

Embleton Joint Burial Committee

Minutes of the Annual Meeting held in the Ladies Room at the Creighton Hall, Embleton on Monday 4th July 2016 at 6pm

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

Clerk: Geoff Newcombe

In Attendance: Cllr Kate Cairns

684. Apologies for absence

None received

The Chair welcomed Cllr Bob Foster-Smith to the committee as a new representative of Newton by the Sea Parish Council. The chair proposed that a vote of thanks be sent to the retiring representative John Roper for all his help and contributions over the past years.

Proposer: Bryn Owen

Seconder: Gordon Coxon

Unanimous

685. Declarations of Interest

None declared

686. Confirmation of the minutes of the last meetings held on 4th April 2016

The minutes were amended by inserting “no” between “is” and “access” in the penultimate bullet point of Minute 679, “Councillors Comments”, then agreed and signed off as a true record.

Proposer: Terry Howell

Seconder: Derek Gerrard

Unanimous

687. Matters arising

Structural Survey; John Roper was to have visited the Cemetery House to assess the need for a structural survey. As he is not now an attendee of this meeting BFS will contact him to obtain a response.

Holiday Arrangements; the caretaker has provided a written protocol to cover funeral arrangements when she is on holiday.

Election of Officers; normally undertaken at this annual meeting, however Chair was elected at previous meeting due to previous Chair's resignation. It was confirmed by vote that Bryn Owen remain as Chair.

Proposer: Neville Fawcett

Seconder: Gordon Coxon

Unanimous

Neville Fawcett was proposed as Vice-Chair and was confirmed by vote.

Proposer: Bryn Owen

Seconder: Terry Howells

Unanimous

- Derek Gerrard queried what the “Administration Fee” as mentioned in financial narratives, as paid to the caretaker was for. It is the agreed fee paid for maintaining the records and attending on funeral directors during interments since the caretakers duties became contractual.

688. Maintenance of Cemetery

- Tree Survey/Maintenance position – Verbal report – Dangerous trees have been lopped on North Side and farmer’s trees overhanging have been pole lopped to allow grass cutting. Trimmings are now stacked for removal. Trees overhanging driveway have grown and are now obstructing cars and grass cutting along south wall (EJBC Trees. They require pole lopping to allow vehicular access and grass cutting. The caretaker reported that weed control treatment is required under the entrance arch and on the ashes scattering area. The clerk to obtain competitive quotes for the required pole lopping and weed control and proceed to have work undertaken within the financial rules.
Proposer: Terry Howells
Secunder: Gordon Coxon
Unanimous
- Headstone Survey Progress Update – Verbal report – TH reported that local history societies have no records of headstones within the cemetery; GN reported that there were no other definitive maps only that already supplied. BFS supplied an aerial photograph of the cemetery; he agreed to work with DG to continue surveying headstones and look into ways of confirming and adding to existing plan with modern GPS location techniques.
- Burial Records – Mislabeled Grave/Update of Database (numbers and costs). Plot 154b; interment of ashes, original burial certificate had preceding 1 added and relatives pointed out that wrong plot had been identified. Correct plot was 54b which was opened up. Implications for records; one-off mistake? Paper records have not been synchronised with Excel database since 1991; 217 records to enter on Excel. Members agreed that Clerk should synchronise paper records with excel database and liaise with DG and BFS to cross reference with plan.
- Neville Fawcett proposed that the caretaker should receive a second interment fee as extra work was involved for the ashes interment.
Proposer: Neville Fawcett
Secunder: Terry Howells
Unanimous
- Embleton War Memorial – Historic England Report; noted and accepted.
- The Beautiful Burial Ground – Training Event Report – BO presented a written report. EJBC could as suggested turn inactive parts of cemetery over to wild flower meadow with a mown strip of 1m alongside roadway. Active part to maintained as is. It was proposed that a presentation be sought from the course organiser by BO then any following recommendations from EJBC be put to the constituent PC’s for a decision; including trial areas.
Proposer: Gordon Coxon
Secunder: Terry Howells
Unanimous
- Contract Tender – Members suggested that the Clerk start researching examples of possible contract tender documents for cemetery maintenance.

689. Cemetery House Maintenance

- Combi-Boiler water leak – new valve fitted £57.10 ex VAT – The leak occurred in mid-June, when mixture of oil and water leaked into kitchen.

- Smoke and Carbon Monoxide alarms have been installed
- Landlord Insurance renewal – Confirmation e-mail consultation with EJBC members and Clerk action to renew with CIA (£30 saving); policy commencing 1st July 2016.

690. Long Term Business Plan for Cemetery/House

- Verbal Report; Chairman – The owner of the surrounding land (i.e. car park, garden and sewage disposal) of the Cemetery House said they would like first refusal should the premises become vacant. Members accepted this statement and intimated that any negotiations would be based on valuations obtained at that time. If the house was sold the capital could not be used for cemetery maintenance; however interest from investment (possibly a long term bond) of the capital could be used to run the cemetery. BO will prepare a written report for consideration of the constituent PC's.
- Interment Costs/fees – EP had received a complaint that interment costs for small amounts of ashes were high. Members said that fees would be considered at the autumn budgetary meetings.

691. Meeting Program

Agree program of meetings for the next year – suggested list of dates second Monday of October; first Monday of (December) February, April & July.

692. Correspondence Received

E-mail (20160418) to EJBC Clerk from Newton by the Sea PC
 Letter (20160505) to EJBC Clerk from Newton by the Sea PC
 Noted and accepted.

693. Financial.

Rating Questionnaire – members asked the clerk to complete the form in liaison with BFS.

Bank Balance £9668.22 @ 16/05/2016

Received since 04/04/2016

- Caretaker Rent x 3 (May, June, July) - £675.00
- NCC Rates Overcharge (refund) - £88.77
- Interment-Plot 1072 (Burial Rights £600, Grave digging £200) - £800.00
- Interment-Plot 54b (Burial Rights £600, Grave digging £200) - £800.00

Spent since 04/02/2016

- Clerk (pay & expenses) - £248.69
- HMRC (PAYE) - £58.20
- Caretaker Interment x 1, admin x 2 - 154b & 1072 - £360.00
- Caretaker Contract Payment x 3 - (May, June, July) - £ 1,035.00

- Creighton Hall - £12.00
- NCC Water Charges x 3 (April, May, June) - £ 41.34

Cheques Required

- Caretaker additional services - Interment x 1 - 54b - £100.00
- Clerk (pay £324.90 & expenses £26.95) - £351.85
- HMRC (PAYE) - £81.00
- Creighton Hall - £12.50
- JF McDougall & Son Boiler Repair - £68.52

Notes

- BT - Still awaiting final account for termination of business line (case raised with Ombudsman) – Ombudsman behind schedule 8-12 week's response currently.
- End of year financial statement – Available on website as part of Embleton PC accounts
- Printing costs/equipment for minutes etc. – members willing to print own documents received by e-mail.

694. Items for Next Agenda

695. Date and Time of Next Meeting

10th October 2016 @ 6pm.