



## **Howden Joint Burial Committee**

### **Minutes of Howden Joint Burial Committee Meeting, held on 25th November, 2024 at the Cemetery at 10.00am followed by a meeting at the Council Offices, Bridgegate, Howden**

Present        From Howden Town Council, Councillors Roberts (Chairman), Drury, McLellan and Sarah Boggitt HTC Clerk  
                    From Asselby Parish Council, Councillor Clarke (Vice Chairman)

Clerk           Shirley Marquis

#### **2024-6-HJBC: Apologies for absence-to receive and accept**

Non attendance-Councillors Walker and Young

#### **2024-7-HJBC: Declaration of Interest**

**2024-7.1-HJBC**-Declarations of interests, in respect of agenda items, to be made and recorded in the minutes even if an interest has been declared in the register.  
None

**2024-7.2-JBC**-For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution  
None

#### **2024-8-HJBC: Minutes of the Howden Joint Burial Committee meeting held on 10th April, 2024 to agree and approve as a true record-**

The minutes were agreed and signed as a true record

#### **2024-9-HJBC: Financial Matters-to approve income and expenditure accounts prepared by the Howden Town Council Clerk**

**2024-9-1-HJBC**-A copy of the accounts were received by the Committee for April -October 2024 showing an income of £16316 minus expenditure of £5277.41 and a forecast of a further spend to March, 2025 of £7197.90 giving a year end balance of £9119.00. This did not account for any further cemetery fees.

**2024-9.2-HJBC** To discuss 2025/2026 budget requirements for the cemetery and agree a budget

Signed..... Date.....

The committee resolved to recommend the budget as below

<b>EXPENDITURE</b>	<b>£</b>
Maintenance	6500
Wages	2500
Stationery	150
Maintenance	2500
Water Rates	100
ICCM Membership	100
Drainage Rates	10
	<b>11860</b>
<b>INCOME</b>	
Howden Town Council	11796
Asselby Parish Council	704
Interment Fees	0
Advertising on Site	100
	<b>12600</b>

It was agreed to request a total contribution from the two councils of £12500 using the agreed apportionment between the two councils this equates to:

£11796(94.37%)      Howden Town Council

£704 (5.63%)      Asselby Parish Council

Signed.....

Date.....

**2024-9-3—HJBC-Cemetery Fees-To discuss and review**

The advertising fee of £100.00 was approved by the committee and the current fees revised, to take immediate effect

Burial plots with exclusive rights	£500.00
Interment fee	£50.00
Pre purchase with exclusive rights (next of kin only)	£500.00
Under 18 years	No charge
Ashes plots	£200.00
Interment fee	£50.00
Headstones	£150.00
Vases, tablets and plaques	£100.00

The fees to be reviewed again in 2026

**2024-10-HJBC-Cemetery maintenance**

**2024-10-1-HJBC-To agree the tendering process for the grounds maintenance contract including the tender documents and agree any action**

It was agreed to suspend the financial regulations and extend the current ground maintenance contract for another year to March, 2026 on the current rate

**20224-10-2-HJBC-To update on the tree work done already and other long term maintenance**

It was agreed to allow £2500.00 for maintenance in the 2025/2026 budget. To include £1000.00 for additional tree work and future path renovations after it was agreed not to touch the outside paths for burials. This to be reviewed annually. Options on path surfaced to be sourced for the next meeting

**2023-11-HJBC- Report from the Clerk in interments, remaining burial and ashes plots and pre-purchased plots in the cemetery.**

Burials into new plots	6
Burials into re-purchased plots	1
Interment of ashes	-
Pre-purchase plots remaining	170
Ashes plots	28
Burial plots	36

**2023-12-HJBC- Designs and inscriptions on memorials. To note those approved by the Clerk under delegated authority**

Councillors resolved to ratify the decisions made by the Clerk under delegated authority.

Signed..... Date.....

**2023-13-HJBC-Date of the next meeting**

It was agreed to hold the next meeting in April/May to review the final expenditure and discuss path surface solutions.

The meeting closed at 11.23am

Signed..... Date.....