

# Embleton Joint Burial Committee

## Minutes

of the Virtual Meeting held on Monday 18<sup>th</sup> January 2021

**Present:** Terry Howells; Chair (TH), John Roper (JR), Derek Gerrard (DG), Andrew Chillingsworth (AC), Elizabeth Pearson (EP), Margaret Brooks (MB), David Cooper (DC)

**Attendee:** NCC Cllr. Wendy Pattinson

**Clerk:** Geoff Newcombe

**934. Apologies for absence**

None received

**935. Declarations of Interest**

None declared

**936. Confirmation of the minutes of the last meeting held 16<sup>th</sup> November 2020**

Proposer: Elizabeth Pearson

Seconder: John Roper

Unanimous

**937. Matters arising**

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

- Management and Lettings – Progress report: The property has been let, the tenancy commencing on 4th January 2022. Insurance for property now placed through Managing Agent at rebuild valuation of £223K; Bernicia policy does cover the escape of water and oil leakages. The environmental clean-up costs would be covered under Managing Agent public liability insurance subject to the maximum liability cost of £1m, however it is to be noted that damage has to be sudden and unforeseen for this insurance to take effect.
- Council Tax re-imposed and charged from 1/12/20 to 3/1/21; £338.62-£60 = £278.62 (£60 refund); now cancelled, as is Water Charges (£18.10 refund due) and Buildings Insurance (£93.53 refund due). Awaiting final electricity account.
- The tenancy agreement allows for a rent increase in the first year of the tenancy, which in line with the Managing Agent increase process would be 1st April 2021. Applying the government's rent setting policy for social rents this would be an increase based on CPI as of September 2020 (0.5%) + 1%. As EJBC is not a social landlord the government policy does not apply so members may wish to apply a different percentage? Members proposed that a 0% rise be applied this year (2021/22) as the tenancy has only just commenced.

Proposer: Derek Gerrard

Seconder: Andrew Chillingsworth

Unanimous

**Administration of Cemetery**

- Yard roof repair – Progress Report; Cllr Howells reported that the roof covering the yard had now been repaired to try and prevent water leakage, but the contractor warned that it would need complete renewal shortly as it was in poor condition.
- Well Infill: The contractor infilled the abandoned well to the east frontage of the cottage and the safety fencing was removed before the tenancy commenced.
- Banking Arrangements: the EJBC account is changing to a sub-account of EPC to comply with audit requirements
- Memorial Safety Inspections in Burial Grounds: NCC Information was received offering a programmed safety inspection service for memorial/headstone safety. Members requested that the Clerk should make further enquiries to see if the current inspection regime was sufficient. Cllr Cooper offered to undertake a risk assessment of the procedures.

**939. Financial**

Bank Balance £3,435.52 @ 05/01/2021

**Spent and Received since 16/11/2020**

Clerk (August pay & expenses)	-£246.57	FPO
HMRC (PAYE)	-£60.20	BP
Council Tax	-£380.46	DD
Water Charges (December)	-£13.35	DD
Mole Catcher	-£50.00	BP
Contractor (October & Memorial safety work)	-£621.19	BP
Parking Fee	-£1.00	SO
NCC Council Tax	+£60.00	BACS

**Payments Required**

Clerk (November/December pay & expenses inc. print cartridges)	-£230.45	FPO
HMRC (PAYE)	-£49.90	BP

Proposer: Elizabeth Pearson  
Seconder: John Roper  
Unanimous

**940. Items for Next Agenda**

- Review of Grass Cutting contract prices in line with CPI
- Review of Cemetery Fees and Charges
- Memorial Inspections

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

1<sup>st</sup> March 2021

<b>EJBC RECEIPTS and PAYMENTS ACCOUNT</b>			
	Position 07/01/2021	<b>Joint Burial Board - Year Ending 31st March 2021</b>	
<b>RECEIPTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ -		<b>Precept</b>	£ -
£ 95.00		<b>Refunds</b>	£ 10,586.51
£ 4,550.00		<b>Burial Authority</b>	£ 1,313.00
£ 500.00		<b>Purchase Plot</b>	£ 255.00
£ 950.00		<b>Ashes/ Headstones</b>	£ 505.00
£ 225.00		<b>Additional Inscriptions</b>	£ -
£ -		<b>Fix a Plaque</b>	£ -
		<b>Rental Income</b>	£ -
<b>£ 6,320.00</b>		<b>TOTAL RECEIPTS</b>	<b>£ 12,659.51</b>
<b>PAYMENTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ 1,703.21		<b>Salary &amp; Expenses</b>	£ 1,781.51
		<b>PAYE</b>	£ 486.00
£ 94.75		<b>Electricity</b>	£ 109.44
£ 3,275.84		<b>Grass Cutting</b>	£ 3,471.39
£ 2,627.06		<b>Water Rates/ Council Tax</b>	£ 528.93
£ 60.00		<b>Room Hire</b>	£ -
£ 369.86		<b>Insurance</b>	£ 300.94
£ 693.55		<b>Other Payments</b>	£ 2,838.49
£ 89.29		<b>VAT</b>	£ 409.12
		<b>Loan Repayment</b>	£ 1,114.37
<b>£ 8,913.56</b>		<b>TOTAL PAYMENTS</b>	<b>£ 11,040.19</b>
<b>-£ 2,593.56</b>		<b>Increase/Decrease in Funds</b>	<b>£ 1,619.32</b>
£ 4,396.43		<b>Funds at start of the year</b>	£ 1,802.87
£ 1,802.87		<b>Funds at end of the year</b>	<b>£ 3,422.19</b>