

**Wolston, Brandon and Bretford Joint Burial Committee meeting
held on Thursday 28th March 2024
at Wolston Baptist Church**

Present: Cllr. Rev. Iain Rennie (Chair), Cllr. Laurie Wright, Cllr.,
Cllr. Terry Ramsay, Cllr. Andrew Kirby, and Cllr. Anne Milne.
18:48 Cllr. Peter Wilson joined the meeting
Lorraine Knowles (Clerk)

No members of the public present.

The meeting started at 18:34		
Item	Discussion & Outcomes	Action & by whom
284 Apologies	Apologies received and accepted from Cllr. Jock Rainey. 18:48 Cllr. Peter Wilson joined the meeting. Had notified the committee of late arrival.	
285 Declarations of interest	No declarations of interest.	
286 Minutes of previous meeting	The draft of the minutes of the meeting on Tuesday 20 th February 2024 were moved for approval by Cllr. Laurie Wright and seconded by Cllr. Terry Ramsay. Cllr. Wright raised one omission, that being the provision of marker posts in the cemetery for a village resident who experiences sight difficulties. Orange markers will assist in the negotiation around the cemetery. It was confirmed that under Data Protection GDPR, names and personal details will be redacted from minutes that are published for the public viewing.	L.K. to discuss markers with Maintenance provider.
287 Matters arising from the minutes/actions list	<ul style="list-style-type: none"> • Tenure of Office on the Burial Committee It was confirmed that tenure of office on the committee is 12 months, the same as on the Parish Council. Election for changes will take place in May • Proposal to apply to the Parish Council for funding (Precepts) Cllr. Wright proposed that the Burial Committee apply to the Parish Council for additional funding. This is a funding source that the Burial Committee is entitled to apply for. Previously it was agreed that the Burial Committee would be self-funding, however there is now the additional cost of clerk salary and grass cutting costs have risen. November is the deadline for application. Thus proposal was opposed by Cllr. Andrew Kilby. 	
288 Correspondence	<ul style="list-style-type: none"> • Chair reports that he and the clerk have been invited to the inauguration of the new vicar of Wolston St. Margarets in May. • Terry & Margaret White wish to relinquish their ashes plot. Has correspondence been received. Correspondence has been directed to the Chair. Clerk is unaware of this correspondence. • Request from a family to inter ashes in cardboard box. This was accepted. • Clerk has now obtained keys for the village notice board and the Baptist Church Office. Has purchased multiple copies of these keys which are now with the Parish Council Clerk. 	I.R. to follow up relinquishing of plot.

	<ul style="list-style-type: none"> • Clerk has training on 2.4.24 to enable to update the website. Committee members to review and consider any updates for the Burial Committee webpage. • The lock is broken on the noticeboard directly outside the cemetery therefore it cannot be updated. Cllr. Laurie Wright suggests a smaller board which can be attached to the fence and the removal of the current noticeboard. • It was noted that stonemasons appear to be working in the cemetery quite regularly – do they notify or have they been instructed to notify JBC. 	
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<p>289 Finance Report: To endorse (and approve, if appropriate) accounts for period 13.2.24 to 12.03.24.</p>	<p>The report for the month February 2024 – March 2024 was presented by the Chair, Rev. Iain Rennie. Explanation of monies received presented by I. Rennie. The balance does not include pending payments. Cllr. Wright proposed that the finance report was not to be signed off but deferred to the next meeting. Seconded by Cllr. Terry Ramsay.</p>	<p>I.R. to present update at next meeting.</p>
<p>290 Current Financial Situation Update: Consider, endorse (& approve, if appropriate), accounts:</p>	<ul style="list-style-type: none"> • Finance : Annual Report for year April 22 – March 23 Clerk has reviewed the bank statements or the current account for financial year April 2022 to March 2023. As far as possible has located a paper trail of payments in and out. There are some invoices but no receipts for payments. One bank statement is missing. The figures on the statements appear to balance. Cllr. Jock Rainey absent from the meeting, contacted member of committee by telephone during the meeting. He passed on the message that there was a discrepancy in the figures. He will contact with the clerk to discuss. <p>Cllr. Kilby raised issue that payment for a Grant of Exclusive Right of Burial is a deposit and a further payment to bring the payment up to the current cost should be made when the burial takes place. If an EroB is purchased at one cost and not used for a number of years the cost will have risen.</p> <p>The Burial Committee Regulations do not state that payment is a deposit.</p> <p>Regulations to be reviewed at next meeting.</p>	

