

# Embleton Joint Burial Committee

## Minutes

of the Meeting held in the Ladies Room at the Creighton Hall, Embleton on  
Monday 6<sup>th</sup> January 2020

**Present:** Terry Howells; Chair (TH), Elizabeth Pearson (EP), John Roper (JR),  
Derek Gerrard (DG), Andrew Chillingsworth (AC), Margaret Brooks  
(MB), Raymond Carss (RC), Bob Foster-Smith (BFS), David Cooper  
(DC)

**Clerk:** Geoff Newcombe

**860. Apologies for absence**

None received

**861. Declarations of Interest**

None declared

**862. Confirmation of the minutes of the last meeting held 5<sup>th</sup> December 2019**

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

Proposer: Derek Gerrard

Seconder: Elizabeth Pearson

Unanimous

**863. Matters arising**

None

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

- Formulate a suitable local lettings, maintenance and management criteria/policy

A discussion of options decided that the following points should be incorporated into the local tenancy agreement: -

- Tenants to observe total respect for the bereaved attending funerals; this to extend from one hour before to one hour after the funeral cortege has entered the cemetery.
- No noise emanating from the premises shall be audible outside the curtilage of the house or garden from one hour before to one hour after the funeral cortege has entered the cemetery.
- Funeral dates & times shall be notified to the tenant 48Hrs before the event by text/email.
- No children are ever to be allowed to play in the cemetery.
- No children to play to the south aspect of the house from one hour before to one hour after the funeral cortege has entered the cemetery.
- No pets to be permitted
- Two vehicles only allowed to be parked within designated bays
- The tenancy agreement to run for 12-month period.

Clerk to draw up draft tenancy agreement based on RLA template and draft Local Lettings Policy for further discussion.

**865. Financial**

Bank Balance £1,815.66 @ 28/12/2019

**Received since 18/11/2019**

Interment 2 @ £650 (Plot 23 & 28)	£1,300.00
Plaque (Gatehouse)	£200.00

**Spent since 18/11/2019**

Clerk (Jun-Oct & Dec pay & expenses)	£728.98
HMRC (PAYE)	£162.80
Creighton Hall £15.00 x 1 (18/11/2019)	£15.00

NCC Council Tax x 2 (Dec @ £248, Jan @ £248)	£496.00
Northumbrian Water Charges x 1 (Dec @ £14.84)	£14.84
Npower Electricity Charges x 1 (Dec @ £20.38)	£20.38
Environmental Inspections Ltd	£329.40

**Cheques Required**

Clerk (December pay & expenses)	£453.38
HMRC (PAYE)	£37.00
Creighton Hall (05/12/2019 & 06/01/2020)	£30.00

**866. Maintenance of Cemetery**

- Moles

Reported as active again in the Cemetery; Clerk to ask the molecatcher to undertake treatment.

Cllr BFS reported that a safety inspection of the memorials and headstones had been undertaken in accordance with "Managing the Safety of Burial Ground memorials". All memorials are except two are as the previous survey and not considered to pose a risk. One memorial had moved due to subsidence and the other had fallen over. Members are to contact the owners of the memorials to undertake maintenance.

Two recent interments had subsided and Clerk was asked to contact maintenance contractor to infill the plots.

**867. Items for Next Agenda**

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

TBA

<b>EJBC RECEIPTS and PAYMENTS ACCOUNT</b>			
	Postion as at 29/12/2019	<b>Joint Burial Board - Year Ending 31st March 2020</b>	
<b>RECEIPTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ -		<b>Precept</b>	£ -
£ 392.84		<b>Refunds</b>	£ -
£ 5,850.00		<b>Burial Authority</b>	£ 3,900.00
£ 1,000.00		<b>Purchase Plot</b>	£ 500.00
£ 500.00		<b>Ashes/ Headstones</b>	£ 950.00
£ 375.00		<b>Additional Inscriptions</b>	£ 225.00
£ -		<b>Fix a Plaque</b>	£ -
<b>£ 8,117.84</b>		<b>TOTAL RECEIPTS</b>	<b>£ 5,575.00</b>
<b>PAYMENTS</b>			
<b>Last Year</b>			<b>This Year</b>
£ 2,921.74		<b>Salary &amp; Expenses</b>	£ 1,403.14
£ 147.64		<b>Electricity</b>	£ -
£ 3,324.00		<b>Grass Cutting</b>	£ 3,275.84
£ 1,728.67		<b>Water Rates/ Council Tax</b>	£ 2,384.83
£ 88.75		<b>Room Hire</b>	£ 30.00
£ 2,371.00		<b>Insurance</b>	£ 369.86
£ 349.86		<b>Other Payments</b>	£ 623.42
£ 255.00		<b>VAT</b>	£ 68.68
£ 48.33			
<b>£ 11,234.99</b>		<b>TOTAL PAYMENTS</b>	<b>£ 8,155.77</b>
<b>-£ 3,117.15</b>		<b>Increase/Decrease in Funds</b>	<b>-£ 2,580.77</b>
£ 7,956.02		<b>Funds at start of the year</b>	£ 4,396.43
<b>£ 4,396.43</b>		<b>Funds at end of the year</b>	<b>£ 1,815.66</b>