***

Scanning 3 Registers (1 Burial, Grave and Cremation Register)	£300.00
Back data entry from scanned images and data validation	£1,403.88
Memory sticks and SharePoint	£100.00
Courier £280.00 per trip	£560.00
<b>Total</b>	<b>£1,803.88 excluding courier</b>
Excluding VAT 20%	

A full explanation of our services is set out in the accompanying notes. Should there be any points which require further clarification we should be happy to assist.

We are much obliged to you for giving us the opportunity to quote for this project.

Yours sincerely

On behalf of Scripti Limited

# SCRIPTI

## **Process Notes**

### **Scanning of Burial records**

The scanning of the registers is done on a “state of the art” \*book scanning equipment. The registers are placed on a cradle that compensates for the weight of the register and automatically alters as the book is scanned, the page is flat and there are little but no curves in the image. The image is captured by a high quality overhead camera; the equipment is able to scan in both directions so this enables the process to be faster. All functions of the scanner are operated by the technician including turning the pages of the register. \*The equipment is German and is highly specialist; it is used by the National Archives in London.

The registers are scanned at 300dpi in greyscale jpg files of 2mb each. The scans can then be reduced to upload if wished. All files will be delivered on a hard drive in Jpeg format. The images will then be converted into PDF for multi-page for quick and easy reference.

### ***Collection/Delivery:***

A collection and delivery service is available.

### ***Look up service***

A look up service is available from 9.00 am until 6pm on all records whilst they are on our premises.

We are very aware that the registers being off your premises will course some apprehension and worry. We always do our best to make the whole process of the registers being away as painless as possible and will do our utmost to provide the information as quickly as possible as and when it is requested.

### ***References:***

It is often beneficial to talk to other clients to confirm our skills and the high quality of work we have achieved for other authorities who had similar objectives to yourselves.

### ***Transcriptions***

Back data entry of approximately 1433 entries from Burial Registers directly into your Epitaph database. We understand there are approximately 800 records missing and these burials will be pieced together to the best of our ability using the information available to us in the form of Burial, Grave and Cremation Registers as well as grave plans. Data validation carried out on every record on your database with a guaranteed accuracy rate of 97%.

# SCRIPTI

## **Considerations**

We assume that handwriting will be consistently clear. Poor quality records and/or a large number of inconsistencies would unfortunately attract an additional cost. We will discuss this with you before carrying on with the keying.

We aim for 100% accuracy however it is accepted that when transcribing handwritten records, especially names, there will be illegible words and letters: differences of opinion as well as subtle differences in spelling. When there is any doubt, we will use our experience to fill in gaps, using a 'best guess' method and a flag in the Notes field to indicate potential inaccuracies. Internet searches may also be used to piece together the records.

Not all references/fields are found in their entirety with most historical registers. Therefore, only what is viewable and legible on a scanned page/image will be keyed.

Protocol for partial dates in date formatted fields will need to be agreed.

Ages, if appearing in years and months for example 1 year 6 months, will be entered as 18 months.

## ***Payment Terms (Transcription)***

An initial payment of £561.55 will need to be paid upfront, a further payment of £561.55 to be paid on completion of the transcription and the remaining £561.55 to be paid once the entire project has been checked and handed over.

## ***Lead times***

Upon receipt of a Purchase Order and the initial payment from yourselves we will put your project into our production schedule with a view to starting within four weeks. Once we commence work you will be updated on the progress on a weekly basis.

If you have any questions with any of the above, then please let me know.

Kind regards

Philippa Harrison  
Managing Director