

## HALTWHISTLE & DISTRICT JOINT BURIAL COMMITTEE

### MINUTES OF MEETING HELD ON 21 NOVEMBER 2018 AT ROOM 2, HALTWHISTLE LIBRARY AT 7.00PM

Present: Cllr A Sharp (Chair), Cllr M Sowler, Cllr M Ridley, Cllr E Rimmer,  
Cllr A Whitehead, Cllr E Walton, Cllr J Armstrong (arrived 7.30pm)

Cemetery Keeper: Not present

Clerk: K. Little  
  
1 Member of the Public  
B Gibson (Allotment Representative)

Cllr Sharp welcomed everyone to the meeting

#### 1. Apologies

Cllr Reed

#### 2. Minutes of Meeting held 5<sup>th</sup> September 2018 to agree

Proposal for the Minutes of Meeting held 5<sup>th</sup> September 2018 be agreed and signed as a true record. Cllr Walton proposed Agenda Item 8.4 to read the clerk to forward her report to Cllr Walton and Agenda Item 8.7 to include full pay to be paid for a period to be agreed – if the document was found the sickness policy would be the same.

Prop: Cllr Whitehead

The hand-written record of the confidential minute from the meeting held 16<sup>th</sup> May, it was clarified that the two items agreed were proposed by Cllr Ridley and seconded by Cllr Rimmer

#### Minutes of Meeting held 12<sup>th</sup> September 2018 to agree

Proposal for the Minutes held 12<sup>th</sup> September 2018 to be agreed and signed as a true record

Prop: Cllr Sowler Sec: Cllr Sharp

#### 3. Declarations of Interest

In accordance with Section 31 of the Localism Act 2011, members to declare any Pecuniary Interests in items on this agenda – None declared

#### 4. Cemetery Keeper's Report – (read out by the Clerk)

- Four funerals to date, one pending
- Hearse House rewired, sink and hot water boiler installed
- New earth cable installed in Lodge
- Flags laid on extension to burial plots
- Awaiting S McLennan to do plan and water table survey
- Two work experience trainees in until Christmas
- Outside work still coming in
- Request from cemetery staff to have half hour lunch break rather than one hour and finish at 4pm instead of 4.30pm in winter months – Prop Cllr Ridley agreed
- Consideration of buying grass cutting tractor (quote attached) for next year and keep exiting tractor – grass cutting work expanding

Signed and accepted as a true record and accurate account of the  
Meeting held on 21 November 2018

Chairperson.....

Date.....

## 5. Staffing Representatives Report

Cllr Ridley reported cemetery keeper unwell – 2 extra men working in the cemetery.  
Cllr Rimmer reported there were tentative ideas going forward

## 6. Allotments

6.1 To consider letting of 17B to son of allotment holder – A discussion was held in which Cllr Ridley spoke against the transfer, the clerk pointed out this had happened in the past on two previous occasions and following additional information from allotment representative it was proposed by Cllr Rimmer and seconded by Cllr Sowler that the transfer be allowed.

6.2 Email from allotment representative – to consider anomalies of allotment rents  
Following a discussion, it was agreed to reduce the allotment rent to £40.00 for 22A.

## 7. Cemetery Maps/Records

To receive update from Cllr Rimmer – Records for the full book from Greenhead Cemetery have been copied onto a disc at a cost of £50.00 other books to be copied on an ongoing basis at £50 per book.

## 8. Accounts

8.1 Copy of income & expenditure since last meeting approved  
Prop: Cllr Sowler Sec: Cllr Whitehead

Date		Budget Lev	INCOME					Misc.	Banked
			Burial Fee	Grave Purc	Headstone	Allotment	Pet		
03.10.18	HTC	8348.16						8348.16	
	HTC						390.00	390.00	
11.10.18	Greenhead PC	909.04							
	Thirlwall PC	285.98							
	Melkridge PC	463.04							
	Dodds Funeral						800.00		
	Co-op (Scollick)		485.00						
	Co-op (Hayes)		810.00						
	Co-op (Lennox)		485.00					4238.06	
20.10.018	Co-op Memorials				850.00				
	Co-op Memorials				920.00				
	Coanwood PC	413.31							
	Henshaw PC						63.60		
	Henshaw PC						97.20	2344.11	
	HMRC						576.98	576.98	
06.10.18	HTC						1749.93	1749.93	
09.11.18	Co-op (Collins)		810.00						
	I Blair (Herdman)		278.00						
	I Robinson				75.00				
	Co-op (Little)				75.00				
	Co-op (Dobison)		555.00						
	Co-op (Parker)		485.00						
	Co-op (Flugell)		810.00						
	Co-op (Yeats/Anthony)		485.00	395.00				3968.00	
		<b>10419.53</b>	<b>5203.00</b>	<b>395.00</b>	<b>1920.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3677.71</b>	<b>21615.24</b>

