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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 Chiappi, Cllr Heyworth, Cllr Highton (Chairman) Cllr Vickers Apologies: Cllr Scholfield In Attendance: Liz Haworth (Clerk)	139/25																																																																																																																																																							
2.	Declaration of Interests																																																																																																																																																								
	There were no declarations of interest.	140/25																																																																																																																																																							
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 Wednesday 9 th April 2025.	141/25																																																																																																																																																							
4.	Financial Reports April, May, June 2025																																																																																																																																																								
	It was resolved to approve Accounts, Payments, Receipts & Balances.	142/25																																																																																																																																																							
	<table><tr><td colspan="4">WWB Joint Burial Committee</td><td>Cash Book</td><td>APRIL</td><td>2025</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>DD</td><td>01/04/2025</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>DPC</td><td>03/04/2025</td><td></td><td>Foster</td><td>Bradley 418</td><td>270.00</td><td></td><td>270.00</td></tr><tr><td>BAC</td><td>11/04/2025</td><td></td><td>L Dawson</td><td>Credit</td><td>10.00</td><td></td><td>10.00</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td></td><td>E Haworth</td><td>Salary/Office/Travel</td><td>(519.57)</td><td></td><td>(519.57)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td></td><td>HMRC</td><td>Tax£144.20 NIE57.72 ENIE108.22</td><td>(310.14)</td><td></td><td>(310.14)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td></td><td>E Haworth</td><td>Re-imburement Stamps</td><td>(20.88)</td><td></td><td>(20.88)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td></td><td>E Haworth</td><td>Re-imburement Paper</td><td>(7.00)</td><td></td><td>(7.00)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td>736</td><td>Abbey Gardening Services</td><td>Grounds Maintenance (March 2025)</td><td>(552.00)</td><td></td><td>(552.00)</td></tr><tr><td>Bankline</td><td>21/04/2025</td><td>4409/2021</td><td>ICCM</td><td>Membership</td><td>(105.00)</td><td></td><td>(105.00)</td></tr><tr><td>Bankline</td><td>22/04/2025</td><td>SDebtA06</td><td>RVBC</td><td>Waste</td><td>(317.00)</td><td></td><td>(317.00)</td></tr><tr><td>BAC</td><td>22/04/2025</td><td>196</td><td>Brian Price Ltd</td><td>Stevenson</td><td>820.00</td><td></td><td>820.00</td></tr><tr><td>INT</td><td>30/04/2025</td><td></td><td>Reserve Account</td><td>Credit Interest</td><td></td><td>46.21</td><td>46.21</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>0.00</td></tr><tr><td></td><td></td><td></td><td></td><td>Movement in Month</td><td>(775.99)</td><td>46.21</td><td>(729.78)</td></tr><tr><td></td><td></td><td></td><td></td><td>Cash Book Balance at START of Month</td><td>4,862.90</td><td>46,078.85</td><td>50,941.75</td></tr><tr><td></td><td></td><td></td><td></td><td>Cash Book Balance at END of Month</td><td>4,086.91</td><td>46,125.06</td><td>50,211.97</td></tr></table>	