

MINUTES of a Meeting of the Cemetery Committee held on Tuesday 23 July 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
Mr M W Scott (Clerk)	

ELECTION OF CHAIRMAN

1. **RESOLVED** that Cllr D Rice was elected as Chairman for the next 12 months.

APOLOGIES

2. None.

COUNCILLORS APPOINTED TO CEMETERY COMMITTEE

3. The following Councillors had been elected by their respective Councils to serve on the Cemetery Committee:
Haxby Town Council - Cllr D Rice, Cllr, T Richardson, Cllr M Harrison and Cllr N Wyatt.
Wigginton Parish Council - Cllr R Denton, Cllr S Finch, Cllr P Vaughan and Cllr J Gates.

DECLARATIONS OF INTEREST

4. None.

MINUTES

5. **RESOLVED** that the Minutes of the meeting held on 29 April 2019 be signed as a true and accurate record.

UPDATE ON PEST CONTROL

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

NEW SIGN

- 7 This item was carried forward.

CEMETERY INSPECTION

8. Some members of the Committee had met at the Cemetery prior to the meeting in order to inspect the Cemetery and to look in to issues raised by member of the public and also to carry out a topple test. The following issues were noted for action:
- A number of “book style” headstones were in need of fixing due to the adhesive used to fix the book to the supports having failed.
 - Large plants were growing out of a number of graves and were in need of removing.
 - The large compost holders were in need of emptying.
 - A bench in the old part of the Cemetery was in need of repair or replacing.
 - Overhanging trees on the South & West sides of the Cemetery needed cutting back.
 - 2 trees were notice to be competing with each other in the new part of the Cemetery and consideration should be given to removing one of them.
 - The old hut was in need of a good clear-out as it was full items which were of no use. A working group is to be set up to clear the hut.

96 OAKEN GROVE

9. During the Cemetery inspection the Committee looked at the part of the Cemetery which backs on to 96 Oaken Grove. The owner of the property had queried as to whom trees belonged to which hang over her garden. The initial inspection revealed that the trees were on the resident’s side of a wire fence which had been put up some years ago. The Commttee thought it prudent however to establish exactly where the boundary line lay as the trees were extremely large and very close to the house in question. The Clerk is to try and establish exactly where the boundary line lies.

COMPLAINT REGARDING BUILD UP OF DEBRIS

10. During the Cemetery inspection the Committee looked in to the details of a complaint from a member of the public about the build-up of debris as you enter the old section of the Cemetery from the car park. The inspection revealed no such build-up and the Committee concluded that this must have been cleared when the grass was last cut.

REQUEST BY HAXBY CARNIVAL COMMITTEE TO STORE FOLDING TABLES

11. **RESOLVED to grant Haxby Carnival Committee permission to store 16 tables in the Cemetery hut.**

MEMORIAL BENCH REQUESTS

12. None received.

COMPLAINT REGARDING OVERHANGING TREES

13. A complaint had been received from a family member of a person buried in the Cemetery. The complaint stated that the memorial bench near to her son's grave had trees overhanging it. The Cemetery inspection could not identify exactly which bench this was so the Clerk will investigate the matter and report back.

ADMINISTRATION FEES

14. The Clerk reported that no administration costs had been passed by Haxby Town Council so far this year.

FINANCIAL STATEMENTS

15. The Financial Statement to 30 April 2019 detailing payments of £529.69 including VAT and receipts of £3780 was copied to Committee members. Also the Financial Statements to 31 May 2019 detailing payments of £1999.98 including VAT and receipts of £4284.00 and to 30 June 2019 detailing payment of £146.07 including VAT and receipts of £1270.00 were also copied to Committee members.

RESOLVED that the Financial Statements to 30 April 2019, 31 May 2019 and 30 June 2019 be approved.

BUDGET UPDATE FIGURES FOR THE YEAR TO 30 JUNE 2019

16. Budget update figures as at 30 June 2019 were as follows:

	Budgeted Income	Actual Income to date	Estimated Income - Year
	2019/2020	30/06/2019	2019/2020
<u>INCOME</u>			
Burials }	21,000.00	3,740.00	
Reserved Graves }	7,200.00	1,700.00	
Memorials	6,200.00	1,220.00	
Bank Interest	950.00	0.00	
Allowance/Grants	830.00	0.00	
Administrative Charges		0.00	
Buy Back Scheme		1,720.00	
Council Tax Refund			

Total exc VAT	36,180.00	8,380.00	0.00
VAT Refunds		954.00	
TOTAL inc VAT	36,180.00	9,334.00	0.00
-	Actual	Actual	Estimated
-	Budget	Expenditure	Expenditure
<u>EXPENDITURE</u>	2019/2020	30/06/2019	2019/2020
Maintenance	4,000.00	0.00	
General Admin		0.00	
Buy Back Scheme		550.00	
Burials		0.00	
Grass Cutting	4,200.00	0.00	
Council Tax	1,453.22	428.36	
Water	50.00	2.07	
Audit	300.00	300.00	
Insurance	1,350.00	1,305.98	
Haxby TC Admin Costs	3,250.00	0.00	
Miscellaneous/Contingency	500.00	89.33	
TOTAL exc VAT	15,103.22	2,675.74	0.00
VAT Paid		0.00	
TOTAL inc VAT	15,103.22	2675.74	0.00
<u>SURPLUS/DEFECIT (EX VAT)</u>	21,076.78	5,704.26	0.00

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

RULES AND REGULATIONS

17. 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. It was agreed that the Chairman and the Clerk would liaise in order to draw up a plan for the Garden of Remembrance.

CEMETERY INSURANCE

18. The Clerk advised that the Cemetery Insurance had been renewed under the existing contract with Zurich Insurance at a cost of £1305.98.

INTERMENTS AND MEMORIALS

19.

BURIAL MATTERS - 1 May 2019 – 23 July 2019

Interments

Joseph Ronald Birdsall Plot 18 Grave No: 37 (Reserved)

Patricia Carter (Reserved) Plot 18 Grave NO: 34

David Harold Cushing Plot 30 Grave No: 84 Exclusive Right of Burial Certificate No: 1964

Debra Twissell (Reserved) Plot 17 Grave No: 51

Robert Alan Whittaker Plot 30 Grave No: 86 Exclusive Right of Burial Certificate No: 1965

Reserved

Plot 25 Grave No: 66 Exclusive Right of Burial Certificate No: 1961

Plot 24 Grave No: 29 Exclusive Right of Burial Certificate No: 1962

Plot 24 Grave No: 30 Exclusive Right of Burial Certificate No: 1963

Memorials

Derek Rowell Plot 25 Grave No: 18,17

Geoffrey Maxwell Danby Plot 30 Grave No: 89

June Warriner Plot 25 Grave No: 63

Albert Henry Smith Plot 30 Grave No: 87

Grace Smith Plot 30 Grave No: 90

Sylvia Irene Dawson Plot 24 Grave No: 31

Debra Twissell Plot 17 Grave No: 51

Ellen Mary Gordon Plot 14 Grave 10 - Plaque at base of headstone (Cr to be scattered on grave)

Robert Alan Whittaker Plot 30 Grave No: 86

Additional Inscriptions

Audrey Belardine, Plot 14 Grave No: 78,79

Audrey Mercer Plot 4 Grave No: 33

Joan Mary Cappleman Plot 18 Grave No: 29,28

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 10 September 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 8.20pm.

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Chairman

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