	<ul style="list-style-type: none"> • Updating of receipts for all financial transactions All payments made will now be issued with a receipt for the financial records. Receipts for ERoB will include 'non-refundable' statement. • Invoices Invoices will be issued for all payments due. Invoices will include a 'to be paid by' date to ensure follow up of any non-payment. • Updating of Burial Committee bank account Clerk is unable to authorise any actions with the bank account- needs to be registered as the primary user. Current signatories for cheque are Rev. Iain Rennie and Cllr. Peter Wilson. Other signatories need to be removed. Cllr. Laurie Wright needs to be added as a signatory. Clerk has completed the form to remove and confirm signatories but needs some details and signatures from committee members. Next step: Clerk to apply to be primary user for bank account. • Contact details list for committee members. Clerk will email committee members for contact details. List for circulation to committee members ONLY. • Finance Report for year April 2023 – March 2024 Clerk has only just obtained the bank statements for the financial year April 2023 – March 2024. Clerk will review and compose a report for next meeting. • Claim back of VAT Clerk to seek support of Parish Council Clerk for procedure in claiming back VAT. • A preliminary budget for the next financial year based on regular outgoings for the running of the cemetery exceed the current balance of the JBC current account. Chairperson reports that the account is in a healthy state at the moment following payments made in to the account. ACTION: Review of cemetery fees and charges at next meeting. 	<p>Clerk to issue invoices and receipts for all future transactions</p> <p>Clerk to collate member details</p>
<p>291 a) Purchase of Exclusive Rights of Burial b) Interments</p>	<p>(a) Purchase of Exclusive Rights of Burial</p> <ul style="list-style-type: none"> • M. Pollard purchased ERoB making a payment of £582. This was not the full amount. Balance is required. Chair is dealing. • Purchase of ERoB needs clarification on what this means for the purchaser. <p>(b) Interments: One parishioner had purchased an EroB and was under the impression that this indicated a specific plot and had for a number of years carried the idea that she knew where her husband and she would be laid to rest. There was no reservation of a specific plot.</p> <p>Written explanation/leaflet to be produced for those purchasing the right to be buried or interred in Wolston Cemetery.</p>	<p>Chair to pursue full payment of fee.</p>

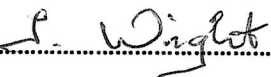
292	<p>Memorials:</p> <ul style="list-style-type: none"> Diagram of the proposed regulation for future headstones for ashes plots was distributed to all committee members prior to the meeting. This proposed regulation specifies the shape, size and colour for headstones for future ashes plots of the NS of the cemetery, that being a flat stone, at an angle, on a flat base. One dimension on the diagram needs to be confirmed. <p>One parishioner who wishes to inter her husband wished to know the reason for the stipulation of headstone. Clerk requests explanation in order to respond to the enquiry.</p> <p>Following discussion it was moved that the stipulation of a flat headstone for future ashes plots be abandoned. Item for the agenda for next meeting – the regulations for headstones on ashes plots.</p>	
293	<p>Cemetery Maintenance and Grass Cutting Review: Quotes for contracts for year April 24 – March 25 Maintenance Contract Mark Cooper has submitted a quote for the grass cutting contract for 24 – 25. Quote £370 per cut between April 24 and October 24. A total of 124 cuts. Total cost £5,400.</p> <p>A) A quote was also submitted by Greenways Garden Services has also submitted a quote. 16 cuts per season. £370 per cut. Total cost: £6,000 Or B) 12 cuts per season. £450 per cut. Total: £5400 C)</p> <p>The cost of each grass cutting has risen considerably.</p> <p>Mark Cooper has held the contract for the past year and has exceeded the expectation of the quality of maintenance of the cemetery. A comment from a member of the public complimenting the appearance of the cemetery has been passed on to Mark C. Following discussion, Cllr. Terry Ramsay proposed that the contract from Mark Cooper be accepted. This was second by Rev. Iain Rennie. Clerk will inform Mark Cooper.</p> <p>Maintenance Contract</p> <ul style="list-style-type: none"> Mark Cooper has requested some flexibility in the 2 hours per week working on maintenance of the cemetery (this is separate to the grass cutting). This would allow him to carry out the larger tasks which require a longer period of time. This was agreed. Mark Cooper has requested that the requirement to ‘collect and remove grass cuttings from the cemetery’ be removed from the grass cutting contract. He does not do this, it is not necessary and would take so much time it would detract from the other work in the cemetery. This was agreed and the contract will be amended. <p>Cemetery Bins The bins are open bins with lids this causes a problem; if it has been raining heavily and the bins are full of water and some visitors are unable to manipulate the heavy lids. Mark Cooper to explore alternatives and get quotes.</p>	<p>Clerk to inform Mark Cooper</p> <p>Clerk to update contract.</p>

