

Minutes of electronic meeting of Rothbury Joint Burial Committee held on Monday 3rd August 2020 commencing at 730pm

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|---|---|---------------------------------|
| Those Present: Cllr Foggon (Vice Chairman) | - | Thropton Parish Council |
| Cllr Sutton | - | Rothbury Parish Council |
| Cllr Mrs Dunn | - | Whitton & Tosson Parish Council |
| Cllr Mrs Famelton | - | Hollinhill Parish Council |
| C Miller | - | Clerk |

2020/18 Apologies for absence

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|-----------------|---|----------------------------|
| Cllr Mrs Dawson | - | Rothbury Parish Council |
| Cllr Norman | - | Cartington Parish Council |
| Cllr Milburn | - | Hesleyhurst Parish Council |
| Cllr Devlin | - | Rothbury Parish Council |

2020/19 Declaration of Members Interests

There were no Declaration of Members Interests.

2020/20 Minutes of previous meeting held 25th February 2020

It was proposed, seconded and resolved to accept the minutes of the previous meeting held on 25th February 2020.

2020/21 Matters arising from previous meeting held 25th February 2020

There were no matters arising from the previous meeting held on 25th February 2020.

2020/22 Cemetery Lodge and grounds

2020/22/01 To receive update on works required to extension of burial ground

Works to remove trees and the boundary fence for access into additional burial land had been actioned, and Cemetery Superintendent had advised the ground would need to settle before further works could be carried out. However it was resolved the levelling works previously agreed should be actioned by cemetery staff as soon as possible.

2020/22/02 To consider tree replanting and fence replacement further to works actioned relating to the above

The trees and fence on the bottom slope required replacing and it was resolved this would be actioned after ground levelling works completed.

2020/22/03 To receive update on possible memorial wall in burial ground

It was resolved to permit memorial plaques as follows: Large at 20.3cm x 30.5cm and Standard at 15.2cm x 20.3cm made of a type of black granite, with the right to erect a memorial wall plaque for 25 years at £100 standard charge and £70 for a parish resident, with extension of plaque for a further 25 years at £45 & £30 respectively. It was resolved to place an article in Over the Bridges and in RPC and JBC noticeboards to publicise the service.

2020/22/04 To receive update on works to remove gas pipe and fit new meter box and back door to cemetery lodge

Gas pipe and meter box works were outstanding with Cllr J Sutton to action in the near future and it was resolved to purchase a back door with glass for the cemetery lodge.

2020/23 Finance

2020/23/01 To report on payments made since the previous meeting held on 25th February 2020

| | | | |
|---------|-----------------|--------|--------|
| 17.2.20 | British Telecom | Ddebit | 53.87 |
| 25.2.20 | R&D Edmondson | BACS | 42 |
| 2.3.20 | Npower | Ddebit | 45.75 |
| 5.3.20 | Npower | Ddebit | 3.24 |
| 9.3.20 | NEST | Ddebit | 123.46 |
| 15.3.20 | Salary | BACS | 1437.7 |

| | | | |
|---------|----------------------|---------|---------|
| 15.3.20 | Salary | BACS | 608.65 |
| 15.3.20 | Salary | BACS | 273.5 |
| 20.3.20 | Northumbrian Water | D Debit | 66.77 |
| 30.3.20 | Rontec | D Card | 40.98 |
| 8.4.20 | Nest | BACS | 123.46 |
| 14.2.20 | Rontec | D Card | 34.5 |
| 15.4.20 | Salary | BACS | 1446.66 |
| 15.4.20 | Salary | BACS | 633.35 |
| 15.4.20 | HMRC | BACS | 454.78 |
| 15.4.20 | HMRC | BACS | 333.98 |
| 22.4.20 | HMRC | D Card | 402.38 |
| 27.4.20 | Came & Company | BACS | 856.18 |
| 27.4.20 | R&D Edmondson | BACS | 86.38 |
| 27.4.20 | TW Alderson | BACS | 103.55 |
| 27.4.20 | Elsdon Memorials | BACS | 49 |
| 4.5.20 | L Charleton | BACS | 1596 |
| 7.5.20 | Nest | BACS | 123.46 |
| 15.5.20 | Salary | BACS | 1446.46 |
| 15.5.20 | Salary | BACS | 633.15 |
| 15.5.20 | Salary | BACS | 273.7 |
| 15.5.20 | Telephone | BACS | 97.22 |
| 19.5.20 | Rontec | D Card | 35.54 |
| 19.5.20 | North County Council | D Card | 86 |
| 1.6.20 | L Charleton | BACS | 108 |
| 2.6.20 | Rontec | D Card | 29.5 |
| 8.6.20 | Nest | BACS | 123.46 |
| 8.6.20 | Npower | BACS | 121.62 |
| 9.6.20 | Rontec | D Card | 28.97 |
| 15.6.20 | Salary | BACS | 1446.46 |
| 15.6.20 | Salary | BACS | 633.15 |
| 22.6.20 | Rontec | D Card | 29.07 |
| 23.6.20 | Northumbrian Water | BACS | 57.29 |
| 8.7.20 | Nest | BACS | 123.46 |
| 15.7.20 | Salary | BACS | 1446.46 |
| 15.7.20 | Salary | BACS | 633.15 |
| 15.7.20 | Salary | BACS | 273.5 |
| 15.7.20 | Fuel | D Card | 31.06 |
| 15.7.20 | HMRC | D Card | 1338.63 |
| 21.7.20 | TW Alderson | BACS | 9.9 |
| 21.7.20 | R&D Edmondson | BACS | 552.5 |

