

**Minutes of the Haxby and Wigginton Cemetery Committee held on
Wednesday 16th November 2022 at 10am in the Town Council
Office, Haxby**

In attendance:

Cllr R Pearson (chair), Cllr J Gates, Cllr M Harrison, Cllr R Denton, Cllr N Wyatt.

1.To receive apologies and approve reasons for absence

None received

2.To receive any declarations of interest

None

3.To approve the minutes of the Haxby and Wigginton Cemetery Committee meetings held on 7th September 2022 and on 12th October 2022.

Resolved unanimously to accept the minutes of 7th September and 12th October 2022 as true and accurate records. Signed by the Chair.

4.To consider the appointment of the Chair as proper officer in an unpaid capacity for the purpose of continuing the business of the Haxby and Wigginton Cemetery and the Cemetery Committee until a Cemetery Clerk or Clerk to Haxby Town Council is appointed.

Resolved unanimously to appoint Cllr R Pearson as the proper officer in an unpaid capacity for the purpose of continuing the business of the Haxby and Wigginton Cemetery and the Cemetery Committee until a Cemetery Clerk or Clerk to Haxby Town Council is appointed.

5.To consider exclusion of the press and public from the discussion under item 6 by virtue of S.1 (2) of the Public Bodies (Admissions to Meetings) Act 1960

No members of public or press present

6.To consider any necessary action relating to the Cemetery Clerk recruitment including:

a) To agree the job description and person specification
Agreed

b) To consider the appointment of the interview panel
Interview Panel: Karin DeVries, Cllr R Pearson & Cllr R Denton

c) To set a date for preparation.
TBC

d) To set a date for interviews.
Week commencing 12th December 2022

e) To take advice from YLCA as required.

f) To advertise the role.
Completed with added closing date 2nd December 2022 – Cllr R Pearson to inform YLCA.

g) To consider giving the interview panel the delegated power to carry out any necessary action relating to the Cemetery Clerk recruitment.
Agreed to give the interview panel delegated power to carry out any necessary actions in agreement with Haxby Town Staffing Committee.

7.To raise points arising from the recent Cemetery inspection.

Agreed to obtain at least 3 quotes to repair the Haxby and Wigginton memorial benches.

To arrange new plinth base in plot 30 for repaired seat – with the loss of two cremated remains spaces.

To remove soil heap to behind the shed

To clarify which plot is consecrated - Cllr R Pearson to ask David Rice

To organised winter clean up of Cemetery with MAH, once leaves have fallen.

Completion of painting to the doors of the older hut will be in better weather.

To physically walk around the cemetery and ensure the plan is correct, and input names on the plan.

8.Finance - to receive and approve the monthly Cemetery accounts.

Skipton Building Society has currently more than £164000

No current update on the bank accounts available due to lack of access

This is causing problems with paying invoices to our suppliers

Agreed to investigate alternative banking systems

Agreed for Cemetery Committee to pay for Epitaph

9.To receive a list of interments and memorials since the last meeting.

Five cremated remains since September

10.To approve Headstone and Memorial requests received.

Agreed to current requests for Headstones and Memorials.

Request received to plant a tree in memory of family member – agreed to the planting of a suitable bush in the Memorial Garden.

11.To consider a request for a Memorial Bench.

Agreed to approve this request with the proviso that the bench is maintained by the family and is situated to the side of the plot.

12.Matters for inclusion on the next agenda

Wooden crosses with poppies for Remembrance Day

Review of charges

Extension of the Cemetery and new housing development

13. To agree the date of next Cemetery Committee meeting

Wednesday 18th January 2023 at 10am