

MINUTES of a Meeting of the Cemetery Committee held on Tuesday 24 April 2018 in the Memorial Hall, Haxby, at 7.30 pm

PRESENT: Cllr D Rice (Chairman) Cllr M Harrison
Cllr N Wyatt Cllr R Denton
Mark Scott (Clerk)

APOLOGIES

1. Apologies were received from Cllr P Vaughan, Cllr J Jeffrey, Cllr S Finch and Cllr T Richardson.

DECLARATIONS OF INTEREST

2. None

MINUTES

3. **RESOLVED that the Minutes of the meeting held on 6 February 2018 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Clerk reported that rabbit control over the last 3 months had resulted in a total of 8 rabbits being eliminated. The Clerk also commented that the amount of mole activity had reduced significantly.

REPAIR OF HEADSTONES

5. The Clerk advised that the headstones which had previously been identified as needing repairing were to be removed from the cemetery on Thursday 26th April and would be re-fixed during the week commencing Monday 30th April.

TREES AND SHRUBS

6. The Chairman reported that all trees and shrubs had now either been pruned or removed as intended.

GENERAL CEMETERY OBSERVATIONS & TOPPLE TEST

7. Due to the inclement weather no visit had been made prior to the cemetery before the meeting and so this item will be re-visited at the next meeting.

ADMINISTRATION FEES

8. The Clerk advised that the total administration costs paid to Haxby Town Council for the year ending 31st March 2018 had been £1895.20, the figure being well within the £2200 which had been budgeted.

FINANCIAL STATEMENTS

9. The Financial Statement to 28 February 2018 detailing payments of £5760 including VAT and receipts of £3735 was copied to Committee members. In addition the Financial Statement to 31 March 2018 detailing payments of £671.60 including VAT and receipts of £2700 was also copied to Committee members.

RESOLVED that the Financial Statements to 28 February 2018 and 31 March 2018 be approved.

BUDGET UPDATE FIGURES FOR THE YEAR TO DATE AS AT 31 MARCH 2018

10. Budget update figures as at 31 March 2018 were as follows:

	Budgeted Income	Actual Income to date
	2017/2018	31/03/2018
<u>INCOME</u>		
Burials }	20,000.00	18,290.00
Reserved Graves }		7,030.00
Memorials	4,000.00	4,400.00
Bank Interest	20.00	730.67
Allowance/Grants	829.92	829.92
Administrative Charges		75.00
Buy Back Scheme		400.00
Council Tax Refund		77.33
Total exc VAT	24,849.92	31,832.92
VAT Refunds		0.00
TOTAL inc VAT	24,849.92	31,832.92

<u>EXPENDITURE</u>	Actual Budget 2017/2018	Actual Expenditure 31/03/2018
Maintenance	4,000.00	1,008.64
General Admin		0.00
Buy Back Scheme		0.00
Burials		0.00
Grass Cutting	4,200.00	4,200.00
Council Tax	1,166.32	1,166.32
Water	40.00	27.83
Audit	150.00	150.00
Insurance	1,500.00	1,335.95
Haxby TC Admin Costs	2,200.00	1,895.20
Miscellaneous/Contingency	500.00	0.00
TOTAL exc VAT	13,756.32	9,783.94
VAT Paid		920.00
TOTAL inc VAT	13,756.32	10703.94
<u>SURPLUS/DEFECIT (EX VAT)</u>	11,093.60	22,048.98

The budget figures to 31 March 2018 were circulated to Committee members and approved.

2018/2019 BUDGET

11. A proposed budget which had been compiled by the Clerk and Deputy Clerk and which detailed forecasted income of £34080 and forecasted expenditure of £14031.41 was **APPROVED** by the Committee.

ANNUAL AUDIT REPORT

12. The annual audit report was **RECEIVED**.

2017/2018 ACCOUNTS

13. The 2017/2018 annual accounts were **RECEIVED** by the Committee and then signed by the Chairman and Clerk.

CEMETERY RULES

14. The current version of the Cemetery Rules were reviewed by the committee as it had been highlighted within the audit report that this had not been done for some time. Particular attention was drawn to Section 11 concerning the planting of living trees/plants/shrubs and items causing obstruction. The Committee decided that the Clerk should send a copy of the rules to all Funeral Directors requesting that they highlight this particular section to their clients explaining that any living trees/plants/shrubs planted or any inappropriate item placed on graves may be removed. The Committee also decided that the rules would be fully reviewed at the next meeting.

ASSET REGISTER

15. The Clerk advised that the internal auditor had also highlighted that instead of 6 benches being in the cemetery there were in fact 19 and that the asset register should be changed accordingly.

INTERMENTS AND MEMORIALS

16.

BURIAL MATTERS - 7 February 2018 - 24 April 2018

Interments

Frank Lloyd Plot 16 Grave No: 42 (Reserved)

Francis Herbert Condon Plot 25 Grave No: 54 Exclusive Right of Burial Certificate No: 1912

John Vincent Green Plot 25 Grave No: 50 (Reserved)

Joy Wilkinson Plot 30 Grave No: 51 Exclusive Right of Burial Certificate No: 1911

Iris Eileen O'Brien Plot 19 Grave No: 185 (Reserved)

Margaret Ann Johnson Plot 24 Grave No: 20 (Reserved)

Patrick Lotherington Plot 30 Grave No: 53 Exclusive Right of Burial Certificate No: 1916

Kevin Hodgson Plot 30 Grave No: 1 (Reserved)

Janet Hammond Plot 24 Grave No: 43 (Reserved)

Brian Lack Plot 30 Grave No: 55 Exclusive Right of Burial Certificate No: 1917

Yvonne Marjorie Thompson Plot 19 Grave No: 206 (Reserved)

Interments in Garden of Remembrance

David Charles Nendick

Reserved

Plot 25 Grave No: 53 Exclusive Right of Burial Certificate No: 1913

Plot 30 Grave No: 52 Exclusive Right of Burial Certificate No: 1914

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Plot 25 Grave No: 55 Exclusive Right of Burial Certificate No: 1915

Memorials

Malcolm Edward Tindall Plot 25 Grave No: 38
 Stephenie Eva Houghton Plot 25 Grave No's 44,45
 Marion Morton Plot 30 Grave No: 35
 Anthony Melling Plot 25 Grave No: 47
 Margaret Eugenie Jones Plot 30 Grave No: 50
 Dean Martin Hawkins Plot 25 Grave No: 32,33

Additional Inscriptions

Heather Freda Wright Plot 19 Grave No: 115 (CR Not yet interred)

MATTERS FOR INCLUSION ON THE NEXT AGENDA

17. The Chairman advised that items for inclusion on the agenda should be sent to the office no later than one week before the meeting. He also added that all future agendas should include an item for member observations relating to the condition of the Cemetery.

DATE OF NEXT MEETING

18. It was agreed that the next meeting of the Cemetery Committee will take place on the Tuesday 12 June 2018 at 7.30pm in the Haxby Town Council Office. Members will be required to meet in the Cemetery before the meeting at 7pm to carry out tople testing and a general review of the Cemetery.

There being no further business the meeting closed at 8.01pm.

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 Chairman

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