

MINUTES of a Meeting of the Cemetery Committee held on Tuesday 22 January 2019 in the Memorial Hall, Haxby, at 7.30 pm

PRESENT: Cllr D Rice (Chairman) Cllr S Finch
Cllr N Wyatt Cllr R Denton
Mr M W Scott (Clerk)

APOLOGIES

1. Apologies were received from Cllr J Jeffrey, Cllr T Richardson, Cllr P Vaughan and Cllr M Harrison.

DECLARATIONS OF INTEREST

2. None.

MINUTES

3. **RESOLVED that the Minutes of the meeting held on 23 October 2018 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Chairman reported that rabbit control during the months of November and December had resulted in a total of 3 rabbits being eliminated. In addition the Clerk added that mole control was ongoing and that he had been advised that 5 moles had been taken from the Cemetery on 21 January 2019 and that action to eliminate was continuing.

UPDATE ON REQUEST FROM A NON-PARISHIONER

5. Following the granting in October of permission for a non-resident to buy 2 graves in Plot 25 (70 & 71) the Clerk reported that the person in question had so far not taken up the offer.

OVERHANGING TREES NEAR PLOT 18

6. The Chairman reported that the overhanging trees near Plot 18 had been cut back and presented the Committee with a photograph to show this.

RE- POSITIONING OF MEMORIAL BENCH TO PLOT 30

7. The Chairman reported that the memorial bench had been repositioned to the corner of Plot 30 and that it had also been cleaned and re-stained by Haxby Town Council's Groundsman. Photographs of the newly repositioned bench were shown to the Committee.

LOOSE MEMORIALS

8. The Chairman reported that he wasn't aware that the loose memorials discussed at the last meeting had been repaired yet and that he would check on his next visit to the cemetery.

BURIAL PERMITTED BY OFFICE STAFF

9. The Clerk gave details of 2 burials he had allowed to take place in the cemetery for 2 non-residents and explained that due to the tight timescales involved it had not been possible to delay the decisions until this meeting. The Committee was happy with the explanation and the Chairman confirmed that he too had been made aware of the circumstances involved.

WINTER TIDY

10. The Chairman confirmed that the winter tidy of the cemetery had been done at a cost of £300.

COMPLAINTS FROM MEMBER OF THE PUBLIC

- 11 The Chairman read out complaints from 2 members of the public concerning the limited space between cremated remains spaces in Plot 30. He explained that the spacing of the graves was the same as in plot 19 and that the space between the plots was being reduced by family members placing too many flowers and trinkets around plaques and also by the fact that stonemasons were not aligning memorial markers correctly.

RESOLVED that a sign should be produced asking people to respect access to other people's grave spaces and to also for the office to contact stonemasons requesting that they try to align memorial markers correctly when installing.

GRAVES OF THOSE WHO WERE IN THE MILITARY

12. Cllr Wyatt explained that he wished to place a poppy on the graves of all those who served in the military. This is to be done annually around Remembrance Sunday. In order to do this he requested that information be obtained on all future interments to establish if those to be interred served in the military.

RESOLVED to amend the interment application form to include details as to whether the person being interred had ever served in the military.

GENERAL OBSERVATIONS

13. It was noted that the burial plot being currently used (Plot 25) was nearly full and that the next plot to be used should be allocated.

RESOLVED to use Plot 32 when Plot 25 has been fully allocated.

CEMETERY FEES

14. **RESOLVED** that fees payable from 1 April 2019 would be as follows:

- Purchase of Grave Space = £430
- Interment = £275
- Purchase of a Cremated Remains Space = £295
- Interment of Cremated Remains = £135
- Purchase of a Child Space (Under 12) = £135
- Interment of a Child (Under 12) = £135
- Headstone = £135
- Additional Inscription = £70

ADMINISTRATION FEES

15. The Clerk reported that the total administration costs charged by Haxby Town Council for the year to December 31st 2018 was £2078.28

FINANCIAL STATEMENTS

16. The Financial Statement to 31 October 2018 detailing payments of £951.24 including VAT and receipts of £6201 was copied to Committee members. Also the Financial Statements to 30 November 2018 detailing payments of £209 including VAT and receipts of £2015 and to 31 December 2018 detailing payment of £421.80 including VAT and receipts of £3710 were also copied to Committee members.

RESOLVED that the Financial Statements to 31 October 2018, 30 November 2018 and 31 December 2018 be approved.

