



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 10<sup>th</sup> July 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.

<b>1.</b>	<b>To Elect a Chairman</b>	
	Members proposed that Cllr Martin Highton be elected as Chairman of the WWBJBC. The vote was unanimous.	68/24
<b>2.</b>	<b>To Elect a Vice Chairman</b>	
	Members proposed that Cllr Richard Vickers be elected as Vice-Chairman of the WWBJBC. The vote was unanimous.	69/24
<b>3.</b>	<b>Attendance &amp; Apologies</b>	
	Present: Cllr Allen, Cllr Chiappi, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers. Apologies: Cllr Carlton, Cllr Heyworth. In Attendance: Liz Haworth, Clerk, Cllr Scholfield.	70/24
<b>4.</b>	<b>Declaration of Interests</b>	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	71/24
<b>5.</b>	<b>To Approve the Minutes of the Previous WWBJBC Meeting</b>	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 10 <sup>th</sup> April 2024.	72/24
<b>6.</b>	<b>Cemetery Clean Up Day</b>	
	6.1 To receive an update on the cemetery inspection and maintenance day 26 <sup>th</sup> June 2024. Ahead of the clean up day many plot holders were written to requesting that their plots be restored in line with Cemetery Policy. Most plots had been attended to removing non-permitted items such as glass items, solar lighting, hanging items on spikes, and items placed outside of the memorial plinth. The plots that had not been attended to were managed by the committee in removing items, respectfully fastening them in marked bags for personal collection. Dead flowers and broken planters were removed, tidying the plots and areas around. There are further plots that require attention and plot holders will be written to requesting that they restore their plots in line with cemetery policy.	73/24

	6.2 It was resolved to approve the next inspection and maintenance day to be held 25 <sup>th</sup> September 2024 to continue to maintain the burial ground to a high standard.	74/24
<b>7.</b>	<b>Cemetery Information &amp; Rules Policy</b>	
	It was resolved to approve and adopt the reformatted Cemetery Information & Rules Policy with a few minor amendments. This is available on the website <a href="https://tinyurl.com/WWBJCCemeteryPolicy">https://tinyurl.com/WWBJCCemeteryPolicy</a>	75/24
<b>8.</b>	<b>Memorial Safety</b>	
	Work on unsafe memorials is underway and repairs will continue throughout the summer. Owners must keep headstones in good repair and safe condition. The Cemetery will seek to recoup reasonable repair costs from grave holders. The Cemetery has the right to remove headstones that are not maintained. See Section 5 of the Cemetery Policy.	76/24
<b>9.</b>	<b>Cemetery Works</b>	
	8.1 The quotation of £2550 to remove the spoil from the bottom of the graveyard was accepted and approved.	77/24
	8.2 The quotation of £4200 to replace the existing path edgings of the lower pathside plots was accepted and approved.	78/24
	The path edgings along the pathside from plots 50 – 102 and PS004-009 will be replaced with new edging stones along with new chippings to replace the damaged edging stones to the existing pathside.	79/24
	The plot holders of this area will be contacted advising them of the works to be completed to return the area to a high standard.	80/24
<b>10.</b>	<b>Memorial Stones and Information Board</b>	
	Members were informed by representatives of Barrow Parish Council that the intention with regard to the Memorial Stones and Information board is to home them in the recently acquired building in Barrow which will serve as a Village Hall.	81/24
<b>11.</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.	
	A complaint has been received from a new grave plot holder. The clerk will respond as instructed on behalf of the committee.	82/24
	The Committee discussed the role of Funeral Directors acting on behalf of bereaved families engaging on behalf of the cemetery must ensure that all new Grave Holders are in receipt of and understand and accept the terms and conditions of Cemetery Policy at time of procurement. The Burial Grant only permits the Exclusive Rights of Burial and, if purchased, the Right to Erect a Memorial. The plot holders must manage the plots in line with Cemetery Policy as laid out by the Cemetery owners, being Whalley, Wiswell & Barrow Parish Councils. Any area outside of the memorial is owned by the Parish Councils as the Cemetery landowners and as such have powers to act under the Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970; sections 214 and 215 of, and Schedule 26	83/24

to the Local Government Act 1972; the Local Authorities Cemeteries Order 1977 (SI 1977 No 204) and the Disused Burial Grounds (Amendment) Act 1981.

Grave Holders are routinely sent the Cemetery Policy along with Exclusive Rights of Burial Grant and/or Memorial Grants by the Cemetery once payment is received.

84/24

The Committee will continue to manage the Cemetery in accordance with Cemetery Policy.

