

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE HELD AT THE JONES ROOM, MARKYATE ON THURSDAY 25th May 2017.

Present: Chair: Cllr. A Palmer; Cllr. H Palmer; Cllr. H Chapman; Cllr. P Sherriff
Clerk P Segal

Apologies: Cllr. S Baird; Cllr. D Kao,

- Actions 17/18/01 **APPROVAL OF MINUTES**
It was **RESOLVED** that the minutes of the meeting held on 24th November 2016 were an accurate record and were signed by the Chairman.
This was proposed by Cllr Chapman and seconded by Cllr. Sherriff.
- 17/18/02 **REVIEW OF 2016/17 BUDGET, INCOME AND EXPENDITURE**
The Clerk had previously circulated details of the Income and Expenditure sheets for 2016/17. The Clerk said that we finished the year 4.4% over Budget for Income and 8.5% below Budget for expenditure. During the year, we did not have any trees come down over the winter and the major costs were damp proofing the Lodge House and its exterior painting.
The Clerk said we have £10,201 in the Bank with a further £1,100 due soon in burial fees.
It was agreed to move £2,000 to our Deposit Account.
The Final Budget report is attached as (**Appendix A.**)
- 17/18/03 **APPROVAL OF GOVERNANCE STATEMENTS**
The Clerk read out the Governance Statements. The answer to all the questions were “yes” and these were approved by the Committee, having been proposed by Cllr Chapman and seconded by Cllr Sherriff and the Chairman duly signed them.
- 17/18/04 **APPROVAL OF 2016/17 ACCOUNTS**
Previously, the Clerk had circulated copies of the 2016/17 Accounts to Members.
After discussion, it was agreed that the Accounts be approved.
This was proposed by Cllr. Chapman and seconded by Cllr, Sherriff
- 17/18/05 **APPROVAL OF ACCOUNTING STATEMENTS**
Previously, the Clerk had circulated the 2016/17 Accounting Statements to Members (**Appendix B**)
After discussion, these were approved by the Committee, having been proposed by Cllr. Chapman and seconded by Cllr. Sherriff and the Chairman duly signed them
- 17/18/06 **APPOINTMENT OF INTERNAL AUDITOR**
The Clerk proposed that Nikki West be appointed as internal Auditor, and BDO externally Audit them.
This was unanimously agreed by the Committee.
- 17/18/07 **RECEIPT OF THE 2017/18 PRECEPTS**
The Clerk said we have received all the Precept payments now, totalling £5,797.
- 17/18/08 **MAINTENANCE ISSUES**
A) Lodge House Damp
The Clerk said that the action taken last year to remedy the damp problem in the Lodge House had been successful.
B) Leaking Tap
This has now been repaired.

17/18/09

APPROVAL OF RISK ASSESSMENT

The Clerk had already circulated the 2017/18 Risk Assessment to Councillors. After a brief discussion, it was unanimously approved, having been proposed by Cllr. Chapman and seconded by Cllr. Sherriff

17/18/10

REMAINING BURIAL SPACE AT CEMETERY

The Clerk had previously advised Councillors that we currently have only twenty remaining burial places at the Cemetery. These would only last for approximately two years. A number of alternative options were discussed, and it was decided to look at future burials to the right of the path, once space has run out. The preferred method would be to dig the new graves to a shallower depth and if bones are found, they should be buried at a greater depth in the existing grave. It was agreed to look at where the graves should start to be sited, at the June meeting walk around the Cemetery.

17/18/11

CHEQUES FOR AUTHORISATION AND APPROVAL

Cheques for Authorisation and Payment were presented by the Clerk. These were unanimously approved and signed by Cllrs A and H Palmer (**Appendix C**)

17/18/12

ANY OTHER BUSINESS

Topple Tests

Cllr. Chapman asked when will be doing Topple Tests?
The Clerk said that will be arranged for next year.

17/18/13

DATE OF NEXT MEETING

The date of the next meeting will be Thursday 29th June 2016 at 7.30pm at Aley Green Cemetery.

