

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 10<sup>th</sup> January 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>Attendance &amp; Apologies</b>	
	Present: Cllr Allen, Cllr Chiappi, Cllr Highton (Chairman), Cllr Threlfall, Cllr Vickers. Apologies: Cllr Carlton, Cllr Heyworth, Cllr Pursglove. In Attendance: Liz Haworth Clerk	29/24
<b>2.</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.	30/24
<b>3.</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 4 <sup>th</sup> October 2023.	31/24
<b>4.</b>	<b>Budget</b>	
	It was resolved to agree the budget for the cemetery 2024-25.	32/24
<b>4.</b>	<b>Cemetery Checks</b>	
	Reports were given following visits to the cemetery by members of the committee. <ul style="list-style-type: none"> <li>• In general the cemetery is in good order.</li> <li>• The path through the woodland needs to be monitored and maintained.</li> <li>• Some grave holders are not adhering to the rules and have unpermitted features on plots. The rules are very clear on permitted and unpermitted features and the Committee have the right to remove unpermitted items. The committee are to meet and hold a clear up session. Any items removed will be left by the bin storage area for collection.</li> <li>• The path edgings need some maintenance work.</li> </ul>	33/24
	<b>ACTION:</b> It was resolved that the committee will meet on Wednesday 20 <sup>th</sup> March 2024 at 2pm for a clean-up session to keep the cemetery in a respectable condition.	34/24

	<b>ACTION:</b> Clerk to contact contractor to consider works to repair path edgings.	35/24
<b>5.</b>	<b>Memorial Safety</b>	
	<p>The item of Memorials with Safety Issues requiring repair is ongoing. Two memorials have been replaced and others will be addressed in order of priority.</p> <p>The clerk will be contacting grave owners whose memorials are listed as unsafe to respectfully ask for them to be repaired and restored as intended, as is their responsibility.</p> <p>Laminated Notices have been created to place on unsafe Memorial Stones to explain that the memorials have been laid down whilst we comply with Health &amp; Safety Legislation and work to resolve this issue. This is an opportunity for any grave holders with concerns to contact us.</p>	36/24
<b>6.</b>	<b>Removal of Spoil</b>	
	We are awaiting quotes for the removal of the spoil from the bottom of the graveyard. These works need to be done in dry weather not to damage the burial ground areas.	37/24
<b>7.</b>	<b>Tree Report</b>	
	<p>Cllr Vickers provided an update on the tree report and works programme. All items for concern listed in the tree report have been actioned and works completed. The next Tree Report is due in June 2024.</p> <p><b>ACTION:</b> Clerk is to ask contractor to sever the ivy attached to the mature trees at ground level and waist height as per the report.</p>	38/24 39/24
<b>8.</b>	<b>Signage</b>	
	<p>Members of the committee reviewed the signs presented. It was resolved to purchase new dog fouling signage at a cost of £158.</p> <p><b>ACTION:</b> Clerk to order sign along with requesting a new sign to replace the existing RVBC sign at the gate entrance to the cemetery.</p>	40/24 41/24
<b>9.</b>	<b>Reports by Cllrs &amp; Clerk as INFORMATION only – Not for debate</b>	
	<p>Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item.</p> <p>Correspondence</p> <ul style="list-style-type: none"> <li>• Grave Enquiry Plot 744</li> <li>• Path Edging Repair – Pathside Plot</li> <li>• ICCM</li> </ul>	42/24
<b>10.</b>	<b>Financial Reports October, November &amp; December.</b>	
	It was resolved to approve the Accounts, Payments, Receipts & Balances as below.	43/24

