

MINUTES of a Meeting of the Cemetery Committee held on Tuesday 30 April 2019 in the Memorial Hall, Haxby, at 7.30 pm

PRESENT:

Cllr D Rice (Chairman)	Cllr S Finch
Cllr N Wyatt	Cllr R Denton
Cllr M Harrison	Cllr T Richardson
Cllr P Vaughan	Mr M W Scott (Clerk)

APOLOGIES

1. None.

DECLARATIONS OF INTEREST

2. None.

MINUTES

3. **RESOLVED that the Minutes of the meeting held on 22 January 2019 be signed as a true and accurate record.**

UPDATE ON PEST CONTROL

4. The Chairman reported that rabbit control during the months of March and April had resulted in a total of 3 rabbits being eliminated. In addition the Clerk added that mole control was still on going.

LOOSE MEMORIALS

5. The Chairman reported that three memorials which had previously been reported as loose were now all fixed. These related to memorials at Plot 1 Grave 6, Plot 5 Grave 37 and Plot 7 Grave 34.

NEW SIGN

- 6 This item was carried forward.

REQUEST FROM A NON-PARISHIONER (1)

7. A request from a non-parishioner was read to the Committee by the Clerk who also able to add further details surrounding the case to them. The non-parishioner in question had for many years thought that a grave had been reserved within the Cemetery for her only to discover recently that this was not the case. The funeral director in question had included details of the grave and costs within a funeral plan many years ago but had never concluded the matter. The Committee then discussed the situation.

RESOLVED to grant permission to the applicant to purchase a full burial space in the Cemetery at the usual rate of double the fee charged to residents, namely £860.

REQUEST FROM A NON-PARISHIONER (2)

8. A request was read to the Committee by the Clerk from a non-parishioner who was wanting to purchase 2 full burial spaces in the Cemetery. The non-resident requested the permission in order for herself and her husband to be laid to rest in close proximity to her late mother and father. The Committee discussed the application.

RESOLVED that the Clerk should first offer interment of cremated remains within the plots where the lady's mother and father are buried. However should full burial be preferable, then the purchase of 2 full burial spaces in the Cemetery at the usual rate of double the fee charged to residents, namely £860 each, would be permitted.

CEMETERY INSPECTION

9. Some members of the Committee had met at the Cemetery prior to the meeting in order to carry out a general inspection of the Cemetery and to carry out a topple test. This inspection had resulted in finding 3 loose/broken grave stones and 1 sunken grave. In addition it was noted that the wooden gate at the Moor Lane entrance to the Cemetery needed the gap between it and the hedge filling in and that some overhanging tree branches needed monitoring as to when they require pruning.

ADMINISTRATION FEES

10. The Clerk reported that the total administration cost charged by Haxby Town Council for the year ending 31st March 2019 was £2538.28. He also advised that the work of Cllr Rice had resulted in a saving on the total cost of £708.40.

FINANCIAL STATEMENTS

11. The Financial Statement to 31 January 2019 detailing payments of £5731.01 including VAT and receipts of £3145 was copied to Committee members. Also the Financial Statements to 28 February 2019 detailing payments of £109 including VAT and receipts of £5330 and to 31 March 2019 detailing payment of £1037.95 including VAT and receipts of £1203 were also copied to Committee members.

RESOLVED that the Financial Statements to 31 January 2019, 28 February 2019 and 31 March 2019 be approved.

BUDGET UPDATE FIGURES FOR THE YEAR TO ENDING 31 MARCH 2019

12. Budget update figures as at 31 March 2019 were as follows:

	Budgeted Income	Actual Income to date	Estimated Income - Year	Budgeted Income
	2018/2019	31/03/2019	2018/2019	2019/2020
<u>INCOME</u>				
Burials }	21,000.00	17,390.00	17,390.00	21,000.00
Reserved Graves }	7,000.00	7,335.00	7,335.00	7,200.00
Memorials	4,500.00	6,150.00	6,150.00	6,200.00
Bank Interest	750.00	946.28	946.28	950.00
Allowance/Grants	830.00	830.00	830.00	830.00
Administrative Charges		25.00	25.00	
Buy Back Scheme		1,680.00	1,680.00	
Council Tax Refund				
Total exc VAT	34,080.00	34,356.28	34,356.28	36,180.00
VAT Refunds		1,276.00	1,276.00	
TOTAL inc VAT	34,080.00	35,632.28	35,632.28	36,180.00
-	Actual	Actual	Estimated	Budgeted
-	Budget	Expenditure	Expenditure	Expenditure
<u>EXPENDITURE</u>	2018/2019	31/03/2019	2018/2019	2019/2020
Maintenance	4,000.00	2,608.64	2,608.64	4,000.00
General Admin		0.00	0.00	
Buy Back Scheme		785.00	785.00	
Burials		0.00	0.00	
Grass Cutting	4,200.00	4,200.00	4,200.00	4,200.00
Council Tax	1,291.41	1,252.15	1,252.15	1,453.22
Water	40.00	61.98	61.98	50.00
Audit	300.00	300.00	300.00	300.00
Insurance	1,500.00	1,322.60	1,322.60	1,350.00
Haxby TC Admin Costs	2,200.00	2,538.28	2,538.28	3,250.00
Miscellaneous/Contingency	500.00	0.00	0.00	500.00

TOTAL exc VAT	14,031.41	13,068.65	13,068.65	15,103.22
VAT Paid		1,268.00	1,268.00	
TOTAL inc VAT	14,031.41	14336.65	14336.65	15103.22
<u>SURPLUS/DEFECIT (EX VAT)</u>	20,048.59	21,287.63	21,287.63	21,076.78

The budget figures to 31 March 2019 were circulated to Committee members and approved.