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

17. Budget update figures as at 31 December 2018 were as follows:

	Budgeted Income	Actual Income to date	Estimated Income - Year
	2018/2019	31/12/2018	2018/2019
<u>INCOME</u>			
Burials }	21,000.00	11,695.00	21,000.00
Reserved Graves }	7,000.00	5,790.00	7,000.00
Memorials	4,500.00	4,650.00	4,500.00
Bank Interest	750.00	946.28	750.00
Allowance/Grants	830.00	0.00	830.00

Administrative Charges		25.00	
Buy Back Scheme		1680.00	
Council Tax Refund		0.00	
Total exc VAT	34,080.00	24,786.28	34,080.00
VAT Refunds		1,168.00	0.00
TOTAL inc VAT	34,080.00	25,954.28	34,080.00
-	Actual	Actual	Estimated
-	Budget	Expenditure	Expenditure
<u>EXPENDITURE</u>	2018/2019	31/12/2018	2018/2019
Maintenance	4,000.00	1,766.48	4,000.00
General Admin		0.00	0.00
Buy Back Scheme		785.00	0.00
Burials		0.00	0.00
Grass Cutting	4,200.00	0.00	4,200.00
Council Tax	1,291.41	1,034.15	1,291.41
Water	40.00	23.78	40.00
Audit	300.00	300.00	300.00
Insurance	1,500.00	1,322.60	1,500.00
Haxby TC Admin Costs	2,200.00	1,912.68	2,200.00
Miscellaneous/Contingency	500.00	0.00	500.00
TOTAL exc VAT	14,031.41	7,144.69	14,031.41
VAT Paid		314.00	920.00
TOTAL inc VAT	14,031.41	7458.69	14951.41
<u>SURPLUS/DEFECIT (EX VAT)</u>	20,048.59	17,641.59	20,048.59

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

ACQUISITION OF EXTRA CEMETERY LAND

18. It was decided not to take any action on this topic at this stage but to discuss again in April 2019.

INTERMENTS AND MEMORIALS

19.

BURIAL MATTERS - 24 October 2018 – 22 January 2019Interments

Michal Jozef Pirozek Plot 20 Grave No: 42 (Reserved)
 Keith Richard Sturdy Plot 30 Grave No: 63 (Reserved)
 Derek Rowell Plot 25 Grave No: 18 Exclusive Right of Burial Certificate No: 1937
 David Hall Plot 30 Grave No: 66 (Reserved)
 Albert Douglas Waft Plot 30 Grave No: 20 (Reserved)
 Robert John Phillips Plot 21 Grave No: 25 (Reserved)
 June Warriner Plot 25 Grave No: 63 Exclusive Right of Burial Certificate No: 1940
 Ruth Jane Catherine Dow Plot 18 Grave No: 43 (Reserved)
 Sandra MacIntosh Macgregor Edwards Plot 14 Grave No: 40 Exclusive Right of Bur
 Cert No: 1944
 Alan Tolliday Plot 24 Grave No: 45 (Reserved)
 John Malcolm Shaw Plot 18 Grave No: 30 (Reserved)
 Dorothy Annie Tuplin Plot 25 Grave No: 67 Exclusive Right of Bur Cert No: 1947
 Mildred Claire Gardner Plot 30 Grave No: 72 Exclusive Right of Bur Cert No: 1948

Reserved

Plot 25 Grave No: 17 Exclusive Right of Burial Certificate No:1938
 Plot 30 Grave No: 66 Exclusive Right of Burial Certificate No:1939
 Plot 25 Grave No: 62 Exclusive Right of Burial Certificate No:1941
 Plot 25 Grave No: 64 Exclusive Right of Burial Certificate No:1942
 Plot 25 Grave No: 65 Exclusive Right of Burial Certificate No:1943
 Plot 25 Grave No: 66 Exclusive Right of Burial Certificate No:1945
 Plot 30 Grave No: 70 Exclusive Right of Burial Certificate No:1946

Memorials

Frank Lloyd Plot 16 Grave No: 42
 Charles Edward Calvert Plot 25 Grave No: 60
 William Henry Shaw Plot 13 Grave No: 48
 Margaret Ann Johnson Plot 24 Grave No: 20
 David Hall Plot 30 Grave No: 66

Additional Inscriptions

Ann Harding Plot 7 Grave No: 16

MATTERS FOR INCLUSION ON THE NEXT AGENDA

20. 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

21. It was agreed that the next meeting of the Cemetery Committee will take place on Tuesday 30 April 2019 at 7.30pm in the Haxby Town Council Office. The Committee is to meet prior to this at the cemetery at 7pm in order to carry out a general inspection and topple test.

There being no further business the meeting closed at 8.25pm.

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Chairman

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