WWB Joint Burial Committee					Cash Book	OCTOBER	2023	
Approved Minutes Ref No:								
Chq No.	Date	Inv Ref	Payee / Payer	Description		Current	Reserve	Total
						£	£	£
D/D	02/10/2023		Easy Web	Website services		(21.60)		(21.60)
CR	02/10/2023	124	Martin Lee	Trainer 441-442		30.00		30.00
CR	06/10/2023	121	J Pinny	Brown 681		405.00		405.00
CR	09/10/2023	127	Stevenson Memorials	Balshaw P50		30.00		30.00
CR	20/10/2023	133	Thos Rock	Schmidt		30.00		30.00
CR	23/10/2023	128	K Ormiston	Birkett P23		56.50		56.50
Bankline	23/10/2023		E Haworth	Salary		(197.22)		(197.22)
Bankline	23/10/2023		HMRC	IT £58 NI £34.38 ENI £39.96		(132.34)		(132.34)
Bankline	23/10/2023	23767	Tree Check Ltd	Tree Inspection Report Aug 2023		(258.00)		(258.00)
Bankline	23/10/2023	249	Abbey Gardening Services Ltd	Grounds Maintenance Sept		(540.00)		(540.00)
Bankline	23/10/2023		Lynne Dawson	Return of Credit		(100.00)		(100.00)
CR	25/10/2023	130	Bentley	826RC		560.00		560.00
CR	25/10/2023	132	Burgis	827PC		750.00		750.00
CR	30/10/2023		HMRC	VAT Reclaim		942.23		942.23
CR	30/10/2023	129	Regan	P99		685.00		685.00
CR INT	31/10/2023		Interest	Reserve Account Interest			77.38	77.38
<b>Movement in Month</b>						<b>2,239.57</b>	<b>77.38</b>	<b>2,316.95</b>
Cash Book Balance at START of Month						7,762.32	60,871.38	68,633.70
<b>Cash Book Balance at END of Month</b>						<b>10,001.89</b>	<b>60,948.76</b>	<b>70,950.65</b>
WWB Joint Burial Committee					Cash Book	NOVEMBER	2023	
Approved Minutes Ref No:								
Chq No.	Date	Inv Ref	Payee / Payer	Description		Current	Reserve	Total
						£	£	£
DD	01/11/2023		Easyweb	Website Services		(21.60)		(21.60)
Auto Cr	17/11/2023	136	S Uttley	Davies 629		30.00		30.00
Bankline	20/11/2023		E Haworth	Salary & Backpay		(520.89)		(520.89)
Bankline	20/11/2023		HMRC	ITE153 NI£91.90 ENIE105.68		(350.58)		(350.58)
Bankline	20/11/2023		L Dawson	Backpay		(316.20)		(316.20)
Bankline	20/11/2023		HMRC	ITE79 ENI39.39		(109.39)		(109.39)
Bankline	20/11/2023		E Haworth	Re-imburement Stationery		(4.79)		(4.79)
Bankline	20/11/2023	1074	HR Partner	HR Support Aug		(969.00)		(969.00)
Bankline	20/11/2023	10830	HR Partner	HR Support Sept		(178.50)		(178.50)
Bankline	20/11/2023	294	Abbey Gardening Ltd	Grounds Maintenance Oct		(540.00)		(540.00)
BAC CR	30/11/2023	135	Havencare	E Waring P32		85.00		85.00
BAC CR	30/11/2023	138	T Geddes	Finch W64		710.00		710.00
BAC CR	30/11/2023	139	Thos Rock	Tingey 190		30.00		30.00
CR INT	30/11/2023		Interest	Reserve Account Interest			72.64	72.64
<b>Movement in Month</b>						<b>(2,155.95)</b>	<b>72.64</b>	<b>(2,083.31)</b>
Cash Book Balance at START of Month						10,001.89	60,948.76	70,950.65
<b>Cash Book Balance at END of Month</b>						<b>7,845.94</b>	<b>61,021.40</b>	<b>68,867.34</b>
WWB Joint Burial Committee					Cash Book	DECEMBER	2023	
Approved Minutes Ref No:								
Chq No.	Date	Inv Ref	Payee / Payer	Description		Current	Reserve	Total
						£	£	£
D/D	01/12/2023		Easyweb	Website Services		(21.60)		(21.60)
BACS CR	07/12/2023	141	Thos Rock			30.00		30.00
CHQ	20/12/2023	143	Blackledge		535	30.00		30.00
Bankline	21/12/2023		E Haworth	Re-Imbursement Probate Search		(1.50)		(1.50)
Bankline	21/12/2023		E Haworth	Salary		(456.29)		(456.29)
Bankline	21/12/2023		HMRC	IT134 NI£8.50 ENIE92.57		(307.07)		(307.07)
Bankline	21/12/2023	459	D Uttley	Grave Digging Services		(1,030.00)		(1,030.00)
Bankline	21/12/2023	333	Abbey Gardening Services	Grounds Maintenance		(540.00)		(540.00)
BACS CR	21/12/2023	131	Dignity/Langshaws	Cockshutt CE500		925.00		925.00
Bankline	21/12/2023	549	R J Cattermole	Treeworks		(1,236.00)		(1,236.00)
BACS CR	22/12/2023	126	Williams	Balshaw P50		490.00		490.00
CR INT	29/12/2023		Interest	Reserve Account Interest			70.30	70.30
<b>Movement in Month</b>						<b>(2,117.46)</b>	<b>70.30</b>	<b>(2,047.16)</b>
Cash Book Balance at START of Month						7,845.94	61,021.40	68,867.34
<b>Cash Book Balance at END of Month</b>						<b>5,728.48</b>	<b>61,091.70</b>	<b>66,820.18</b>

<b>11.</b>	<b>Next Meeting Dates</b>	
.	It was resolved to approve the next meeting date of <b>Wednesday 10<sup>th</sup> April 2024</b> at 7.00pm at Whalley Old Grammar School. Members of the public are welcome.	44/24

Meeting Closed at 8.15pm

Signed by Chairman:

Date:

Councillor Martin Highton