



Local Government Act 1972
Whalley Parish Council

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday October 4th 2023 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: Councillors Allen, Carlton, Chiappi, Heyworth, Highton (Chairman), Threlfall, Vickers. Apologies: Cllr Pursglove. In Attendance: Liz Haworth - Clerk, Cllr Scholfield.	11/23
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	12/23
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 Tuesday 20 th June 2023 and were thereafter signed by the Chair.	13/23
4.	HR Partner Limited/ Employment Matters/Administration of the Cemetery	
	Correspondence was received from the registrar querying salary and sickness pay. The Committee confirmed that this matter had been resolved in communications and no further action was to be taken and the matter is now closed.	14/23
	Cllr Highton briefly summarised recent correspondence and subsequent action with regards to the registrar position.	15/23
	A discussion was had as to how to handle ongoing administration of the burial ground. Contingency plans need to be considered in the event of staff illness/ absence/holiday leave.	16/23
	It was resolved that the administration of the cemetery would become the additional roles and responsibilities of Whalley Parish Clerk and this will be kept under review.	17/23

5.	Memorial Safety	
	<p>Cllr Highton reported that the Memorial Safety Inspection highlighted 40 Memorial Stones that were either unsafe or require attention.</p> <p>It was resolved that to make the Cemetery safe and in good order, the Committee would employ a BRAMM registered stonemason to make the repairs to the unsafe memorial stones and costs would be invoiced to owners of the plots where applicable and otherwise would be covered by WWBJBC funding.</p> <p>Works will commence on a priority basis until all the safety work has been completed.</p>	<p>18/23</p> <p>19/23</p>
6.	Removal of Spoil	
	<p>A discussion was had to consider the removal of the spoil from the bottom of the graveyard.</p> <p>It was resolved that quotes be sought for these works including labour, plant hire, along with a works specification to ensure the cemetery grounds are protected as much as possible during the process to remove the spoil which could result in a number of trailers or skips of soil. Consideration is to be given as to whether local farmers/builders may have a use for the spoil and for its removal from site.</p>	<p>20/23</p> <p>21/23</p>
7.	Cemetery Checks	
	<p>A discussion was had to consider regular visits to the cemetery and maybe a rota system by members of the committee to ensure standards are maintained and any improvements are brought to the attention of the committee at future meetings.</p> <p>ACTION: All members to visit the cemetery before the next meeting.</p>	<p>22/23</p> <p>23/23</p>
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>Cllr Threlfall reported that the cemetery illustration map has been updated, reprinted, laminated and placed on the noticeboard.</p> <p>It was reported that WWBJBC related files and computer equipment had been returned to the Committee by the registrar. Consideration is to be given to storage once the documentation has been sorted through.</p> <p>Consideration should be given to computerising the burial records by way of a software program. Various options have been investigated and will be put to the committee at a future meeting.</p>	<p>24/23</p> <p>25/23</p> <p>26/23</p>
9.	Financial Reports July, August, September	
	<p>It was resolved to Approve Accounts, Payments, Receipts & Balances for July, August & September 2023.</p>	<p>27/23</p>

