



Howden Town Council

Minutes of the meeting of the Howden Joint Burial Committee held on Wednesday November 25th 2020 at 7:15pm via ZOOM conference call.

- Present** From Howden Town Council; Councillors D. Patrick (Chair), A. Morris and H. Roberts and S Hardcastle (HTC Clerk and RFO)
From Asselby Parish Council; Councillors P. Burnley (Vice Chair) and M. Clarke
- Clerk** Shirley Marquis
- Apologies** Councillors H. Chiswell, R. Drury and A Wilson
- Min 126** **Declaration of Interest**
No interest was declared
No dispensations were requested or granted.
- Min 127** **Election of Chairman**
Councillor Morris nominated Councillor Patrick to be re-elected as Chairman. This was seconded by Councillor Clarke. All Councillors were in favour. No other nominations were put forward.
- Min 128** **Election of Vice Chairman**
Councillor Patrick nominated Councillor P. Burnley from Asselby Parish Council to be elected as Vice Chairman, this was seconded by Councillor Clarke. All Councillors were in favour. No other nominations were put forward.
- Min 129** **Minutes of the last meeting**
The minutes of the last meeting held on 13th November, 2019 were agreed as a true record.
- Min 130** **Matters arising from the minutes within the agenda**
None
- Min 131** **Financial Matters**
New accounts showing total funds to date of £20782.91, which had been prepared by the Howden Town Council Clerk were considered and discussed. The accounts covered income and expenditure for the past five years up to November, 2020. It was resolved to accept the accounts,.
- Min 131.1** It was further resolved to dismiss all previous incorrect accounts compiled by the previous Howden Town Council Clerk.

Min 131.2 Councillor Roberts suggested that the Town Council open a Howden Joint Burial Committee separate bank account under the Howden Town Council bank account system. This could then be shown separately in the HTC accounts system for audit purposes because at present all HJBC receipts were entered directly into the HTC system. It was resolved that, subject to compliance with financial rules, to request this happen by the Town Council to show a clear separate balance at March 31st 2021.

Min 132 **Maintenance Contract - to review the current status and scope following the auditors recommendation of determining value for money and make any recommendations.**
Nicky Oates current maintenance contract expires on the 31st March 2021. A draft cemetery maintenance contract prepared by Councillor Roberts and the HTC Clerk was reviewed and amended by the committee for inclusion in the HTC tender system for a new contract to start on 1st April 2021. It was resolved to accept the amended specification and contract.

Min 133 **Budget 2021/2022**

The committee reviewed the forecasted expenditure figures prepared by the HTC clerk for 2021/22 cemetery budget.

The forecast was discussed at length and agreed as follows:

Clerks salary and fixed expenses	£2228.54
Maintenance (any shortfall to be taken out of the reserve)	£5746.25
Stationary	£125.00
Water rates	<u>£60.00</u>
Total budget requirement	<u>£8159.79</u>

It was resolved to request a budget of £9000.00. This would be funded from the two councils in line with the agreed funding formula.

Howden Town Council	£8419.00
Asselby Parish Council	<u>£581.00</u>
	<u>£9000.00</u>

It was resolved that the budget as set out above be requested from the two authorities..

Min 134 **Cemetery Fees-To discuss and review**

After discussion, it was resolved to increase the cemetery fees from the 2018 levels to take account of inflation wit the next review in in 2022.

The new fees are as follows:

Burial Plot with exclusive rights (within the committee area only)	£370.00
Interment fee	£42.00
Under 16 years of age 50% reduction of the interment fee	£185.00
Interment fee	£42.00
Up to 1 year of age	FOC
Reserves and exclusive rights for next of kin only	£370.00
Interment fee	£42.00
Ashes plot	£130.00
Interment fee	£42.00
Placement of headstone	£116.00
2nd inscription to existing headstone	£65.00
Tablets/Vases	£65.00
Memorial garden plaques	£65.00

Min 135 **Report from the clerk on interments, remaining ashes plots and new burial plots.**

The clerk reported that since the last meeting there had been 11 burials, 2 into new plots, 9 into pre-

purchased plots and 7 interment of ashes.

Min 135.1

There are currently 31 remaining burial plots, 188 pre-purchased plots and 32 ashes plots remaining. The clerk informed the committee of a probate matter regarding a burial plot that had been purchased in 2008. The owner of the said plot had changed her mind on a burial and a family member wishes to take over the plot.

Min 136

Designs and inscriptions.

The clerk reported that through her delegated powers she had given permission for the following memorials:

Imre Szep, Mike Newman, Patricia Ann Crowcoft, Hazel Shipp, Kathryn Ann Bell, Margaret Johnson, Jean Iris Ogden, Robert Anderson, Sylvia Clough, Joan Watkins, Freddie Kitching, Edward and Elsie Walker, Elsie Mell, Hazel Stead, Dennis Featherstone, Jean McNeil Walker, Nell Stevens, Sandra Moore, Gisella Tarrant, Enid Lavinia Newell, Edward John and Sheila Mary Hide.

Min 137

Date of the next meeting

The date of the next meeting was fixed for the 2nd June, 2021, 7.15pm

The meeting closed at 9.15pm.