

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE HELD AT THE JONES ROOM MARKYATE HALLS, ON THURSDAY 23RD NOVEMBER 2017.

Present: Chair: Cllr. A Palmer; Cllr. H Palmer; Cllr. P Sherriff; Cllr. S Baird
Cllr. R Peterson; Cllr. C Brennan.
Clerk: P Segal

Apologies: Cllr. H Chapman

Actions 17/18/21

APPROVAL OF MINUTES

It was **RESOLVED** that the minutes of the meeting held on 29th June 2017 were an accurate record and were signed by the Chairman.
This was proposed by Cllr Baird and seconded by Cllr. Sherriff.

17/18/22

DECLARATIONS OF INTERESTS

None

17/18/23

ELECTION OF CHAIRMAN

It was proposed that Cllr A Palmer be appointed Chairman.
This was proposed by Cllr Peterson and seconded by Cllr Baird and agreed unanimously.

17/18/24

ELECTION OF A VICE CHAIRMAN

After a short discussion, no other Councillor wished to take the role, and it was agreed not to appoint a Vice Chair at this time.

17/18/25

STAFF EMPLOYMENT ISSUES

The Clerk said that Mr. Holmes is happy in his role as caretaker, and there were no issues to resolve.

The Clerk said he is also happy in his role and is happy with all his allowances remaining as they are.

After a short discussion, it was agreed to raise the Clerks Salary by +3% from 1st April 2018.
This was proposed by Cllr Peterson and seconded by Cllr Baird and agreed unanimously.

17/18/26

GENERAL MAINTENANCE ISSUES

Concrete Path Replacement

The Clerk reported that this had been completed and the contractor had done an excellent job.

17/18/27

AUDITOR REPORTS AND COMMENTS

The Clerk reported that both the internal and external auditor reports came back without any adverse comments.

The Accounts were in good order and there were no areas of concern.

The Accounts will be looked at in detail at the next meeting.

17/18/28

HALF YEAR BUDGET POSITION AND APPROVAL OF THE 2018/19 BUDGET

The Clerk went through the 2017/18 Half Year Budget report and then continued with a detailed explanation of the 2018/19 proposed Budget.

This was discussed at length and the 2018/19 Budget was agreed, having been proposed by Cllr. P Sherriff and seconded by Cllr. C Brennan. It was agreed unanimously.

It is attached as **(Appendix A)**

The review of our 2017/18 Accounts position to date, and financial procedures were discussed, and it was agreed that there were no anomalies, and our procedures were correct.

17/18/29

SETTING OF THE 2018/19 PRECEPT

As per last year, this years Precept will consist of two elements. An increase for inflation across all three Parishes, and a percentage increase by Parish, reflecting the increase in housing stock. After discussion, it was agreed that the inflationary element will be +2.8% and the housing increase will be +2.8% for Caddington, 0% for Markyate, and +2.8% for Slip End. The 2018/19 Precept was proposed by Cllr. R Peterson, and seconded by Cllr. Baird. It was agreed unanimously and is attached as **(Appendix B)**

17/18/30

PRICING STRUCTURE FROM APRIL 2018

The current pricing structure was discussed in detail and there was agreement that all prices should increase by +3% (rounded), except the Tribute Licence which would stay the same. These increases were proposed by Cllr. H Palmer, and seconded by Cllr. S Baird. It was agreed unanimously.

17/18/31

DATA PROTECTION LEGISLATION

The Clerk detailed a list of changes needed to be able to comply with Data Protection legislation due to come into force in May 2018.

This includes;

- Registering with the IOC
- Appointing a Data Protection Officer.
- Adding Data Protection details to all forms given to relatives
- Details of what data we will retain and for how long
- Right for relatives to have their details deleted from our databases on request but also consequences will also have to be detailed.
- Cemetery databases will be password protected and only shared between the Clerk and Caretaker.
- The purchase of new Office software for the Caretaker to enable password protection on his tablet.
- Clerks files to be locked in secure cabinets.

The Data Protection requirements were discussed in detail and the Clerks recommendations were accepted in full by the Committee.

It was agreed to allow the Caretaker to purchase new Office software to allow his tablet to open password protected databases.

It was also agreed to appoint the Clerk as the Data Protection Officer, provided that one is not appointed to us by Central Bedfordshire Council in the meantime.

These decisions were proposed by Cllr. R Peterson, and seconded by Cllr. Baird and agreed unanimously.

17/18/32

GRAVE PLOTS FOR ASHES BURIALS

The Clerk said that we have several grave plots that are being used for ashes burials.