The meeting ended at 8.20pm

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

Appendix A

Aley Green Cemetery Budget 2016/17

Expenditure			
	2016/17 Budget	2016/17 Final	Notes
Administration			
Clerks Salary	£2,100	£2,045	
Clerks Expenses	£350	£306	
Staff Pension	£420	£575	
Caretakers Expenses	£100	£20	
Insurance Policy	£2,000	£1,745	
Room Hire	£40	£42	
Audit Fees	£200	£180	
Training	£0	£0	
Software Costs	£160	£103	
Legal Fees	£0	£0	
Total	£5,370	£5,016	
Lodge Maintenance			
Maintenance Costs	£2,000	£2,600	Damp proofing and Exterior painting
Total	£2,000	£2,600	
Grounds Maintenance			
Grass Cutting	£2,500	£2,580	
Tree Trimming	£1,000	£550	
Topple Tests	£500	0	
General Maintenance	£500	£120	
Total	£4,500	£3,250	
Grand Total	£11,870	£10,866	8.5% below Budget

Income			
Precepts	£5,286	£5,286	
Burials and Headstones	£4,000	£4,410	
Interest Payments	£1	0.15	
Total	£9,287	£9,696	4.4% over Budget

Appendix B

**Aley Green Cemetery
Accounts Summary 2016/17**

	Year ending 31 st March 2016 £	Year ending 31 st March 2017 £	Comments
1. Balances brought forward	2,499	4,510	
2. (+) Annual Precept	5,131	5,286	
3. (+) Total other receipts	4,228	4,643	
4. (-) Staff Costs	2,466	2,916	Higher costs due to the Clerks pension contributions starting.
5. (-) Loan interest/capital repayments	Nil	Nil	
6. (-) Total other costs	4,882	7,951	General maintenance costs increase due to the painting of the Lodge £1270, damp proofing £906 and a fallen tree removal £550.
7. (=) Balances carried forward	4,510	3,572	
8. Total cash and short term investments	4,510	3,572	
9. Total fixed assets and long term assets	216,962	216,962	
10. Total borrowings	Nil	Nil	

Appendix C

Cheques for Approval May 2017

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
R Debrick	Electric Socket replacement	£36.95	100797
K Price	Installation of Chimney Guard	£60.00	100798
Slip End PC	50% share of payroll software	£103.00	100799
R Kempson	Grass Cutting April 2016	£280.00	100801
R Kempson	Grass Cutting May 2016	£280.00	100807
R Kempson	Grass Cutting + hedges	£360.00	100814
R Gurney	GOR Fence Repair	£120.00	100815
R Kempson	Grass Cutting Aug 2016	£280.00	100816
R Kempson	Grass cutting Sept 2016	£280.00	100817
BDO LLP	External Audit Fee	£120.00	100818
J Holmes	Petrol for Strimmer	£10.00	100819
P Segal	Clerks salary Q2	£407.04	100820
P Segal	Clerks Expenses Q2	£27.72	100821
Beds Pension Fund	Contributions Q2	£143.73	100822
HMRC	PAYE Q2	£109.40	100823
R Kempson	Grass Cutting Oct 2016	£280.00	100824
T J Aldridge	Damp work at Lodge	£905.74	100825
R Kempson	Hedge Trimming	£400.00	100833
S Rolfe	Radiator Replacement	£145.00	100834
P Segal	Clerks salary Q4	£407.04	100835
P Segal	Clerks expenses Q4	£86.53	100836
Beds pension Fund	Contributions Q4	£143.73	100837
HMRC	PAYE Q4	£109.40	100838
R Kempson	Grass Cutting April 2017	£280.00	100839
Aon Ltd	Insurance Renewal	£1784.98	100842

J Holmes	Paint etc.	£48.95	100843
Slip End PC	50% Contribution to PAYE Software	£106.00	100844
S Rolfe	Tap repair	£55.00	100845
Markyate PC	Room Hire	£16.20	100846