WWB Joint Burial Committee					Cash Book		JULY 2023	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	
					£	£	£	
Bankline	01/07/2023		Easyweb	Website Services	(21.60)		(21.60)	
Bankline	07/07/2023		Coop	Gaskell 852CE	985.00		985.00	
Bankline	18/07/2023	469	David Uttley	Grave Digging Services	(1,160.00)		(1,160.00)	
Bankline	18/07/2023		L Dawson	Salary	(446.87)		(446.87)	
Bankline	18/07/2023		L Dawson	Expenses	(50.48)		(50.48)	
Bankline	18/07/2023		HMRC	ITE66.20)	(66.20)		(66.20)	
Bankline	18/07/2023		E Haworth	Salary	(492.70)		(492.70)	
Bankline	18/07/2023		HMRC	IT(144.80) NI (86.50) ENI(99.91)	(331.21)		(331.21)	
Bankline	18/07/2023	JM2301	Whalley Educational Foun	Room Hire	(20.00)		(20.00)	
Bankline	18/07/2023	164	Abbey Gardening Ltd	Grounds Maintenance May	(540.00)		(540.00)	
Auto Cr	24/07/2023	116	Thos Rock	Hollin	130.00		130.00	
Auto Cr	24/07/2023	115	Thos Rock	Dootson	130.00		130.00	
Auto Cr	26/07/2023	112	Lee Hunt Memorials	Tunney	175.00		175.00	
Auto Cr	31/07/2023		Interest	reserve account interest		68.22	68.22	
Auto Cr	28/07/2023	117	Thos Rock	Okiye	30.00		30.00	
Movement in Month					(1,679.06)	68.22	(1,610.84)	
Cash Book Balance at START of Month					13,672.17	60,660.82	74,332.99	
Cash Book Balance at END of Month					11,993.11	60,729.04	72,722.15	
WWB Joint Burial Committee					Cash Book		AUGUST 2023	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	
					£	£	£	
D/D	01/08/2023		EasyWeb	Website Services	(21.60)		(21.60)	
Auto Cr	04/08/2023	113	Langshaw Calverley	Jean O'Connor	1,035.00		1,035.00	
Auto Cr	04/08/2023		L Dawson	Random Credit	100.00		100.00	
Auto Cr	08/08/2023	114	Dootson	Dootson New WP	580.00		580.00	
Bankline	18/08/2023		E Haworth	Salary	(147.91)		(147.91)	
Bankline	18/08/2023		E Haworth Reimbursement	Keyboard	(10.99)		(10.99)	
Bankline	18/08/2023		L Dawson	Salary	(446.87)		(446.87)	
Bankline	18/08/2023		L Dawson	Expenses	(50.48)		(50.48)	
Bankline	18/08/2023		HMRC	IT 109.80 NI 25.69 ENI 29.97	(165.46)		(165.46)	
Auto Cr	21/08/2023		L Dawson	Random Credit	100.00		100.00	
Bankline	25/08/2023	XAO12204	Zurich	Insurance	(628.59)		(628.59)	
Bankline	25/08/2023		Dignity Langshaws	Overpayment refund 3036632	(55.00)		(55.00)	
Bankline	25/08/2023	10502	HR Partner	HR Consulting	(127.50)		(127.50)	
Bankline	25/08/2023	10636	HR Partner	HR Consulting	(1,275.00)		(1,275.00)	
Bankline	25/08/2023	10637	HR Partner	HR Consulting	(984.30)		(984.30)	
Bankline	29/08/2023	122	Thos Rock	Haworth 825	130.00		130.00	
Bankline	30/08/2023	119/120	Langshaw Calverley	Ireland	980.00		980.00	
Auto Cr	31/08/2023		Interest	Reserve Account Interest	0.00	72.29	72.29	
Movement in Month					(988.70)	72.29	(916.41)	
Cash Book Balance at START of Month					11,993.11	60,729.04	72,722.15	
Cash Book Balance at END of Month					11,004.41	60,801.33	71,805.74	
WWB Joint Burial Committee					Cash Book		SEPTEMBER 2023	
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total	
					£	£	£	
DD	01/09/2023		Easyweb	Website Services	(21.60)		(21.60)	
BAC Cr	14/09/2023	112	Havencare	Parker CE004	775.00		775.00	
Bankline	18/09/2023		Lynne Dawson	Salary/Notice & Holiday Pay	(1,838.47)		(1,838.47)	
Auto Cr	18/09/2023		Lynne Dawson	Return of Credits	(200.00)		(200.00)	
Bankline	18/09/2023		E Haworth	Salary	(98.80)		(98.80)	
Bankline	18/09/2023		HMRC	IT£443 NI£17 ENI£226.22	(686.22)		(686.22)	
Bankline	18/09/2023	482	D Uttley	Grave Preparation	(980.00)		(980.00)	
Bankline	18/09/2023	Sept	S Uttley	Memorial Inspection	(200.00)		(200.00)	
Bankline	18/09/2023	188	Abbey Gardening Services	Grounds Maintenance August	(540.00)		(540.00)	
Bankline	18/09/2023	10856	Signs of Cheshire Ltd	Spare Noticeboard Keys	(12.00)		(12.00)	
BAC Cr	19/09/2023	118	I Burton	Burton W	285.00		285.00	
BAC Cr	21/09/2023		L Dawson	Random Credit	200.00		200.00	
INT	29/09/2023		Interest	Reserve Account Interest	70.05		70.05	
Auto Cr	29/09/2023	125	Stevensons Mem Ltd	Heys 758	175.00		175.00	
Movement in Month					(3,072.04)	0.00	(3,072.04)	
Cash Book Balance at START of Month					11,004.41	60,801.33	71,805.74	
Cash Book Balance at END of Month					7,932.37	60,801.33	68,733.70	

10.	Next Meeting Dates	
	It was resolved to approve the next meeting date of Wednesday 10 th January 2024 at 7.00pm at Whalley Old Grammar School.	28/23

Signed by Chairman:

Date:

Councillor Martin Highton