

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 10th April 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.

1.	Attendance & Apologies	
	Present: Cllr Chiappi, Cllr Heyworth, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen, Cllr Carlton, Cllr Pursgrove. In Attendance: Liz Haworth, Clerk, Cllr Scholfield, Mike Hill (Barrow Clerk), one member of the public.	45/24
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	46/24
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 10 th January 2024.	47/24
4.	Cemetery Checks	
	Members of the Committee attended a Cemetery Clean Up Session on Wednesday 20 th March 2024. Time was spent tidying graves of broken items, dead flowers and seasonal wreaths.	48/24
	A number of memorials are in breach of the rules and grave owners are to be written to and reminded of the Cemetery Rules.	49/24
	Maintaining the Cemetery's standards and upkeep is crucial, as it ensures the health and safety of our contractors and volunteers. Grave holders must comply with the Cemetery's rules to facilitate high-quality ground maintenance.	50/24
	Unpermitted items such as glass were removed from graves and placed by the bin storage area.	51/24
	Items left behind graves were removed and depending on condition were either disposed of or left by the bin storage area.	52/24

	<p>Pathside Plot Plants and Memorial items must not exceed the plinth area of the plot. The number of ornaments and other objects was exceeded on several plots and will either need to be addressed or will be removed by the Committee.</p> <p>No items must spill out into the lawn areas as this disrupts the grass cutting and ground maintenance. These items will be removed.</p> <p>No glass items are permitted for obvious reasons, no spiked items, or solar lights and will be removed.</p> <p>The graves will continue to be monitored for care.</p> <p>The path edgings need some maintenance work and will be attended to once the weather improves.</p> <p>Watering Cans are to be purchased and kept by the water taps.</p> <p>The next Committee Clean up Session will be held on Wednesday 26th June 2024 at 2pm.</p>	<p>53/24</p> <p>54/24</p> <p>55/24</p> <p>56/24</p> <p>57/24</p> <p>58/24</p> <p>59/24</p>
5.	Memorial Safety	
	Memorials with Safety Issues requiring repair are ongoing. The Cemetery Grave Digger and Memorials will be addressing these over the coming months.	60/24
6.	Removal of Spoil	
	The spoil from the bottom of the graveyard has still to be removed. The poor ground conditions have affected progress as we don't want to damage the lawns under these wet conditions.	61/24
7.	Memorial Stones and Information Board	
	A discussion took place to consider the report sent in by Barrow Parish Council.	62/24
	<p>7.1. To find a permanent home for the memorial stones currently kept at Barrow School.</p> <p>It was resolved that the Barrow Representatives would investigate the features of the memorial stones and whether they would be affected by being outdoors. Details will be sought as to the number of stones and area they would require to be displayed.</p>	63/24
	<p>7.2. The placement of an Information Notice board.</p> <p>It was resolved that the Committee would consider the placement of an Information Notice Board. Further details are to be provided at a further meeting.</p>	64/24
8.	Reports by Cllrs & Clerk as INFORMATION only – Not for debate	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.</p> <p>The clerk gave an update of recent communications and general information on the grounds.</p>	65/24

9. Financial Reports January, February & March 2024.

It was resolved to Approve Accounts, Payments, Receipts & Balances.

