

MINUTES of a Meeting of the Cemetery Committee held on Tuesday 12 June 2018 in the Memorial Hall, Haxby, at 7.30 pm

<u>PRESENT:</u>	Cllr D Rice (Chairman)	Cllr M Harrison
	Cllr N Wyatt	Cllr R Denton
	Cllr S Finch	Cllr T Richardson
	Cllr J Jeffrey	Mark Scott (Clerk)

ELECTION OF CHAIRMAN

1. **RESOLVED that Cllr D Rice was elected Chairman.**

APOLOGIES

2. Apologies were received from Cllr P Vaughan.

DECLARATIONS OF INTEREST

3. None

MINUTES

4. **RESOLVED that the Minutes of the meeting held on 24 April 2018 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

5. The Clerk reported that rabbit control over the last 2 months had resulted in a total of 5 rabbits being eliminated.

REPAIR OF HEADSTONES

6. The Clerk advised that the headstones which had previously been identified as needing repairing were fixed and back in position at a cost of £540 plus VAT.

MEMORIAL BENCH

7. The Chairman read out a request for a Memorial Bench which had been received. It was agreed that the Chairman is to meet the applicant at the Cemetery in order to determine the bench's location. In addition Cllr Denton is to forward to the Haxby Town Council Office details of recycle plastic benches which are now available as an alternative to wood. Types of benches are to be discussed at the next meeting.

GENERAL CEMETERY OBSERVATIONS & TOPPLE TEST

8. Inspection of the Cemetery before the meeting revealed that the state of the grass within the Cemetery was as bad as anyone could remember. The Clerk said he would speak to the grass cutter as a matter of urgency in order to redress the issue. In addition the inspection also revealed a number of loose headstones. The Clerk is to obtain quotes from 3 stonemasons regarding their repair. Finally it was noted that the front hedge is obscuring the sign at the entrance to the Cemetery. Cllr Rice said he would likely take his hedge shears along and cut the branches back.

CEMETERY INSURANCE POLICY

9. The Clerk reported that the Cemetery's insurance policy through Zurich Insurance had been renewed at a cost of £1322.60.

ADMINISTRATION FEES

10. The Clerk advised that the total administration costs due to be paid to Haxby Town Council for the months of April 2018 and May 2018 totalled £616.40.

FINANCIAL STATEMENTS

11. The Financial Statement to 30 April 2018 detailing payments of £470.97 including VAT and receipts of £3612 was copied to Committee members. In addition the Financial Statement to 31 May 2018 detailing payments of £1451.60 including VAT and receipts of £2555 was also copied to Committee members.

RESOLVED that the Financial Statements to 30 April 2018 and 31 May 2018 be approved.

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

12. Budget update figures as at 31 May 2018 were as follows:

	Budgeted Income	Actual Income to date
	2018/2019	31/05/2018
<u>INCOME</u>		
Burials }	21,000.00	3,080.00
Reserved Graves }	7,000.00	1,125.00
Memorials	4,500.00	975.00
Bank Interest	750.00	0.00

Allowance/Grants	830.00	0.00
Administrative Charges		25.00
Buy Back Scheme		0.00
Council Tax Refund		0.00
Total exc VAT	34,080.00	5,205.00
VAT Refunds		962.00
TOTAL inc VAT	34,080.00	6,167.00
-	Actual	Actual
-	Budget	Expenditure
<u>EXPENDITURE</u>	2018/2019	31/05/2018
Maintenance	4,000.00	32.16
General Admin		0.00
Buy Back Scheme		0.00
Burials		0.00
Grass Cutting	4,200.00	0.00
Council Tax	1,291.41	259.41
Water	40.00	8.40
Audit	300.00	300.00
Insurance	1,500.00	1,322.60
Haxby TC Admin Costs	2,200.00	0.00
Miscellaneous/Contingency	500.00	0.00
TOTAL exc VAT	14,031.41	1,922.57
VAT Paid		0.00
TOTAL inc VAT	14,031.41	1922.57
<u>SURPLUS/DEFECIT (EX VAT)</u>	20,048.59	3,282.43

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

HAXBY & WIGGINTON CEMETERY RULES AND REGULATIONS

13. The Cemetery Committee's booklet explaining the Cemetery's Rules and Regulations was discussed and as a result the wording was re-written in various places throughout the document. The revised booklet is to be presented to the Committee at its next meeting.

ACQUISITION OF EXTRA CEMETERY LAND

14. Due to the absence of Cllr Vaughan, this item was carried forward to the next meeting.

INTERMENTS AND MEMORIALS

- 15.

BURIAL MATTERS - 25 April 2018 – 12 June 2018

Interments

Peter Rhodes Plot 24 Grave No: 34 (Reserved)
 Muriel Fussey Plot 19 Grave No: 67 (Reserved)
 Heather Freda Wright Plot 19 Grave No: 115 (Reserved)
 Susan Newton Plot 30 Grave No: 54 Exclusive Right of Burial Certificate No: 1921
 Peter George Wathey Plot 30 Grave No: 57 Exclusive Right of Burial Certificate No: 1922
 Marianne Wathey (Reserved)
 Stephen Martin Flanagan Plot 30 Grave No: 25 (Reserved)
 Kenneth Ariel Plot 30 Grave No: 58 Exclusive Right of Burial Certificate No: 1923

Interments in Garden of Remembrance

None

Reserved

Plot 30 Grave No: 56 Exclusive Right of Burial Certificate No: 1918
 Plot 25 Grave No 56 Exclusive Right of Burial Certificate No: 1919
 Plot 25 Grave No 57 Exclusive Right of Burial Certificate No: 1920

Memorials

Lawrence Grainger Plot 12 Grave No: 53
 Francis Herbert Condon Plot 25 Grave No: 54
 Mary Josephine Anne Slattery Plot 24 Grave No: 63
 John Vincent Green Plot 25 Grave No: 50
 Patrick Lotherington Plot 30 Grave NO: 53
 Brian Lack Plot 30 Grave No: 55
 Stewart Gordon Jones Plot 17 Grave No: 40

Additional Inscriptions

Hazel Wears Plot 19 Grave No: 78

MATTERS FOR INCLUSION ON THE NEXT AGENDA

16. 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

17. It was agreed that the next meeting of the Cemetery Committee will take place on Tuesday 21st August 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 topple testing and a general review of the Cemetery.

There being no further business the meeting closed at 8.40pm.

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 Chairman

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