

# Embleton Joint Burial Committee

## Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on  
Monday 17<sup>th</sup> July 2017 at 6pm

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

**Clerk:** Geoff Newcombe

**In Attendance:** Wendy Pattison, Northumberland County Councillor

**735. Election of Chairman**

Cllr Bryn Owen was proposed as chairperson and elected unanimously.

Proposer: Bob Foster-Smith

Seconder: Terry Howells

Unanimous

**736. Apologies for absence**

Richard Manners

**737. Declarations of Interest**

None declared

**738. Confirmation of the minutes of the last meetings held 3<sup>rd</sup> April 2017**

Cllr Gerrard asked for the date of meeting to be corrected from March to April 2017; this was done and the minutes were agreed and signed off as a true record.

Proposer: Elizabeth Pearson

Seconder: Derek Gerrard

Unanimous

**739. Matters arising**

Subsidence was reported on graves; the Contractor attended to these on request. Thanks from Craig Silk for the family plot; other was dealt with directly between the plot owner and contractor.

**740. Appointment of Officers**

Cllr Terry Howells was proposed as Vice-Chair and elected unanimously.

Proposer: Derek Gerrard

Seconder: Elizabeth Pearson

Unanimous

**741. Schedule of meetings for 2017/18**

It was decided to arrange meetings on an ad-hoc basis because of the complexity of the upcoming business regarding the future of Cemetery House.

**742. Retiring Chair's Report on the Committee Activities of the Preceding Year**

The tenant vacated the Cemetery House which is in need of refurbishment. It has been advertised for sale with a closing date for offers of 31st July 2017.

**743. Maintenance of Cemetery**

- Headstone Survey Progress Update – Verbal report that the records are up to date and full photographic record of headstones made.
- Bench replacement – Photographs circulated of a bench that was situated in the NE edge of the cemetery which had rotted and collapsed. An advertisement will be placed in the Whinstone Times to seek interest in person(s) wishing to place a memorial bench in the cemetery.

- Leaking Tap – The leaking tap at the archway was repaired by J F McDougall without charge; many thanks.
- Operation of contract – The Clerk checked the cemetery over the previous weekend; the grass neat, bins OK, refuse being collected and the gates were closed. Members agreed that cemetery was looking neat and tidy and in the best condition it had been for a long time.
- Comments were passed that the bins for waste paper and flowers had no lids and were filling with water and that watering cans were needed to water memorial flowers; clerk to obtain prices for replacement/new equipment.

**744. Long Term Business Plan for Cemetery/House**

- Marketing of Cemetery House  
Cemetery House still on the market until closing date for offers on 31<sup>st</sup> July 2017. Solicitor's fees for sale transaction would be in the region of £600/£700 plus VAT. The solicitors will require a "Transfer of Part" and Land Registry compliant plan (at extra cost) to complete the transaction. The offers and options will be discussed at the next EJBC meeting.
- Future Investment Options for Cemetery House proceeds  
Investment income from the proceeds of the sale will be lower than first envisaged as the investment market has deteriorated since the sale of the property was first mooted. Financial guidance requires that the PC should have an investment policy with the following priorities; Security, Liquidity, Return. Cllr BO to investigate options and report back to next EJBC meeting.

**745. Financial.**

Bank Balance £8,133.32 @ 15/06/2017

**Received since 03/04/17**

- Burial Fee Plot 1c (2016/17 rate) - £600.00
- Purchase Plot Map104y - £250.00
- Fix a Plaque Plot 543x - £200.00
- Additional Inscription Plot 1c - £75.00
- Burial fee Plot **XXX** - £650.00
- Cemetery Overcharge Refund, NCC (15/16) - £86.88  
I.e. 2 x burial fees this financial year (1 x burial in last year)

**Spent since 03/04/17**

- Clerk (pay & expenses) - £331.23
- HMRC (PAYE) - £75.20
- Northumbrian Water Charges x 4 - £56.69
- Creighton Hall (03/04/17) - £13.75
- Contract Payment (April) - £410.00
- Landlord Insurance (6 month unoccupied policy) - £285.68
- NCC Council Tax (July) - £187.83

**Cheques Required**

- Clerk (pay & expenses Inc. £10.50 key cut) - £244.78
- HMRC (PAYE) – £56.80
- Creighton Hall – (room hire 17/07/17) - £13.75
- Contract Payment (May £503.00, Jun £418.00) - £918.00

**Reports**

- EJBC is liable for domestic Council Tax from 1st April 2017 – £1,489.83 per annum. 1 x £187.83, 7 x £186.00 or pro-rata if property disposed of sooner. £35.28 reduction achieved as previous tenant claimed handover on 23<sup>rd</sup> March; actual handover 31<sup>st</sup> March 2017.
- House Insurance – 6 month renewable policy for unoccupied property (from 1<sup>st</sup> July)

- Bank Mandate amendment; electronic banking? – Clerk will send e-mail asking members for details that bank requires if they wish to become signatories. Members decided not to endorse electronic banking.
- Risk Analysis – two signatories for each cheque; expenditure approved by EJBC – Investment policy required? – Investment Policy to be considered at next meeting.

Proposer: Terry Howells  
Seconder: Bob Foster-Smith  
Unanimous

**746. Items for Next Agenda**

- Consider Cemetery House offers and options
- Investment Policy

**747. Date and Time of Next Meeting**

4<sup>th</sup> September 2017 at 6pm in the Creighton Hall

DRAFT