There are two reasons for this;

- 1) The family want to bury multiple sets of ashes in a single grave plot.
- 2) The family wish to erect a head stone to pay tribute to the deceased.

The Clerk said that in the case of a multiple ashes burial, this may result in an income of over £1,100 in burial fees.

The Chair felt that such burials were taking up valuable burial space and that ashes should be placed in the Gardens of Remembrance wherever possible.

After a discussion, it was agreed to look at locations in the Cemetery in June where half plots can be sited. This would be in an area set aside from the main burial area.

Only four ashes burials per plot would be permitted.

17/18/33

CHEQUES FOR APPROVAL AND SIGNING

Previously the Clerk had circulated a list of cheques for approval and signing. These were unanimously approved after being proposed by Cllr P Sherriff and seconded by Cllr R Peterson. The cheques were signed by Cllrs A and H Palmer.

This list is attached as **(Appendix C)**

17/18/34 **GENERAL CORRESPONDENCE**
None

17/18/35 **DATE OF NEXT MEETING**
The date of the next meeting will be to approve the 2017/18 Accounts in May 2018 in Markyate.

The meeting ended at 9.10pm

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

Appendix A

Aley Green Cemetery Budget 2018/19

Expenditure		Expenditure	Projected	
	2017/18	to Half Year	to end of year	2018/19
Administration	Budget			Budget
Clerks Salary	£2,163	£1,234	£2,400	£2,228
Clerks Expenses	£300	£162	£300	£320
Staff Pension	£600	£357	£650	£650
Caretakers Expenses	£100	£0	£50	£100
Insurance Policy	£2,000	£1,785	£1,785	£2,000
Room Hire	£60	£16	£45	£60
Audit Fees	£200	£60	£180	£200
Training	£0	£0	£0	£0
Software Costs	£160	£106	£106	£160
Legal Fees	£2,000	£0	£0	£2,000
Total	£7,583	£3,720	£5,516	£7,718
Lodge Maintenance				
Maintenance Costs	£2,000	£55	£1,000	£2,000
Total	£2,000	£55	£1,000	£2,000
Grounds Maintenance				
Grass Cutting	£2,600	£1,540	£2,250	£2,600
Tree Trimming	£2,000	£400	£1,000	£2,000
Topple Tests	£500	0	0	£600
General Maintenance	£500	£361	£450	£500
Total	£5,600	£2,301	£3,700	£5,700
Grand Total	£15,183	£6,076	£10,216	£15,418

Income				
Precepts	£5,797	£5,797	£5,797	£6,061
Burials and Headstones	£5,500	£5,790	£7,500	£5,500
Interest Payments	£1	£0.00	£0	£0
Total	£11,298	£11,587	£13,297	£11,561

Appendix B

Aley Green Cemetery 2018/19 Precept Calculations

Parish Council	No. of Properties 2017/18	No. of Properties 2018/19	Increase %	Normal Increase %	Total Uplift %	Old Precept £	New Precept £
Caddington	1700	1748	+2.8%	+2.8%	+5.6%	£2,500	£2,640
Markyate	1500	1500	+0%	+2.8%	+2.8%	£2,147	£2,207
Slip End	823	846	+2.8%	+2.8%	+5.6%	£1,150	£1,214
					TOTAL	£5,797	£6,061

Appendix C

Cheques for Approval November 2017

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
R Kempson	Soil for in-fills	£100-00	100857
R Kempson	Grass Cutting July 17	£280-00	100858
Jempsons Tree Services	Tree Removal	£400-00	100859
R Kempson	Grass Cutting Aug 17	£280-00	100860
J Holmes	Work Boots and wellies	£110-94	100861
P Segal	Clerks Salary Q2	£486-56	100862

P Segal	Clerks Expenses Q2	£59-14	100863
HMRC	PAYE Q2	£130-60	100864
Beds Pension Fund	Pension Contribution Q2	£178-29	100865
R Kempson	Grass Cutting and hedge Trimming Sept + Oct	£710-00	100867
BDO LLP	External Audit Fee	£120-00	100868
D Glyde	Boiler Service	£60-00	100869
J Holmes	Petrol for chain saw	£10-00	100870
Inkerman Builders	New concrete path	£996-00	100871*
Markyate PC	Room Hire	£21-60	100872*
P Segal	Clerks Salary Q3	£419-43	100873*
P Segal	Clerks Expenses Q3 Inc w.f.h allowance	£144-63	100874*
HMRC	PAYE Q3	£112-60	100875*
Beds Pension Fund	Pension Contributions Q3	£153-70	100876*

*New cheques