

Minutes of a meeting of the Ashby Woulds and Oakthorpe, Donisthorpe and Acresford Joint Burial Committee held at the Council Offices, Moira on Thursday 3 October 2019

Present L Ordish (in the Chair)

J Antill, N Antill-Holmes, S McKendrick, E Shepherd,
T Temple, P Thomas, D Warren and M Warren.

A Robinson Clerk to Ashby Woulds Town Council

265.1 Apologies

Apologies for absence were received from L Swinfield, Clerk to Oakthorpe, Donisthorpe and Acresford Parish Council.

266.2 Minutes

The minutes of the meeting held on Thursday 4 July 2019 were confirmed and signed.

267.3 Matters Arising

256.6 The clerk confirmed that any decisions taken by the Chairman and the clerk during gaps in meetings would relate to operational matters only.

257.7 The clerk reminded those who had completed the bank mandate to take their ID to the bank to activate their authority.

268.4 Confirmation of Chairman's and Clerk's Action

There was nothing to report.

269.5 Audit Regulations – Accounting for Joint Arrangements

The clerk referred members to the report of the Cemetery Working Group detailing progress to date and the decisions required to enable progress on the future management of the cemetery. The working group had raised some points in the legal briefing note and the clerk had met with the District Council's solicitor to discuss and incorporate them into the document. A further section had also been included to clarify the position of 'Responsible Financial Officer' (section 3.4 of the briefing note). The structure in terms of funding was also clarified in that the host authority would hold the cemetery assets, which would be ring fenced, with delegation from both Council's to the Joint Burial Committee to operate the cemetery. An 'Agreement on the Financial Accountability of the Joint Committee' was also recommended for implementation by the working group to specify financial responsibilities.

IT WAS RESOLVED:

- That the Joint Burial Committee accept the Legal Briefing note and it be recommended for approval to the Councils.

- That the Joint Burial Committee agree the proposals of the Working Group set out in its report and recommend them for approval to the Councils.
- That the Joint Burial Committee approves the entering into of the Novation Agreement, the Asset Transfer Agreement, the Agreement on Financial Accountability and any other documentation necessary to implement the compliant joint-operation of the Cemetery as described in the Legal Briefing Note.

270.6 Estimates 2020-2021

The clerk reported that having regard to the changes that would arise from the implementation of the 'Agreement on the Financial Responsibility of the Joint Committee' the annual estimates for the cemetery would need to be considered at the October meeting. These had been prepared with regard to previous outturn, increases/decreases in costs and with the net funding request for 2020-2021 remaining unchanged from the previous year. The Committee would still be able to meet existing commitments and at the same time add to reserves to fund major works in the cemetery. It was agreed in that the net funding total of £13160 be approved.

271.7 Grounds Maintenance Contract

The clerk reported the the grounds maintenance contract was due to expire on 31 March 2020. The clerk had asked the contractors for proposed costs should the Committee agree to an extension of the contract however a reply hadn't been received in time to report to this meeting. The clerk did indicate that there were some issues regarding performance with the contractors but it was believed that they could be a result of staffing and restructuring problems currently being experienced by them. In light of their excellent performance over the years and the new management arrangements the Committee were currently considering it was agreed to wait for their proposed costs and the clerk discuss the figures with the Chairman prior to the next meeting, should there be any concerns.

272.8 Correspondence

The clerk reported that information had been requested and supplied to the Valuation Office as the cemetery was being revalued for the 2021 rating list.

A complaint had been received about 2 overgrown bushes that had been planted either side of a headstone in the cemetery. These were overgrown, spreading onto adjacent grave plots thereby causing distress to the families involved. The clerk had no contact details for the owners of the grave deed so a letter had been placed on the grave asking that the bushes be maintained to a reasonable size or removed.

273.9 Interments, Memorials and Signing and Sealing of Grant of Rights

<u>Ref</u>	<u>Plot</u>
971	4441 Headstone for Barry Clamp
972	6022 Headstone for Vera Kinson
973	18E/F*Interment of ashes of William and Betty Wright
974	4158 Interment of ashes of Alice Ramsell

975	10C	Interment of ashes of John Shaw
976	8E/F	Interment of ashes of Kenneth Shaw
977	10C	Additional Inscription for John Shaw

The grant of right for the item marked * was duly signed by the Committee.

274.10 Approval of Payments

There were no comments concerning the schedule of payments which was duly approved by the Chairman.

275.11 Income and Expenditure – Quarter 2 Summary

It was reported that the schedule would be changed in future to reflect the recommended changes in funding. There were no further comments made and the schedule was approved.

276.11 Inspection of Cemetery

- There was no evidence that the improvement work had been done to the area inside the lych gate.
- The clerk had asked for graves to be levelled in the new section and this work was still outstanding.
- The ditch had been strimmed at the top edge but the channel still required cleaning out.
- General tidying work in the new section was still outstanding.
- It was noted that hedges had been cut on neighbouring land and the clerk would notify the contractors to cut those in the cemetery.

The issue of the contractor's performance had been previously discussed and the clerk would ensure that outstanding issues are resolved.

277.12 Any Other Business

The clerk to Ashby Woulds Town Council asked about the procedure for signing off the Financial Agreement. The clerk to the Joint Committee indicated that there would be other documents for signature and appropriate arrangements would be made at a future date.

The clerk to the Committee would be attending the next meetings of the two Councils. It was suggested that she be accompanied and it was agreed that Cllr P Thomas attend the Oakthorpe meeting on 9 October 2019 and Cllr S McKendrick attend the Ashby Woulds meeting on the 14 October 2019.

278.13 Date of Next Meeting

Thursday 9 January 2020 at the Council Offices, Moira.

The meeting closed at 7.35pm