2020/23/02 To receive quotation for replacement grasscutting machinery

New grasscutting machinery could cost up to £18,000, however secondhand machinery is available and consultation would be carried out with Cemetery Staff personnel to assess requirements.

2020/23/03 To approve the financial accounts year ending 31/3/20

It was resolved to approve the financial accounts year ending 31/3/20.

2020/23/04 To approve the most recent financial accounts

It was resolved to approve the most recent financial accounts.

2020/23/05 To approve transfer of funds of £500 from miscellaneous budget to additional gravedigging budget, due to guidance relating to preparation of Covid burials

It was resolved to approve transfer of funds of £500 from miscellaneous budget to additional gravedigging budget.

due to guidance relating to the preparation of Covid burials and the need for mechanical digging machinery to be utilised.

2020/24 To approve action required by Joint Burial Committee, further to public interest report year ending 31/3/17

2020/24/01 Joint Committees: to approve action required regarding Joint Committees not being body corporate

Employment contracts had been transferred to Rothbury Parish Council. The external audit reports year ending 2018 and 2019 were still awaited.

2020/25 To discuss issues relating to Hollinhill and Rothley Parish Council Rothbury Joint Burial Committee precept

Cllr Mrs Famelton reported precept monies owing from Hollinhill Parish Council would be released as soon as possible, and the Coronavirus pandemic had caused further delays.

2020/26 Review of Asset Register

The JPAG Practitioners Guide contains the following information relating to Asset Valuation: "For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal." It was resolved to accept the guidelines with assets to be continue to be recorded at their original cost.

2020/27 Risk Assessments

2020/27/01 Review of Risk Assessment 25/2/20 – to consider the following item:

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|--|-------|---|------|
| Failure to comply with the law and internal controls | Legal | Councillors and Clerk to be familiar with Committee Standing Orders/Financial Standing Orders | High |
|--|-------|---|------|

Due to the above being included in the Public Interest Report year ending 31/3/17, it was resolved Councillors and Clerk would re-read and understand the current Standing Orders and Financial Standing Orders of the Committee. This would assist in preventing any further instances of failing to comply with the law and internal controls.

2020/27/02 To consider and approve Fire Risk Assessment, further to insurance policy specifying Fire Risk Assessment for premises

Cemetery Superintendent was currently preparing Fire Risk Assessment.

2020/27/03 To consider and approve Risk Assessment relating to Covid-19

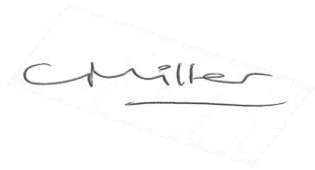
It was resolved to approve the Risk Assessment relating to Covid-19 burials.

2020/28 Urgent Business

There was no urgent business.

2020/29 Date of next meeting

The next meeting of Rothbury Joint Burial Committee will be held on Monday 12th October 2020 commencing 730pm and it was resolved in future to meet on the second Monday of February, April, June, August and October.

A handwritten signature in black ink that reads "C. Miller". The signature is written on a light-colored, rectangular piece of paper that is slightly tilted and has a faint border.

Claire Miller
Clerk to Joint Burial Committee

The meeting closed at 8pm.