

Embleton Joint Burial Committee

Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on
Monday 3rd April 2017 at 6pm

Present: Bryn Owen; Chair (BO), Neville Fawcett; Vice Chair (NF), Terry Howells (TH), Gordon Coxon (GC), Derek Gerrard (DG), Elizabeth Pearson (EP), Bob Foster-Smith(BFS)

Clerk: Geoff Newcombe

In Attendance:

Agenda

726. Apologies for absence

None tendered.

727. Declarations of Interest

None Declared

728. Confirmation of the minutes of the last meetings held on 6th February 2017

The minutes were agreed and signed off as a true record.

Proposer: Terry Howells

Seconder: Derek Gerrard

Unanimous

729. Matters arising

None

730. Maintenance of Cemetery

- Headstone Survey Progress Update – Cllr BFS gave a Verbal report that the excel database was up to date and cross referenced to a plan of the cemetery showing the graves: a copy was passed to the new contractor Martin Smith(MS), it was tested on site and identified the correct plots. Hard copy records to be passed to new contractor who will send details to clerk to enable database to be kept up to date.
- Report on transfer of contract – MS commenced duties on 1/4/17. A notice has been posted within the cemetery arch informing the public of Cemetery Rules and how to contact contractor and clerk. Local Funeral Directors have also been informed of the new arrangements.

731. Long Term Business Plan for Cemetery/House

- A formal Notice to quit was received from the tenant who vacated the premises on 31st March 2017
- Consultation with Parish Council's – Cllr Bryn Owen reported that all three constituent Parish Councils had agreed to sell the Cemetery House when vacant.
- Report from Task Force (TF) – The TF met prior to the EJBC meeting and discussed all the relevant issues. They decided that the premises should be offered for sale on the open market; however the valuation prices and options should remain confidential so that the sale price is not prejudiced. It was

recommended by the TF that Bradley Hall be appointed as the selling agents and marketed under their "Request Offers" option. The EJBC accepted this recommendation as a proposal.

Proposer: Derek Gerrard

Seconder: Terry Howells

Unanimous

732. Financial.

Bank Balance £7,918.62 @ 23/02/2017

Received since 6/02/17

Caretaker Rent x 1 (March) - £225.00

- Purchase-Plot 98 - £200.00
- Burial Fee-Plot 1c - £600.00

Spent since 6/02/17

Clerk (pay & expenses) - £174.30

- HMRC (PAYE) - £42.60
- Caretaker Contract Payment (£345) x 1 - (March) – £ 345.00
- Creighton Hall (1/12 & 5/12) - £27.50

Cheques Required

- Clerk (pay & expenses) - £331.23
- HMRC (PAYE) – £75.20

Reports

- Water Rates for 2017/18 - £141.17
- Non-Domestic Rate Bill – Nil Payment
- EJBC will be liable for domestic rates of £1489.83 from 1st April 2017 – Members agreed to pay liability on a monthly basis and review options in July.

Proposer: Gordon Coxon

Seconder: Elizabeth Pearson

Unanimous

733. Items for Next Agenda

- Cllr Elizabeth Pearson asked if the subsidence to a double grave could be addressed. The clerk was asked to investigate remedies for this with the contractor and bring back to the next meeting; also to check responsibilities and liabilities.
- Investigate possible appropriate avenues to invest capital from sale of house with NALC and NCC.

734. Date and Time of Next Meeting

Monday 17rd July 2017 @ 6pm.