	<p>Grave digger, Robin Quinney is not available (20.4.24 – 26.4.24). Funeral directors will use other sources during this period of necessary. Clerk has met with Robin. He requests one week's notice for the digging of a grave as per the changes made to the regulations at last meeting.</p>	
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<p>294 Cemetery Progress- Reviews and decisions and Actions</p>	<p>Outcomes from Committee Visit to cemetery 9th March 2024</p> <ul style="list-style-type: none"> • It was agreed that the new area (right hand side of the cemetery) will continue with 2 rows of graves alternating with 2 rows of ashes plots. This arrangement will continue until the plots reach the one ashes plot which is currently out of sync and stands alone on this side of the cemetery. The arrangement of burial and ashes plots will then be reviewed. • Two new benches to be installed; one under the tress to the left of the ashes plots at the top of the cemetery and one next to the fence looking down at the new side of the cemetery. Mark Cooper to arrange the purchase and setting in place of the benches. Clerk to investigate the possibility of bench donation from Morrisons. • Shed – the shed will remain in place. • Widening of gate entrance. Cllr. Laurie Wright has made several unsuccessful attempts to obtain a second quote for the work on widening the gates. Cllr. Andrew Kirby proposed to accept the TSF quote so that the work can go ahead. Seconded by Cllr. Terry Ramsay. • A site at the top of the cemetery. Left hand side was identified for the planting of donated trees. The donation of trees is no longer available therefore the planting of an orchard will not go ahead. 	<p>Clerk contact Morrisons re. benches.</p>
<p>295</p>	<p>Digital Software System: Burial Plots & Book-Keeping Clerk has made contact with 2 other clerks. Clifton & Newton Cemetery – records are kept in leather bound books. The previous clerk had setup an electronic record on excel so record details can be located with ease – this did take a long time to set up. Clerk invited to visit. Oakthorpe, Donisthorpe & Acresford – Leicestershire. Does use an online record system called Scribe – clerk can set up a Teams Meeting to familiarise with it.</p>	
<p>296</p>	<p>Calendar of committee meetings for next operational /financial year A list of proposed dates for Joint Burial Committee meetings was agreed. The venue will be the Lounge Room of the Wolston Baptist Church. L.K. will notify and provisionally book the venue for the coming year.</p>	<p>Clerk make provisional bookings at venue for coming year.</p>

297	AOB & Future Agenda Items: Cllrs to advise Clerk at least 10 working days prior to next meeting. Review of Cemetery Regulations Regulations for ashes plot memorials Finance Report for 13.2.24 – 12.3.24 Review of cemetery charges.	
298	Date and Venue for next meeting – 18:30 Thursday 23 rd May 2024 at Wolston Baptist Church	
299 Exclusion of Public & Press	No personal or confidential matters arising which require exclusion of public or press in accordance with Para 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.	
300 Committee personnel Matters	Laptop and printer for Clerk. Cllr. Terry Ramsay proposed that the committee fund the cost of laptop & printer. This was seconded by Cllr. Anne Milne. Considerations for former acting clerk, Rev. Iain Rennie – agreed in principle to reimburse costs entitled. Proposed by Cllr. Pete Wilson, seconded by Cllr. Laurie Wright. Old laptop to be returned by I. R. Committee agreed to fund training for new clerk – proposed by Terry Ramsay and seconded by Cllr. Anne Milne.	
	Meeting closed at 20:03	

Minutes approved 23.5.24

Signed:  Cllr. Laurie Wright

Date: 23.5.24