WWB Joint Burial Committee				Cash Book	APRIL	2025	Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	DD	01/04/2025		Easy Web	Website/Email Services	(44.40)		(44.40)	DPC	03/04/2025		Foster	Bradley 418	270.00		270.00	BAC	11/04/2025		L Dawson	Credit	10.00		10.00	Bankline	21/04/2025		E Haworth	Salary/Office/Travel	(519.57)		(519.57)	Bankline	21/04/2025		HMRC	Tax£144.20 NIE57.72 ENIE108.22	(310.14)		(310.14)	Bankline	21/04/2025		E Haworth	Re-imburement Stamps	(20.88)		(20.88)	Bankline	21/04/2025		E Haworth	Re-imburement Paper	(7.00)		(7.00)	Bankline	21/04/2025	736	Abbey Gardening Services	Grounds Maintenance (March 2025)	(552.00)		(552.00)	Bankline	21/04/2025	4409/2021	ICCM	Membership	(105.00)		(105.00)	Bankline	22/04/2025	SDebtA06	RVBC	Waste	(317.00)		(317.00)	BAC	22/04/2025	196	Brian Price Ltd	Stevenson	820.00		820.00	INT	30/04/2025		Reserve Account	Credit Interest		46.21	46.21								0.00								0.00					Movement in Month	(775.99)	46.21	(729.78)					Cash Book Balance at START of Month	4,862.90	46,078.85	50,941.75					Cash Book Balance at END of Month	4,086.91	46,125.06	50,211.97	
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WWB Joint Burial Committee					Cash Book	MAY		2025
Chq No.	Date	Inv Ref	Payee / Payer	Description		Current	Reserve	Total
						£	£	£
DD	01/05/2025		Easy Web	Website/Email Services		(44.40)		(44.40)
BAC	07/05/2025		Langshaws/Dignity	Hickling		925.00		925.00
BAC	09/05/2025		Dawson	Credit		10.00		10.00
BAC	13/05/2025	198	Ken Frasers	Silson		30.00		30.00
BAC	16/05/2025	201	Thos Rock	Stevenson		175.00		175.00
DPC	19/05/2025		AV Giffiths & Son	Sharpe		305.00		305.00
Bankline	19/05/2025		E Haworth	Salary/Office/Travel		(551.95)		(551.95)
Bankline	19/05/2025		HMRC	Tax£149 NI£59.66 ENI£111.86		(320.52)		(320.52)
Bankline	19/05/2025		Brush Strokes	Treatment of cemetery gates		(528.00)		(528.00)
BAC	23/05/2025	197	Langshaws/Dignity	Phillips		1,545.00		1,545.00
BAC	28/05/2025	199	Langshaws/Dignity	Hopkinson		1,320.00		1,320.00
INT	30/05/2025		Reserve Account	Credit Interest			41.70	41.70
Movement in Month						2,865.13	41.70	2,906.83
Cash Book Balance at START of Month						4,086.91	46,125.06	50,211.97
Cash Book Balance at END of Month						6,952.04	46,166.76	53,118.80
WWB Joint Burial Committee					Cash Book	JUNE		2025
Chq No.	Date	Inv Ref	Payee / Payer	Description		Current	Reserve	Total
						£	£	£
DD	02/06/2025		Easy Web	Website/Email Services		(44.40)		(44.40)
BAC	02/06/2025	203	Howell	Howell		785.00		785.00
DPC	06/06/2025		Stevensons	Credit		143.00		143.00
BAC	06/06/2025		L Dawson	Credit		10.00		10.00
BAC	09/06/2025	205	Silson	Silson		435.00		435.00
DPC	10/06/2025	202	Benko	Resrvd Plot		310.00		310.00
DPC	10/06/2025	204	Jamieson	Interment		305.00		305.00
BAC	11/06/2025	206	Havencare/Hyndburn FS	Helm		685.00		685.00
Bankline	23/06/2025		E Haworth	Salary/Office/Travel		(538.24)		(538.24)
Bankline	23/06/2025		HMRC	Tax£146.60 NI£58.69 ENI£110.04		(315.33)		(315.33)
Bankline	23/06/2025	766	Abbey Gardening Services	Grounds Maintenance (April)		(552.00)		(552.00)
Bankline	23/06/2025	790	Abbey Gardening Services	Grounds Maintenance (May)		(552.00)		(552.00)
Bankline	23/06/2025	JM3004	WEF	Room Hire		(19.00)		(19.00)
Bankline	23/06/2025	1143	AER Accountants	Internal Audit		(250.00)		(250.00)
Bankline	23/06/2025	CR 201	M Rayson	Stevenson		(175.00)		(175.00)
INT	30/06/2025		Reserve Account	Credit Interest			43.13	43.13
BAC	30/06/2025	207	Champs Funeral Services	Dell AW3		55.00		55.00
Movement in Month						282.03	43.13	325.16
Cash Book Balance at START of Month						6,952.04	46,166.76	53,118.80
Cash Book Balance at END of Month						7,234.07	46,209.89	53,443.96