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EXPENDITURE							
Date	Name		Supply/Item	Net Cost	VAT	Chq. No	Chq. Amt
03.09.18	Scottish Power		Electricity	138.10	6.90	DD	145.00
13.09.18	S Glenton	Wk 23&24	Wages	475.76		Direct Payment	475.76
13.09.18	M Glenwright	Wk 23&24	Wages	607.17		Direct Payment	607.17
17.09.18	Onebill		Telephone	71.46	14.20	DD	85.75
26.09.18	Martin Armstrong		Van	2,000.00		103215	2,000.00
26.09.18	Featherstone Village Hall		Room Hire	15.00		103216	15.00
26.09.18	Edens Lawn Service Station		Oil/Fuel	14.66	2.93	103217	17.59
26.09.18	Lloyd Ltd		General Maintenan	52.92	10.58	103218	63.50
26.09.18	Rickerby Ltd		General Maintenan	43.68	8.74	103219	52.42
26.09.18	PPH Hire & Supplies		General Maintenan	18.48			
			Hire	297.26	63.15	103220	378.89
27.09.18	K Little		Salary	296.91		Direct Payment	296.91
27.09.18	S Glenton	Wk 25&26	Wages	531.24		Direct Payment	531.24
27.09.18	M Glenwright	Wk 25&26	Wages	595.27		Direct Payment	595.27
28.09.18	Petty Cash		Petty Cash	50.00		103221	50.00
28.09.18	H&H Insurance Broker		Insurance	276.71		103222	276.71
28.09.18	DVLA		6 months tax	137.50		103223	137.50
11.10.18	M Glenwright	Wk 27&28	Wages	579.57		Direct Payment	579.57
11.10.18	S Glenton	Wk 27&28	Wages	531.44		Direct Payment	531.44
12.10.18	Cancelled					103224	
12.10.18	Nest Pension		Wages	69.65		DD	69.65
12.10.18	Anglican Water		Water Rates	80.24		103225	80.24
17.10.18	Onebill		Telephone	57.89	11.58	DD	69.47
19.10.18	HMRC		Wages	1,306.89			1,306.89
25.10.18	M Glenwright	Wk 29&30	Wages	565.28		Direct Payment	565.28
25.10.18	S Glenton	Wk 29&30	Wages	533.06		Direct Payment	533.06
25.10.18	PPH Hire & Supplies		General Maintenan	65.90			
			Hire	222.40	57.66	103227	345.06
25.10.18	Edens Lawn Service Station		Repairs/Renewals	24.66	4.93	103228	29.59
25.10.18	Edens Lawn Services Ltd		Oil/Fuel	29.17	5.83	103229	35.00
25.10.18	Harry Wilson & Son		General Maintenan	250.00	50.00	103230	300.00
01.11.18	Scottish Power		Electricity	138.10	6.90	DD	145.00
08.11.18	M Glenwright		Wages	595.28		Direct Payment	595.28
08.11.18	Sean Glenton		Wages	538.25		Direct Payment	538.25
08.11.18	Lowes Hall		Stationary	101.55	20.30	103231	121.85
				<b>11,311.45</b>	<b>263.70</b>		<b>0.00</b>
							<b>11,574.34</b>

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## 8.2 Current Account Statement as at 19 November:

B/F	12,167.09
Income	55,055.36
Expenditure	<u>37,328.26</u>
Balance	<u>29894.19</u>

- 8.3 Budget Request – Response from Melkridge PC – Melkridge PC had deferred this decision. Following a discussion, it was agreed that the Chair would write to individual members of Melkridge PC inviting them to an informal meeting with the Burial Committee on 12 December at 7.30pm. Prop: Cllr Sowler Sec: Cllr Ridley. The clerk reminded members that it was for the parishes to agree any discount (Plenmeller with Whitfield) and she would write to them to ascertain their opinion
- 8.4 Budget for the coming year 2019/20 to agree - Members agreed the tabled budget but increased the wages provision from £39,750.00 to £45,000
- 8.5 Budget Request to Parishes 2019/20 to agree – the budget decision was deferred until the January meeting though members indicated around 5% would be appropriate. Prop: Cllr Walton Sec: Cllr Sowler
- 8.6 PD Kennedy – to agree unauthorised expenditure - Agreed Prop: Cllr Sowler Sec: Cllr Ridley
- 8.7 To agree £50.00 expenditure for copying records – Agreed – Prop: Cllr Sharp

9. **Update on Data Protection** – policy agreed – Prop: Cllr Whitehead Sec: Cllr Armstrong

10. **Exclusive Rights to be agreed and signed**

Exclusive Rights for Grave numbers 957C, 4082, 844F were agreed and signed

11. **Memorials to review/agree**

Memorials applications were reviewed since the last meeting

12. **Risk Assessment – to report any issues**

The clerk reported the cemetery keeper had carried out further headstone safety tests and was going to forward the names and addresses to the clerk

13. **Programme of Works**

Cllr Sharp reported the cemetery was looking well

14. **New area** – To decide whether to
1. Apply for Certificate of Lawfulness
  2. Apply for Planning Permission
  3. To proceed without either.

It was agreed to apply for a certificate of lawfulness – Prop: Cllr Sowler Sec: Cllr Whitehead  
Clerk to make the application

15. **To agree website format and content before website goes live.**

Agreed – Prop: Cllr Sowler Sec: Cllr Rimmer

Members asked for the draft minutes to be sent to all members prior to going on website

16. **Correspondence**

- 16.1 Letter from neighbouring resident regarding cutting of the hedge  
Cllr Ridley to have a word with the cemetery keeper to having this work done

17. **Resolution to exclude press and public, staffing and employment issues**

Prop: Cllr Sharp

Confidential Minute Taken

**18. Date of next meeting – 12 December 2018 at 7pm**

Meeting closed at 10.20pm

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