



Howden Town Council

Minutes of Howden Joint Burial Committee Meeting, held on Tuesday 14th July, 2026 at 6.30pm in the Town Council Offices, Bridgegate, Howden

Present From Howden Town Council, Councillors Drury, Long, McLellan, Young and Sarah Boggitt HTC Clerk.
From Asselby Parish Council, Councillors Clarke and Lewis

Clerk Shirley Marquis

2026-7-HJBC: Election of Chair and Vice Chair.

Councillor Drury proposed Councillor Clarke as Chair of the HJBC. Councillor Clarke accepted. Councillor Drury proposed Councillor McLellan as Vice Chair of the HJBC. Councillor McLellan accepted.

2026-8-HJBC: Apologies for absence-to receive and accept.

None

2026-9-HJBC: Declaration of Interest

2026-9.1-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

2026-9.2-HJBC-For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution.

None

2026-10-HJBC: Minutes of the Howden Joint Burial Committee meeting held on 31st March, 2026 to agree and approve as a true record.

The minutes were agreed and signed as a true record.

2026-11-HJBC: Public Participation. To adjourn (for a maximum of 15 minutes) The meeting for members of the public to make representation over any item on the agenda.(NB any item not on the agenda will not be discussed but may be considered for a future meeting).

No member of the public attended the meeting.

2026-12-HJBC: Financial Matters

2026-12.1-HJBC-To approve income and expenditure accounts prepared by the Howden Town Council Clerk and approve the amount to be placed in the reserves. A copy of the accounts were received by the Committee for 2025-2026 year end budget, showing an income of £18150 minus expenditure of £8616.51 This equates to a total under spend of £9533.49 which will be put into reserves to fund themaintenance of the cemetery when there is no longer any income from burial fees.-

Agreed.

2026-12.2-HJBC-To agree and historic admin fee and agree that it be added to the cemetery list of fees.

A historic administration fees of £50.00 was agreed by the Councillors and that this be added to the HJBC current list of fees.

2026-13-HJBC-Cemetery maintenance-To receive an update on the new Cemetery paths.

All pathworks are completed, signed off and paid for. The Councillors agreed that the new pathworks was a job well done by the contractors. The money used to pay for the work was from the reserves of the HJBC. The Councillors noted that the contractor had agreed to supply a new bench for the cemetery following a breakage. The Clerk was to follow this up.

2026-14-HJBC-Cemetery Map-Update from the Clerk with regard to the copying of the only cemetery map held by the Clerk and discuss digitised mapping solutions and agree any further action.

The Clerk reported that following attendance at a printers in Hull, she reported that the map could not go through their machine as it was in a fragile condition and had been rolled up. Councillor McLellan offered to copy numerous areas of the map and then join them together and reproduce on a computer software programme. Councillor Drury suggested a fireproof holder to protect the map further. The HTC Clerk agreed to purchase a fireproof holder and it was agreed the spend should be up to £50.00.

2026-15-HJBC- Report from the Clerk on interments, remaining burial plots and ashes plots and pre-purchased plots in the cemetery.

Burials into new plots	2
Burials into re-purchased plots	2
Interment of ashes (2 into new plots and 1 into an existing grave)	3
Pre-purchase plots remaining	156
Ashes plots	23
Burial plots	28

2026-16-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.

2026-17-HJBC-Date and time of the next meeting.

It was agreed to hold the next meeting on Tuesday 10th November 2026 at 6.30pm.

The meeting closed at 6.50pm