85/24

**12. Financial Reports April, May & June 2024.**

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

86/24

WWB Joint Burial Committee				Cash Book			APRIL		2024	
Minutes Approved Ref No:										
Chq/Cr Nc Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total				
							£	£	£	
D/D	01/04/2024	Easy Websites	Website Services	(21.96)		(21.96)				
BAC	03/04/2024 156	Champs Funeral Service	Holden CE974	925.00		925.00				
BAC	03/04/2024 157	Brian Price	Keighley CE297	925.00		925.00				
BAC	03/04/2024 158	Havencare/Fred Hamer	Grace W11	335.00		335.00				
BAC	18/04/2024 159	Houldsworths Solicitors	Wareing P32	350.00		350.00				
Bankline		E Haworth	Salary	(483.12)		(483.12)				
Bankline		HMRC	IT£134 NI£53.67 ENI£92.57	(280.24)		(280.24)				
Bankline		E Haworth Re-Imbursement	Grant of Probate Searches x 2	(3.00)		(3.00)				
Bankline		M Highton	Emplment Tribunal Expenses	(43.20)		(43.20)				
Bankline	439	Abbey Gardening Limited	Grounds Maintenance March 2024	(540.00)		(540.00)				
Bankline	11153	HR Partners	May Ad Hoc HR Support	(192.24)		(192.24)				
Bankline	22296	RVBC	Waste Removal 01/04/24-28/03/25	(305.60)		(305.60)				
Bankline	39956	Impressions Engraving Ltd	Green engraved sign with stake	(201.60)		(201.60)				
Bankline	4409	ICCM	Membership 4409	(100.00)		(100.00)				
Bankline	17540	ICCM	CM&C Training Course	(174.00)		(174.00)				
BGC	30/04/2024	Reserve Account	Credit Interest		80.38	80.38				
<b>Movement in Month</b>				<b>190.04</b>	<b>80.38</b>	<b>270.42</b>				
Cash Book Balance at START of Month				3,492.91	61,310.38	64,803.29				
<b>Cash Book Balance at END of Month</b>				<b>3,682.95</b>	<b>61,390.76</b>	<b>65,073.71</b>				

WWB Joint Burial Committee				Cash Book			MAY		2024	
Minutes Approved Ref No:										
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current	Reserve	Total			
							£	£	£	
D/D	02/05/2024		Easyweb	Website Services	(21.96)		(21.96)			
Bankline	20/05/2024		E Haworth	Salary (& Back Pay £8.78)	(497.78)		(497.78)			
Bankline	20/05/2024		HMRC	IT£138.20 NI£55.30 ENI£95.40	(288.90)		(288.90)			
Bankline	20/05/2024		E Haworth	Probate Search re-imburements	(4.50)		(4.50)			
Bankline	20/05/2024		E Haworth	Re-imburement Watering Cans	(19.95)		(19.95)			
Bankline	20/05/2024		E Haworth	Re-imburement Stationery	(3.55)		(3.55)			
Bankline	20/05/2024 457		Abbey Gardening Services	Grounds Maintenance (April)	(540.00)		(540.00)			
BAC	23/05/2024 160		Brian Price	Young P101	665.00		665.00			
BAC	23/05/2024 161		Brian Price	Thompson P102	175.00		175.00			
BAC	31/05/2024 162		Havencare/Clitheroe FS	Hardman CE020	1,545.00		1,545.00			
BGC	31/05/2024		Reserve Account	Credit Interest		75.60	75.60			
<b>Movement in Month</b>				<b>1,008.36</b>	<b>75.60</b>	<b>1,083.96</b>				
Cash Book Balance at START of Month				3,682.95	61,390.76	65,073.71				
<b>Cash Book Balance at END of Month</b>				<b>4,691.31</b>	<b>61,466.36</b>	<b>66,157.67</b>				

<b>WWB Joint Burial Committee</b>				<b>Cash Book</b>	<b>JUNE</b>	<b>2024</b>	
Minutes Approved Ref No:							
Chq No.	Date	Inv Ref	Payee / Payer	Description	Current £	Reserve £	Total £
D/D	03/06/2024		Easy Websites	Website Services	(21.96)		(21.96)
BAC	14/06/2024		C Holgate Romanov	Barton W68	820.00		820.00
BAC	19/06/2024		K Fraser	Cockshutt Memorial	30.00		30.00
BAC	24/06/2024		Wm Alty & Son	Moran 798RC	2,070.00		2,070.00
Bankline			E Haworth	Salary	(491.29)		(491.29)
Bankline			HMRC	ITE136.60 NI54.60E ENIE94.19	0.00		0.00
Bankline			E Haworth	Re-imbusement Stamps	(24.40)		(24.40)
Bankline			E Haworth	Re-imbusement Ink Cartridges	(71.98)		(71.98)
Bankline		491	Abbey Gardening Services	Abbey Gardening Services Ltd	(12.00)		(12.00)
Bankline		488	Abbey Gardening Services	Abbey Gardening Services Ltd (Ma	(552.00)		(552.00)
Bankline		JM2589	WEF	Room Hire	(20.00)		(20.00)
Bankline		1121	AER Accountants Limited	Internal Audit	(250.00)		(250.00)
Bankline		517	David Uttley	Grave Digging Services	(2,460.00)		(2,460.00)
BAC	27/06/2024		Dignity Langshaws Whalle	Fraser 685RC	2,070.00		2,070.00
BGC	28/06/2024		Reserve Account	Credit Interest	68.37		68.37
<b>Movement in Month</b>					<b>1,154.74</b>	<b>0.00</b>	<b>1,154.74</b>
Cash Book Balance at START of Month					4,691.31	61,466.36	66,157.67
<b>Cash Book Balance at END of Month</b>					<b>5,846.05</b>	<b>61,466.36</b>	<b>67,312.41</b>
<b>13. Next Meeting Dates</b>							
It was resolved to approve the next meeting date of Wednesday 9 <sup>th</sup> October 2024 at 7.00pm at Whalley Old Grammar School.							87/24

Meeting Closed at 8.30pm

Signed by Chairman:  
Councillor Martin Highton

Date: