

**ASHBY WOULD'S AND OAKTHORPE, DONISTHORPE AND ACRESFORD  
JOINT BURIAL COMMITTEE**

<b>Meeting</b>	<b>Joint Burial Committee</b>
<b>Time/Day/Date</b>	<b>7.00pm on Thursday 28<sup>th</sup> April 2022</b>
<b>Location</b>	<b>Oakthorpe Community Centre</b>
<b>Clerk</b>	<b>Sue Beirne Telephone 0776 100 858</b>

**AGENDA**

1. Apologies for absence
2. Minutes of the previous meeting
3. Matters arising out of the minutes
4. Confirmation of Chairman's and Clerk's action
5. Final Accounts 2021-2022 (paper attached)
6. Correspondence
7. Quotation wall repairs
8. Donisthorpe closed Churchyard – ODA PC tender for Maintenance contract
9. Schedule of Income (attached) including the signing and sealing of Grant of Rights
10. Schedule of Payments (attached)
11. Income and Expenditure 2021-22– Quarter 4 Summary and Bank Reconciliation (attached}
11. Interments, Memorials and signing and sealing of Grant of Rights
12. Approval of Payments (schedule attached)

13. Matters arising from the Cemetery Inspection (members to visit the cemetery at their own convenience prior to the meeting)
14. Any other business
15. Date of next meeting AGM 12th July 2022 @ 7-15pm

**Minutes of a meeting of the Ashby Woulds and Oakthorpe, Donisthorpe and Acresford  
Joint Burial Committee held at Oakthorpe Community Centre Thursday 6<sup>th</sup> January 2022**

Present        L Ordish (in the Chair)

S McKendrick, E Shepherd,  
M Warren, N Antill-Holmes,  
L Weaver: Clerk and S Beirne:  
New Clerk

**385.1    Apologies**

Apologies for absence were received from P Thomas.

**386.2    Minutes**

The minutes of the meeting held on Thursday 7<sup>th</sup> October 2021 were confirmed and signed.

**387.3    Matters Arising**

374.3 The clerk reported that she has received the surveyors report on the cemetery wall. It was agreed that quotes to be obtained for the essential work, once received they are to be discussed with councillor M Warren before proceeding.

The clerk had notified the parishes of the budget for 2022-2023.

The clerk had been notified that the Internal Audit Forum were looking at the practitioners guide with a view to rewriting and clarifying the issue. The clerk would make contact with the Forum to establish progress.

**388.4    Confirmation of Chairman's and Clerk's Action**

There was nothing to report.

**390.5    Recruitment of Clerk**

It was agreed to purchase a new laptop for the new clerk, quotes to be obtained.

A new email to be set up: [burialclerk@odapc.co.uk](mailto:burialclerk@odapc.co.uk)

Working arrangement for the new clerk to work from home and to be given a working home allowance of £50.00 per month in line with the other clerk. Storage for burials books and plans to be stored in the new parish office once set up.

**391.6    Fees and Charges**

The clerk suggested that the fees and charges be increased in line with the current inflation rate of 2% together with an element of 'rounding up'. The committee agreed with the increased proposed for 2022-2023.

**392.7    Dates of Meetings**

It was proposed that the dates for burial committee meeting over the next twelve months to be fixed as follows:

- 28<sup>th</sup> April 2022 – 7:00pm at Oakthorpe Community Centre
- 7<sup>th</sup> July 2022 (AGM) – 7:00pm at Oakthorpe Community Centre
- 6<sup>th</sup> October 2022 – 7:00pm at the Council Offices, Moira
- 6<sup>th</sup> January 2023 – 7:00pm at the Council Offices, Moira

Cemetery inspections to be carried out by members at their own convenience.

Venue for meetings may change subject to restrictions that may be in place on the date of the meeting.

**393.8 Correspondence**

There was nothing to report.

**394.9 Schedule of Income**

The schedule of income was noted and the grant of rights for the purchase of grave spaces were signed.

**395.10 Schedule of Payment**

The schedule of payment was noted.

**396.11 Income and Expenditure 2021-22 Quatre 3 Summary and Bank Reconciliation**

There were no comments concerning the quatre 3 summary and bank reconciliation. Both documents were approved.

**397.12 Inspection of Cemetery**

It has been noted that the plastic water containers were blown around the cemetery, the clerk to look to purchase some type of fixing to secure them.

It was noted that the water consumption when filling the container was overflowing and a waste of water and the gate near the War memorial end was not shutting properly. The clerk to get the maintenance contractors to look at the tape and the gate.

**398.13 Any of Business**

There was nothing to report.

**399.14 Date of Next Meeting**

Thursday 28<sup>th</sup> April 2022 at 7:00pm by the Oakthorpe Community Centre. Members are to visit the cemetery and carry out their own convenience prior to meeting.

The meeting closed at 7.35pm

## Summary of Receipts and Payments

All Cost Centres and Codes

### Income - Funding

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Funding Ashby Woulds	5,955.00	5,954.66	-0.34				-0.34 (-0%)
2	Funding Oakthorpe Donisthorpe	3,715.00	3,715.34	0.34				0.34 (0%)
<b>SUB TOTAL</b>		<b>9,670.00</b>	<b>9,670.00</b>					<b>(0%)</b>

### Income - Burial Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Interment Fees	4,400.00	2,520.00	-1,880.00				-1,880.00 (-42%)
4	Grants of Right		2,440.00	2,440.00				2,440.00 (N/A)
5	Memorial Fees		680.00	680.00				680.00 (N/A)
<b>SUB TOTAL</b>		<b>4,400.00</b>	<b>5,640.00</b>	<b>1,240.00</b>				<b>1,240.00 (28%)</b>

### Income - Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Bank Interest	100.00	3.14	-96.86				-96.86 (-96%)
7	VAT							(N/A)
<b>SUB TOTAL</b>		<b>100.00</b>	<b>3.14</b>	<b>-96.86</b>				<b>-96.86 (-96%)</b>

### Land and Property

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Grounds Maintenance Contract				6,880.00	7,021.00	-141.00	-141.00 (-2%)
41	Council Tax							(N/A)
42	Water Charges				260.00	276.92	-16.92	-16.92 (-6%)
43	Hire of Refuse Containers				1,470.00	1,482.00	-12.00	-12.00 (-0%)
44	Skip Hire				400.00	296.64	103.36	103.36 (25%)
45	Miscellaneous Grounds Mainten				600.00	660.00	-60.00	-60.00 (-10%)
46	Memorial Testing					2,405.15	-2,405.15	-2,405.15 (N/A)
<b>SUB TOTAL</b>					<b>9,610.00</b>	<b>12,141.71</b>	<b>-2,531.71</b>	<b>-2,531.71 (-26%)</b>

### Administration Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Salaries				2,940.00	2,548.54	391.46	391.46 (13%)
16	Tax & National Insurance					637.00	-637.00	-637.00 (N/A)
17	Pension Contributions							(N/A)
18	Training & Development							(N/A)
19	Room Hire & Office Accomodatic					150.00	-150.00	-150.00 (N/A)

**Summary of Receipts and Payments**

All Cost Centres and Codes

20 Equipment & Furniture	250.00	380.82	-130.82	-130.82 (-52%)
21 Printing & Stationery	70.00	2.88	67.12	67.12 (95%)
22 Postage	30.00	32.52	-2.52	-2.52 (-8%)
23 Phone Charges & Broadband	120.00	132.00	-12.00	-12.00 (-10%)
24 Software & Web Support		480.39	-480.39	-480.39 (N/A)
25 Insurance	900.00	831.12	68.88	68.88 (7%)
26 Audit Fees	150.00		150.00	150.00 (100%)
27 Legal Fees		146.66	-146.66	-146.66 (N/A)
28 Bank Charges		24.00	-24.00	-24.00 (N/A)
29 Miscellaneous Administrative Ex	100.00	1,364.30	-1,264.30	-1,264.30 (-1264%)
30 Bank Charges				(N/A)
<b>SUB TOTAL</b>	<b>4,560.00</b>	<b>6,730.23</b>	<b>-2,170.23</b>	<b>-2,170.23 (-47%)</b>

**Miscellaneous**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	VAT							(N/A)
	<b>SUB TOTAL</b>							(N/A)

**Summary**

<b>NET TOTAL</b>	<b>14,170.00</b>	<b>15,313.14</b>	<b>1,143.14</b>	<b>14,170.00</b>	<b>18,871.94</b>	<b>-4,701.94</b>	<b>-3,558.80 (-12%)</b>
<b>V.A.T.</b>		<b>1,866.27</b>			<b>2,517.20</b>		
<b>GROSS TOTAL</b>		<b>17,179.41</b>			<b>21,389.14</b>		

Ashby Woulds and Oakthorpe Donisthorpe and Acresford Joint Burial Committee  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
42 Equipment & Furniture	17/01/2022		Current Account	42	Dell Laptop	L Weaver	S	340.83	68.17	409.00
43 Grounds Maintenance Contr	06/01/2022		Current Account	43	Grounds Maintenance	NWLDC	S	1,755.25	351.05	2,106.30
44 Software & Web Support	21/01/2022		Current Account	44	Laptop set up	David Gravett Ltd	S	50.00	10.00	60.00
45 Salaries	13/02/2022	45	Current Account		Clerks Salary	L Weaver	E	67.91		67.91
46 Skip Hire	30/01/2022		Current Account	46	Hire of Skip	Rainbow Waste	S	12.48	2.50	14.98
47 Hire of Refuse Containers	13/02/2022		Current Account	47	Hire of Refuse Containers	NWLDC	E	741.00		741.00
48 Miscellaneous Grounds Maint	31/01/2022		Current Account	48	Grounds Maintenance	G James Smith	E	210.00		210.00
49 Skip Hire	28/02/2022		Current Account	49	Hire of Skip	Rainbow Waste	S	12.48	2.50	14.98
50 Software & Web Support	25/02/2022		Current Account	50	Annual Subscription	Scribe	S	200.00	40.00	240.00
51 Software & Web Support	28/02/2022		Current Account	51	Annual Subscription	Oaktorpe, Donisthorpe and	E	57.39		57.39
52 Water Charges	05/03/2022		Current Account	52	Water Supply	Water Plus	S	16.27	3.25	19.52
53 Water Charges	05/03/2022		Current Account	53	Water Supply	Water Plus	E	18.76		18.76
54 Water Charges	05/03/2022		Current Account	54	Water Supply	Water Plus	S	19.54	3.91	23.45
55 Salaries	31/03/2022		Current Account	55	Clerks Salary	L Weaver	E	281.52		281.52
56 Tax & National Insurance	31/03/2022		Current Account	56	HMRC Tax	HMRC	E	209.40		209.40
57 Salaries	05/03/2022		Current Account	57	Clerks Salary	sue Beirne	E	325.48		325.48
58 Room Hire & Office Accomoc	05/03/2022		Current Account	58	Clerks Salary	sue Beirne	E	100.00		100.00
59 Room Hire & Office Accomoc	05/03/2022		Current Account	58	Clerks Salary	sue Beirne	E			
60 Salaries	31/03/2022		Current Account	59	Clerks Salary	sue Beirne	E	162.74		162.74
61 Room Hire & Office Accomoc	31/03/2022		Current Account	59	Clerks Salary	sue Beirne	E	50.00		50.00
62 Skip Hire	19/03/2022		Current Account	62	Skip Exchange	Rainbow Waste	S	65.00	13.00	78.00
63 Postage	19/03/2022		Current Account	63	Postage	L Weaver	E	32.52		32.52
64 Phone Charges & Broadband	19/03/2022		Current Account	64	Telephone	L Weaver	E	132.00		132.00
65 Miscellaneous Administrative	19/03/2022		Current Account	65	Mileage	L Weaver	E	81.45		81.45
66 Printing & Stationery	19/03/2022		Current Account	66	Seals company	L Weaver	E	2.88		2.88
67 Equipment & Furniture	19/03/2022		Current Account	67	Keyboard and mouse	L Weaver	S	18.33	3.67	22.00
68 Equipment & Furniture	19/03/2022		Current Account	68	Laptop bag	L Weaver	S	21.66	4.33	25.99
69 Bank Charges	12/02/2022		Current Account	69	Bank charges	HSBC	Z	8.00		8.00
70 Bank Charges	12/02/2022		Current Account	70	Bank charges	HSBC	Z	8.00		8.00
71 Bank Charges	15/03/2022		Current Account	71	Bank charges	HSBC	Z	8.00		8.00
72 Grounds Maintenance Contr	29/03/2022		Current Account	72	Grounds Maintenance	NWLDC	S	1,755.25	351.05	2,106.30
Total								6,764.14	853.43	7,617.57

## Ashby Woulds and Oakthorpe Donisthorpe and Acresford Joint Burial Committee

### RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
39	27/02/2022		Current Account	39	Interment ashes Barbara Ramm	T R Parry & Family Funeral D	E	120.00		120.00
40	18/01/2022		Current Account	40	Memorial Grenville Hardwick 2	Fishers (Leicester) Ltd	E	56.00		56.00
41	27/02/2022		Current Account	41	Interment Freda Layland	TONY Fagan & son Funeral L	E	360.00		360.00
42	05/02/2022		Current Account	42	Interment Josephine Fraser	W B Bradford	E	120.00		120.00
43	24/02/2022		Current Account	43	Additional inscription Barbara I	PJ Neville Memorials	E	41.00		41.00
44	04/03/2022		Current Account	44	Interment Janet Bailey	Measham Family Funeral Ser	E	120.00		120.00
45	18/03/2022		Current Account	45	Memorial Janet Pass	Autumn Memorials	E	56.00		56.00
46	22/02/2022		Investment Account	46	Bank Interest	HSBC	Z	0.22		0.22
47	22/01/2022		Investment Account	47	Bank Interest	HSBC	E	0.22		0.22
48	22/03/2022		Investment Account	48	Bank Interest	HSBC	E	0.74		0.74
49	29/03/2022		Current Account	49	Memorial fee Eric Willday	Memorial supplier	E	73.00		73.00
<b>Total</b>								<b>947.18</b>		<b>947.18</b>



## by Woulds and Oakthorpe Donisthorpe and Acresford Joint Burial Commi

Prepared by: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 31/03/2022</b>		
	Cash in Hand 01/04/2021		31,047.21
	<b>ADD</b> Receipts 01/04/2021 - 31/03/2022		17,179.41
			48,226.62
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/03/2022		21,389.14
	<b>Cash in Hand 31/03/2022</b> (per Cash Book)		<b>26,837.48</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 24/04/2021	0.00	
	Investment Account 31/03/2022	25,948.78	
	Current Account 31/03/2022	888.70	
			<b>26,837.48</b>
	Less unrepresented payments		
			26,837.48
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>26,837.48</b>
	<b>A = B Checks out OK</b>		