

Embleton Joint Burial Committee

Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on
Thursday 27th February 2020

Present: Terry Howells; Chair (TH), Michael Craster (MC), John Roper (JR),
Derek Gerrard (DG), Andrew Chillingsworth (AC),
Clerk: Geoff Newcombe

869. Apologies for absence

Apologies were received from Councillors Bob Foster-Smith, Elizabeth Pearson, Margaret Brooks, (Northumberland County Councillor Wendy Pattison could not attend but stated "Please kindly pass on to members how very pleased I am that work has now started on cemetery house, it's been a lot of hard work for everyone concerned and ultimately it's going to be so rewarding and enormous credit must go to all three Parish Councils")

870. Declarations of Interest

None Declared

871. Confirmation of the minutes of the last meeting held 6th January 2020

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

Proposer: Derek Gerrard

Seconder: Andrew Chillingsworth

Unanimous

872. Matters arising

None

873. Long Term Business Plan for Cemetery/House

- Renovation Project report: Councillor Chillingsworth reported that renovation work commenced on the 10th of February and to date most of the work had involved stripping out old plaster, flooring, external shed removal and preparation for repair/renovation works. The initial stripping out had revealed some extra necessary works; plasterboard - areas of poor plaster, grubbing out a holly tree, bathroom - Paper Removal & Paint Finish. A new oil-fired boiler will be required to be sited in the external yard and the oil storage tank relocated and replaced with a bunded tank. The tank should be able to be located on the concrete base of the old (now removed) shed. Councillor Craster said he was in possession of a surplus oil storage tank that he was willing to donate to the project. Members gladly accepted his offer of the tank which has a potential cost saving to the project of £1,000+. Cllr Chillingsworth stated that if we can prove that the house has been unoccupied since the last tenant left the builder will be able to charge only 5% VAT rate instead of the usual 20% VAT, which will aid the cash flow situation. Members wished to express their thanks to Cllr Chillingsworth and his wife for all their hard work on the financial aspects of this project.
- Report on the CHF Grant Inception meeting and mortgage position: Councillors Howells & Chillingsworth reported on meeting with two representatives of Northumberland County Council to facilitate expediting and meet the requirements to claim the CHF Grant. The outcome was to instruct the Embleton PC RFO to claim the loan from MCHLG (which should be available within 7-10 days) to facilitate cash flow. NCC presented update Homefinder lettings policy including a to try and ensure that the renovated property will benefit local tenants.
- Local lettings, maintenance and management criteria/policy: Clerk reported - awaiting further guidance and meeting with NCC (should be able to use Rural Allocations Criteria); Clerk to chase up lack of response from two of the potential approved tenderers. A further meeting is to be arranged with NCC to finalise EJBC lettings policy before putting the management and Maintenance contract out to tender

- Electrical certification Regulations – New Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 are coming into force that will require landlords in England to have an electrical installation condition report (EICR) in place before they grant or renew a tenancy from July 1st 2020. These requirements will be incorporated into the management scheme
- Council Tax Reclaim – A claim for Uninhabitable Property Discount has been lodged with NCC: i.e. the dwelling requires/is undergoing major repair works to render it habitable. The dwelling is undergoing structural alteration which has not been substantially completed. NCC will inspect the premises during renovation and let us know if EPC/EJBC is eligible for a rebate

874. Financial

Bank Balance £1,314.44 @ 04/02/2020

Received since 06/01/2020

£0.00

Spent since 06/01/2020

Clerk (Dec pay & expenses)	£153.38
HMRC (PAYE)	£37.00
Creighton Hall £15.00 x 2 (05/12/2019 & 06/01/2020)	£30.00
Northumbrian Water Charges x 1 (Jan @ £14.84)	£14.84
Npower Electricity Charges x 1 (Feb @ £18.08)	£18.08

Cheques Required

Clerk (January pay & expenses)	£88.09
HMRC (PAYE)	£21.60
Noticeboard Company	£106.80
Mole Treatment	£40.00

Proposer: John Roper

Seconder: Michael Craster

Vote: Unanimous

875. Administration of Cemetery

- Administration coverage – Cover to administer funerals when Clerk unavailable – members decided to leave arrangements as is on an ad hoc basis
- Children's Funeral Fund for England – A fund is now available to enable burial authorities to claim waived costs back for future children's funerals; post 23/07/2019. EJBC currently waives all charges for funerals and memorials for children

876. Items for Next Agenda

- Cloud/record storage
- Electronic Banking
- Review of Cemetery Maintenance payments in line with inflation

877. Date and Time of Next Meeting

30/03/2020 @ 18:00

EJBC RECEIPTS and PAYMENTS ACCOUNT			
	Postion as at 20/02/2020	Joint Burial Board - Year Ending 31st March 2020	
RECEIPTS			
Last Year			This Year
£ -		Precept	£ -
£ 392.84		Refunds	£ -
£ 5,850.00		Burial Authority	£ 3,900.00
£ 1,000.00		Purchase Plot	£ 500.00
£ 500.00		Ashes/ Headstones	£ 950.00
£ 375.00		Additional Inscriptions	£ 225.00
£ -		Fix a Plaque	£ -
£ 8,117.84		TOTAL RECEIPTS	£ 5,575.00
PAYMENTS			
Last Year			This Year
£ 2,921.74		Salary & Expenses	£ 1,618.12
£ 147.64		Electricity	£ -
£ 3,324.00		Grass Cutting	£ 3,275.84
£ 1,728.67		Water Rates/ Council Tax	£ 2,647.67
£ 88.75		Room Hire	£ 30.00
£ 2,371.00		Insurance	£ 369.86
£ 349.86		Other Payments	£ 646.90
£ 255.00		VAT	£ 68.68
£ 48.33			
£ 11,234.99		TOTAL PAYMENTS	£ 8,657.07
-£ 3,117.15		Increase/Decrease in Funds	-£ 3,082.07
£ 7,956.02		Funds at start of the year	£ 4,396.43
£ 4,396.43		Funds at end of the year	£ 1,314.36