66/24

WVB Joint Burial Committee Approved Minutes Ref No:				Cash Book		JANUARY		2024	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D	02/01/2024		Easywebsites	Web Services	(21.96)		(21.96)	(3.66)	(18.30)
BACS CR	02/01/2024	142	S Brown	Reserved Plot RC828	560.00		560.00		560.00
BACS CR	08/01/2024	137	Champs Funeral	Holden CE794	1,320.00		1,320.00		1,320.00
Bankline	10/01/2024		L Dawson	Pay (19/08/23-04/09/23)& IT Adj	(354.28)		(354.28)		(354.28)
CR	17/01/2024	148	Turner	Reserved Plot P100	130.00		130.00		130.00
BACS CR	22/01/2024	145	Pyett	Blackledge CE535 Grant Trf	55.00		55.00		55.00
Bankline	22/01/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	22/01/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	22/01/2024	364	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
BACS CR	24/01/2024	147	Fitzpatrick	O'Saughnessy W65	920.00		920.00		920.00
BACS CR	24/01/2024	146	William Alty & Son	Cross CE008	2,070.00		2,070.00		2,070.00
BACS CR	25/01/2024	149	Uttley Memorials	Bean 241	30.00		30.00		30.00
CHQ CR	30/01/2024	134	Gaskill	Reserved Plot RC828	750.00		750.00		750.00
CR INT	31/01/2024		Interest	Reserve Account Interest		80.09	80.09		80.09
Movement in Month					4,155.40	80.09	4,235.49	(93.66)	4,329.15
Cash Book Balance at START of Month					5,728.48	61,091.70	66,820.18		
Cash Book Balance at END of Month					9,883.88	61,171.79	71,055.67		
WVB Joint Burial Committee Approved Minutes Ref No:				Cash Book		FEBRUARY		2024	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D	01/02/2024		Easy Websites	Website Services	(21.96)		(21.96)	(3.66)	(18.30)
DPC	05/02/2024	152	Stevenson Memorials	O'Connor 4528	30.00		30.00		30.00
BGC	06/02/2024	144	Langshaw Calverly	Whitham CE647	775.00		775.00		775.00
BAC	08/02/2024	140	F Quigley	Tattersall 352	460.00		460.00		460.00
BGC	09/02/2024	155	Kenneth Fraser Ltd	Ireland 668	30.00		30.00		30.00
BAC	13/02/2024	151	Barnes	Parker W67	920.00		920.00		920.00
Bankline	19/02/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	19/02/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	19/02/2024	JM2493	WEP	Room Hire	(20.00)		(20.00)		(20.00)
Bankline	19/02/2024	498	David Uttley	Grave Digging Services	(950.00)		(950.00)		(950.00)
Bankline	19/02/2024	387	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
Bankline	22/02/2024	150	Champs Funeral Services	White W66	860.00		860.00		860.00
CR INT	29/02/2024		Interest	Reserve Account Interest		70.47	70.47		70.47
Movement in Month					779.68	70.47	850.15	(93.66)	943.81
Cash Book Balance at START of Month					9,883.88	61,171.79	71,055.67		
Cash Book Balance at END of Month					10,663.56	61,242.26	71,905.82		
Approved Minutes Ref No:				Cash Book		MARCH		2024	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £	VAT £	Net £
D/D	01/03/2024		Easy Websites	Website Services	(21.96)		(21.96)		(21.96)
BAC	01/03/2024	153	Ministry of Justice	Grimshaw CE0022	1,830.00		1,830.00		1,830.00
BAC	19/03/2024		HMRC	PAYE Refund	332.89		332.89		332.89
BAC	20/03/2024		HMRC	VAT Reclaim	909.17		909.17	909.17	0.00
Bankline	25/03/2024		E Haworth	Salary	(469.71)		(469.71)		(469.71)
Bankline	25/03/2024		HMRC	ITE134 NIE67.08 ENIE92.57	(293.65)		(293.65)		(293.65)
Bankline	25/03/2024	4925741	Water Plus	Water Charges	(215.39)		(215.39)		(215.39)
Bankline	25/03/2024	504	David Uttley	Grave Digging Services	(660.00)		(660.00)		(660.00)
Bankline	25/03/2024	413	Abbey Gardening Limited	Grounds Maintenance	(540.00)		(540.00)	(90.00)	(450.00)
Bankline	25/03/2024	11082	HR Partners	Jan Ad Hoc HR Support	(1,982.16)		(1,982.16)	(330.36)	(1,651.80)
Bankline	25/03/2024	11084	HR Partners	Feb Ad Hoc HR Support	(1,059.84)		(1,059.84)	(176.64)	(883.20)
Bankline	28/03/2024		L Dawson	Settlement	(5,000.00)		(5,000.00)		(5,000.00)
CR INT	28/03/2024		Interest	Reserve Account Interest		68.12	68.12		68.12
Movement in Month					(7,170.65)	68.12	(7,102.53)	312.17	(7,414.70)
Cash Book Balance at START of Month					10,663.56	61,242.26	71,905.82		
Cash Book Balance at END of Month					3,492.91	61,310.38	64,803.29		

10. Next Meeting Dates

It was resolved to approve the next meeting date of Wednesday 10th July 2024 at 7.00pm at Whalley Old Grammar School.

67/24

Meeting Closed at 8pm.

Signed by Chairman:
Councillor Martin Highton

Date: