Howden Joint Burial Committee

Minutes of the meeting held on Tuesday 10th November, 2026 at 6.30pm at the Council Offices, Bridgegate, Howden

In attendance From Howden Town Council, Councillors, Drury, Long, McLellan (vice chairman), Young and Sarah Boggitt HTC Clerk
From Asselby Parish Council, Councillor Clarke (Chairman)

Clerk Shirley Marquis

2026-18-HJBC: Apologies for absence-to receive and accept

None

2026-19-HJBC: Declaration of Interest

2026-19.1-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

2026-19.2-HJBC-For the Council to note any dispensations presented to the Clerk prior to the meeting and their resolution

None

2026-20-HJBC: Minutes of the Howden Joint Burial Committee meeting held on 14th July, 2026 to agree and approve as a true record-

The minutes were agreed and signed as a true record

2026-21-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 and item not on the agenda will not be discussed but may be considered for a future meeting),

None

2026-22-HJBC: Financial Matters-to approve income and expenditure accounts prepared by the Howden Town Council Clerk/responsible finance officer

2026-22-1-HJBC-A copy of the accounts were received by the Committee for April -September, 2026 showing an income of £21,100 minus expenditure of £39729.89 and a forecast of a further spend to March, 2027 of £4853.46 giving a year end balance of - £23483.35. This did not account for any further cemetery fees.

Signed…….. Date……

2026-22.2-HJBC To discuss 2027/2028 budget requirements for the cemetery and agree a budget

The committee resolved the budget as below:

EXPENDITURE	£
Maintenance	7100
Wages	2200
Stationery	100
Drainage rates	15
Water Rates	110
ICCM Membership	110
Expected surplus-March 2027	4365
	14000
INCOME	
Howden Town Council	13252
Asselby Parish Council	748
Interment Fees	0
	14000

It was agreed to request a total contribution from the two councils of £14000 using the agreed apportionment between the two councils this equates to:

£13252(94.66%) Howden Town Council

£748 (5.34%) Asselby Parish Council

Signed…….. Date……

2026-22.3-HJBC-Cemetery Fee

To discuss and review

The committee agreed to increase the burial plots to £550.00, Pre purchase plots £550.00, Ashes Plots £220.00, Pre purchase of ashes plots £220.00. All remaining fees to remain the same. The new fees to start from 11th November, 2026

2026–22-4-HJBC-Grounds maintenance contract

To agree the tendering process for the grounds maintenance contract

The committee recommended the financial regulations be suspended to allow the current grounds maintenance contractor a further years contract without the need to go back out to tender. The committee are happy with his work and his costings and as this is a specialised area of maintenance the committee would like the current contractor to continue for a further 12 months (from April 2027.

The clerk was also asked to contact the maintenance contractor and suggest that the one year contract could be extended to two years if they agreed to hold the 2027 rate. The two year contract would commence April, 2027 to April 2029. If the contract was not agreeable the contract would go back out to tender for the 2028-2029 period.

2026-23-HJBC-Cemetery Map

Update from Councillor Mclellan with regard to the copying of the cemetery pay and digitised mapping solutions. Discuss and agree any further action.

Councillor McLellan informed the committee the process of digital mapping was proving difficult as some of the maps information was missing in certain areas.

It was agreed that councillor McLennan would take the map to a specialist printers whilst the clerk was on holiday to ascertain whether it could be reproduced in its current state.

The clerk to assist with information about the map before it is taken to the printers.

A spending power of £500.00 was agreed by the committee.

2026-24-HJBC- Report from the Clerk on interments, remaining burial and ashes plots and pre-purchased plots in the cemetery.

Burials into new plots	1
Burials into re-purchased plots	3
Interment of ashes	3
Pre-purchase plots remaining	153
Ashes plots	20
Burial plots	26

Signed…….. Date……

2026-25-HJBC-To discuss the use of the topple tester on the headstones in the cemetery and agree any actions

The clerk was asked to contact ICCM for information regarding height regulations, inspection periods and machine calibration before any testing is carried out in the cemetery.

2026-26-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.

2026-27-HJBC_To discuss and agree a public notice in the cemetery informing the public when the Christmas wreaths will be removed

The councillors agreed for the HTC clerk to obtain a notice for the cemetery informing the public when the Christmas wreaths will be removed and agreed a date of the first Monday in February.

2026-28-HJBC-Date of the next meeting

It was agreed to hold the next meeting on Tuesday 9th March, 2027 at 6.30pm.

The meeting closed at 7.10pm

Signed…….. Date……