2019-2020 BUDGET

13. **RESOLVED** that the proposed budget as shown in green in item 12 above was approved.

ANNUAL INTERNAL AUDIT REPORT

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

ANNUAL ACCOUNTS

15. The 2018/2019 annual accounts were **RECEIVED** by the Committee and then signed by the Chairman and Clerk.

RULES AND REGULATIONS

16. Following a recommendation in the annual internal audit report for the Committee to consider formulating rules and regulations in respect of the Garden of Remembrance, the matter was discussed briefly. The Chairman asked members to consider the matter in order for a full discussion and resolution at the next meeting.

LOCAL PLAN AND CEMETERY LAND

17. It was decided not to take any action on this topic at this stage but to discuss it again at a future meeting once the outcome of York's Local Plan has been determined.

INTERMENTS AND MEMORIALS

18.

BURIAL MATTERS - 23 January 2019 – 30 April 2019

Interments

Esther Anna Grace Plot 30 Grave No: 19 (Reserved)
 John Bryan Nunns Plot 30 Grave No: 71 Exclusive Right of Bur Cert No: 1949
 Antony Jerrum Plot 25 Grave No: 68 Exclusive Right of Bur Cert No: 1950
 William Edward Leathley Plot 24 Grave No: 6 (Reserved)
 Philip Knight Plot 15 Grave No: 35 (Reserved)
 Jean Elizabeth Herrington Plot 30 Grave No: 91 Exclusive Right of Bur Cert No: 1952
 Constance Van Donk Plot 22 Grave No 7 (Reserved)
 Constance Marie Theresa Condon Plot 25 Grave No: 53 (Reserved)
 Geoffrey Maxwell Danby Plot 30 Grave No: 89 Exclusive Right of Bur Cert No: 1956
 Audrey Mercer Plot 04 Grave No: 33 (Reserved)
 Aubyn Hurrell Plot 14 Grave No: 16 (Reserved)
 Sylvia Irene Dawson Plot 24 Grave No: 31 (Reserved)
 Grace Smith Plot 30 Grave No: 90 (Reserved)
 Cecilia Edith Harrison Plot 19 Grave No: 8 (Reserved)
 Debra Patricia Hepworth Plot 25 Grave NO: 65 (Reserved)
 Frank Lee Plot 19 Grave No: 62 (Reserved)
 Albert Henry Smith Plot 30 Grave No: 87 Exclusive Right of Bur Cert No: 1958
 John McIntosh Plot 19 Grave No: 187 (Reserved)
 Maria Charlotte Helene Empson Plot 19 Grave No: 22 (Reserved)

Interments in Garden of Remembrance

Reserved

Plot 25 Grave No: 69 Exclusive Right of Bur Cert No: 1951
 Plot 30 Grave No: 90 Exclusive Right of Bur Cert No: 1953
 Plot 25 Grave No: 70 Exclusive Right of Bur Cert No: 1954
 Plot 25 Grave No: 71 Exclusive Right of Bur Cert No: 1955
 Plot 32 Grave No: 1 Exclusive Right of Bur Cert No: 1945
 Plot 30 Grave No: 88 Exclusive Right of Bur Cert No: 1957
 Plot 32 Grave No: 2 Exclusive Right of Bur Cert No: 1959
 Plot 32 Grave No: 3 Exclusive Right of Bur Cert No: 1960

Memorials

Jocelyne Jessie May Raine Plot 17 Grave No: 62
 John Malcolm Shaw Plot 18 Grave No: 30
 Derek William Bruce Filer Plot 30 Grave No: 68
 Mildred Claire Gardner Plot 30 Grave No: 72

Albert Douglas Waft Plot 30 Grave No: 20
 Gordon Watson Plot 30 Grave No: 60
 Denise Stopforth Plot 30 Grave No: 65
 Elizabeth Ruth Atkins Plot 20 Grave No: 44
 John Fallon Plot 25 Grave No: 58
 Jean Elizabeth Herrington Plot 30 Grave No: 91
 John Bryan Nunns Plot 30 Grave No: 71
 Irene & Clarence Box Plot 13 Grave No's: 4&5

Additional Inscriptions

William Leathley Plot 24 Grave No: 6
 Frank Lee Plot 19 Grave No: 62
 Maria Charlotte Helene Empson Plot 19 Grave No: 22

MATTERS FOR INCLUSION ON THE NEXT AGENDA

19. 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

20. It was agreed that the next meeting of the Cemetery Committee will take place on Tuesday 23 July 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 8.50pm.

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 Chairman

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