5.	Cemetery Inspection Review and Maintenance Visit	
	5.1 The committee reported that upon inspection, grave maintenance was predominantly of a high standard.	143/25
	Maintenance Work involved clearing dead flowers, and placing items outside of the memorial back onto the memorial plinths to adhere with Cemetery Policy.	
	5.2 The next Cemetery Inspection Review and Maintenance Visit will take place on 17 th September 2025 at 1.30pm.	144/25

6.	Cemetery Grounds	
	The committee received updates on the general grounds maintenance including;	145/25
	6.1 The area between the wall and the front fence of the cemetery – work is ongoing.	
	6.2 The stoned area near the turning circle down to the Remembrance Garden – work will be undertaken when the work at the front of the cemetery has been completed so as not to spoil newly stoned area.	146/25
	6.3 Bench Maintenance – mainly in good repair. A couple that are the responsibility of the cemetery need some maintenance. Clerk to organise with the groundsman. The owners of the bench in the woodland have removed the bench as discussed.	147/25
	6.4 Pedestrian gate latch has been repaired. Cllr Highton is to source a clasp to go over the top of the new gates for extra support to keep the gates fixed closed and possibly replace the lock bolts and fixings.	148/25
	The committee commented that the pedestrian gate still requires some maintenance work – stripping and re-staining - and nominate Cllr Duckworth to offers some suggestions for this.	149/25
7.	Pathside Ashes Plots	
	7.1 It was approved to create a designated pathside plot area alongside the path to the woodland with path edgings and stones to match existing pathside areas at a cost of £2400 as per quote provided by D Uttley Services.	150/25
	7.2 Future ashes plot areas considered are the right hand side of the path to the woodland and the right hand side of the CE section alongside the footpath.	151/25
8.	Remembrance Garden	
	It was agreed that the Remembrance Garden would serve as an additional designated area for the scattering of ashes. The Clerk will contact the gardening contractors and request that the gardeners create seasonal planting sections within each of the four quartiles. A bench will be sited near the area to provide an area for reflection.	152/25
9.	Plot Maintenance	
	The committee discussed the telephone conversation held on 29/5/2025 between the plot holder and the Clerk regarding plot 419. It was agreed that members of staff should not be subjected to abusive or inappropriate communication, and that all such cemetery matters or complaints should be referred directly to the committee.	153/25
	The committee also noted that many plot holders may not fully understand that their rights are limited to the exclusive right of burial in the plot and the right to erect a memorial. No rights extend beyond the memorial plinth, except for the placement of a single spiked flower vase. The committee reaffirmed its commitment to enforcing the Cemetery Policy, and its decisions in such matters are final.	
10.	Tree Inspection Reports	
	It was agreed to contract Bowland Tree Consultants for the Cemetery Tree Risk Assessment Report at a cost of £830.46.	154/25

11.	Memorial Safety Policy	
	This item was to be reviewed after the next memorial safety inspection to ensure all practices are included.	155/25
12.	Memorial Safety	
	Clerk to request a Memorial Safety inspection with D Uttley Memorial Services.	156/25
13.	Complaints Policy	
	It was resolved to adopt the WWB Cemetery Complaints Procedure and clerk to upload to the WWB Cemetery website.	157/25
14.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.</p> <ul style="list-style-type: none"> • Plot 744 – removal of items from plot – not by committee • Plot 460 – unauthorised planters placed either side of plot 	158/25
15.	Next Meeting Dates	
	It was resolved to approve the next meeting to be held Wednesday 8 th October 2025 at 7.00pm at Whalley Old Grammar School.	159/25

Meeting Closed at 8.45pm

Draft Minutes Subject to Confirmation