

MINUTES of a Meeting of the Joint Burial Committee held on Thursday 16 January 2014 in the Memorial Hall, Haxby, at 7.30 pm

PRESENT:

Cllr D Rice (Chairman)	Cllr M Harrison
Cllr J Jeffery	Cllr P Vaughan
Cllr N Wyatt	Cllr R Denton
Cllr H Ridge	Mark Scott (Clerk)

APOLOGIES

1. Apologies were received from Cllr P Firth

DECLARATIONS OF INTEREST

2. None

MINUTES

3. **RESOLVED that the Minutes of the meeting held on 7 November 2013 be signed as a true and accurate record.**

REPORT ON GARDEN SHRUB AND STATUE AREA

4. **RESOLVED to award contract to Sleightholm Landscapes at a cost of £900 plus VAT.**

UPDATE ON SINKING GRAVES IN PLOT 13 OF THE CEMETERY

- 5 The Chairman reported that so far only one quote had been received. He said that further quotes were expected shortly.
RESOLVED that the awarding of the contract be left to the Clerk's discretion in order that the work may be commissioned in advance of the next meeting.

UPDATE ON PEST CONTROL

6. The Chairman reported that pest control had taken place in the cemetery in December and gave details to the Committee of the numbers of pests controlled. The Committee were advised also of the different types of pests that had been dealt with.
RESOLVED that from now on, only rabbits should be controlled in addition to the ongoing mole control.

UPDATE ON PEDESTRIAN GATE REPAIR – MOOR LANE

7. The Clerk advised that the rotten slats on the kissing gate fence are to be repaired week commencing 20 January 2014.

WOODEN BENCH REPAIR IN GARDEN OF REST AREA

8. The Clerk reported that the Groundsman had not repaired the bench as yet but is due to do it shortly.

REQUEST FROM RESIDENT TO HAVE HEDGE CUT BACK

9. The Chairman gave details of 3 quotes received to cut back the cemetery hedge which had encroached on to a resident's property.
RESOLVED to allow the resident permission to arrange a “one off” cutting of the hedge and for the Joint Burial Committee to reimburse him up to the sum of £100.

REPAIRS TO BRICK WALL SURROUNDING THE WASTE BINS

10. **RESOLVED to accept a quote from Mick Lambert to repair the brick wall surrounding the waste bins at a cost of £50 no VAT.**

ANNUAL REPORT ON TREES IN CEMETERY

11. The Chairman read out the annual tree report as supplied by Sleightholm Landscapes under the existing grass cutting contract. The Committee requested that quotes be obtained from a number of contractors to carry out the work whilst at the same time asking them for any other observations and recommendations they may have. The Committee requested that quotes are received prior to 1st February 2014.

LETTER OF COMPLAINT FROM RESIDENT

12. The Chairman read out a complaint from a resident concerning the amount of grass cuttings found on her late husband's headstone. The Committee requested that the Clerk write to the lady thanking her for her comments and advise her that the situation regarding the grass cutting in the cemetery is currently under review.

OBSERVATIONS FROM MEMBERS VISITING THE CEMETERY

13. The Chairman was notified by the Committee members of the amount of tree debris scattered throughout the cemetery following the recent high winds. The Clerk was requested to contact the existing grass cutting contractor in order for this to be tidied up, as it is understood that this falls under the remit of the existing grass cutting contract.

REVIEW OF CEMETERY RULES AND REGULATIONS

14. The Committee members reviewed the existing Cemetery Rules and Regulations and highlighted a number of amendments that were required. These are to be incorporated in to the Rules and Regulations and circulated amongst the Committee for approval at the next meeting.

GRASS CUTTING CONTRACT RENEWAL

15. The Chairman and members of the Committee opened and reviewed six tenders received in respect of the Cemetery grass cutting contract. These were then assessed on their relevance and cost.
RESOLVED to award the Cemetery grass cutting contract to Andrew Hill, Garden Maintenance Contractor, subject to satisfactory references being received, for a three year period commencing 1st April 2014, subject to satisfactory annual reviews, at a cost of £2940 per annum.

FINANCIAL STATEMENT TO 30 NOVEMBER 2013

16. The Financial Statement to 30 November 2013 detailing payments of £1377.20 was received.

FINANCIAL STATEMENT TO 31 DECEMBER 2013

17. The Financial Statement to 31 December 2013 detailing payments of £913.08 was received.

UPDATE ON ADMINISTRATIVE COST TO 31 DECEMBER 2013

18. The Clerk advised the Committee that administrative costs year to date amounted to £818.80 and that the forecast for the year was well within the annual budget of £3000. He explained that the saving was coming in the main from the continued unpaid work carried out by the Chairman. Cllr Vaughan then requested that the thanks of Wigginton Parish Council for the work done by Haxby Town Council staff be minuted.

BUDGET UPDATE FIGURES TO THE MONTH ENDING 31 DECEMBER 2013

19. Budget update figures for the month ending 31 December 2013 were received.

Budget Update - 31 December 2013

(9 months)

	Budget 2013/2014	Balance at 31.12.13	Notes
Income			
Burials	17,000.00	12,300.00	
Memorials	4,000.00	2,792.00	
Bank Interest	12.00	16.62	
Allowances/Grants	1,150.00	0.00	
Total	22,162.00	15,108.62	
VAT Refund		1011.20	
Total		16,119.82	
Expenditure			
Maintenance	4,000.00	1293.40	*
Grounds Maintenance	6,600.00	5,216.00	
Rates	1,039.50	935.50	
Water	80.00	38.05	
Audit	480.00	250.00	£150 Internal Audit £100 External Audit
Insurance	1,700.00	1,591.36	
Administration Haxby TC	3,000.00	671.60	**
Miscellaneous/Contingency	1,000.00	98.23	Ex Right of Burial Book
Total	17,899.50	10,094.14	
VAT Paid		1,261.53	
Total		11,355.67	

***General Maintenance**

Mole Control	400.00
Re-fix Two Headstones	180.00
Repair Kissing Gate	70.75
Tree Work	10.00
Remove Holly,Ivy	277.65
Renew Gutter Pipe	355.00
	£1,293.40

****Administration Haxby TC**

April 2013	£55.20
May 2013	£165.60
June 2013	£119.60
September 2013	£184.00
October 2013	£147.20
	£671.60

16 January 2014

INTERMENTS AND MEMORIALS

20.

Interments

Mrs Jessie Bowes Plot 16 Grave No: 52 (Reserved)

Mrs Nora Maltby Plot 19 Grave No: 68 (Reserved)

Mrs Evelyn Ann Barnett Plot 14 Grave No: 83

Interments in Garden of Remembrance

None

Reserved

Plot 19 Grave No: 199 Exclusive Right of Burial Certificate No: 1739

Plot 24 Grave No: 32 Exclusive Right of Burial Certificate No: 1740

Memorials

Mrs Mary Elizabeth Shaw Plot 12 Grave No: 39

Mrs Barbara Ann Streater Plot 4 Grave No: 31

Mrs Pamela Robinson Plot 23 Grave No: 49

Mrs Janet Holder Plot 14 Grave No: 14

Additional Inscriptions

Mrs Sheila Nendick Plot 19 Grave No: 86

Mrs Nora Maltby Plot 19 Grave No: 68

Emily Mary Pulleyn Plot 4 Grave No: 4

Mrs Pauline Hunter Plot 19 Grave No: 175

MATTERS FOR INCLUSION ON THE NEXT AGENDA

21. None

DATE OF NEXT MEETING

22. The next meeting will be held at 7.30pm in the Haxby Town Council Office on Thursday 27 March 2014.

There being no further business the meeting closed at 8.20 pm.

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Chairman

(These Minutes are displayed 'unsigned' and are subject to correction at the next Committee Meeting.)

16 January 2014