

# ALEY GREEN CEMETERY JOINT COMMITTEE

## MINUTES OF A MEETING OF THE COMMITTEE HELD AT THE JONES ROOM, MARKYATE ON THURSDAY 24<sup>th</sup> MAY 2018

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

Apologies: Cllr. S Baird; Cllr. R Peterson

- Actions **18/19/01**      **APPROVAL OF MINUTES**  
It was **RESOLVED** that the minutes of the meeting held on 23<sup>rd</sup> November 2017 were an accurate record and were signed by the Chairman.  
This was proposed by Cllr Chapman and seconded by Cllr. Sherriff.
- 18/19/02**      **REVIEW OF 2017/18 BUDGET, INCOME AND EXPENDITURE**  
The Clerk had previously circulated details of the Income and Expenditure sheets for 2017/18. The Clerk said that we finished the year +21% over Budget for Income and – 53% under budget for Expenditure.  
The Clerk explained that we had an increased number of burials, headstones and reserved plots arranged this year over last, and expenditure was lower due to lower maintenance costs in the Lodge House and Cemetery.  
The Final Budget report is attached as (**Appendix A.**)
- 18/19/03**      **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.
- 18/19/04**      **APPROVAL OF 2017/18 ACCOUNTS**  
Previously, the Clerk had circulated copies of the 2017/18 Accounts to Members.  
After discussion, it was agreed that the Accounts be approved.  
This was proposed by Cllr. Chapman and seconded by Cllr, Sherriff
- 18/19/05**      **APPROVAL OF ACCOUNTING STATEMENTS**  
Previously, the Clerk had circulated the 2017/18 Accounting Statements to Members (**Appendix B**)  
After discussion, these were approved by the Committee, having been proposed by Cllr. Brennan and seconded by Cllr. Sherriff and the Chairman duly signed them
- 18/19/06**      **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.
- 18/19/07**      **RECEIPT OF THE 2018/19 PRECEPTS**  
The Clerk said we have received all the Precept payments now, totalling £6,061
- 18/19/08**      **DATA PROTECTION**  
The Clerk said that Aley Green Cemetery is now registered with the IOC under the Slip End Parish Councils membership certificate.  
There is legislation going through Parliament that excludes Parish Councils from having to appoint a Data Protection Officer.

The Clerk previously circulated the new Data Protection Policy which has been placed on our website

After discussion, it was agreed that the Data Protection Policy be approved.

This was proposed by Cllr. Chapman and seconded by Cllr, Brennan,

The Clerk said that new computer software had been purchased for the Caretaker so he can use his tablet in the Cemetery, but he was having problems with its compatibility.

It was agreed to purchase a new tablet for the Caretaker, if compatibility problems cannot be resolved.

**18/19/09 MAINTENANCE ISSUES**

The Clerk said that the only maintenance issue was the window latches at the Lodge House need repairing or replacing.

It was agreed to get these fixed before the winter sets in.

**18/19/10 APPROVAL OF RISK ASSESSMENT**

The Clerk had already circulated the 2018/19 Risk Assessment to Councillors.

After a brief discussion, it was unanimously approved, having been proposed by Cllr. Chapman and seconded by Cllr. Sherriff

**18/19/11 USE OF BURIAL SPACE AT CEMETERY**

The Clerk said that due to the remaining spaces for burials on the left of the Cemetery being prone to waterlogging and flooding, we were forced to start burying to the right of the footpath.

Since the first grave has gone in, there have been five other reserved graves and burials on this side.

The plan is to have fifteen full grave spaces wide in the new section 9 and then two rows of half spaces for ashes burials in what will be section 10. Pricing for these half spaces is to be agreed at the November meeting.

**18/19/12 REVIEW OF TRADING TERMS WITH BUTTERFLY FUNERALS**

The Chair said that previously, Butterfly Funerals had bounced one cheque on us and were late paying on two other instances. As a consequence, we will not allocate or mark up grave spaces for them unless we have cleared funds or cash from them.

We agreed to review our decision in June 2018 and the Clerk stated that their dealings with us have been somewhat chaotic, with funds being delivered in cash at the last minute, sometimes late at night.

A number of calls also need to be made to ensure funds are received in time.

As a result, the meeting unanimously agreed to continue their arrangement with Butterfly for another year, and review it again at the May 2019 meeting.

The Chair also added that he felt the rules should be changed to state that funds must be received in good time before a burial can take place and also we should charge an admin fee in cases where excessive work has to be done by the Clerk to obtain funds or paperwork. **(P.S)**

**18/19/13 CHANGE OF INSURANCE PROVIDER**

Previously, the Clerk had obtained quotes from competitive Insurance providers.

It was agreed that we should move our Insurance cover to Zurich Insurance from June 2018.

**18/19/14 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)**

**18/19/15 ANY OTHER BUSINESS**

Cllr. Chapman asked if the Minutes go to the Clerks of Markyate and Caddington Parish Councils.

The Clerk confirmed that they do, as well as the Agendas.

They are also placed on our website along with all required documentation for transparency requirements.

18/19/16

**DATE OF NEXT MEETING**

The date of the next meeting will be **Thursday 28<sup>th</sup> June 2018 at 7.00pm** at Aley Green Cemetery.

The meeting ended at 8.30pm

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

**Appendix A**

**Aley Green Budget 2017/18**

<b>Expenditure</b>		<b>Expenditure</b>
	<b>2017/18 Budget</b>	<b>at Year End</b>
<b>Administration</b>		
Clerks Salary	£2,163	£2,298
Clerks Expenses	£300	£394
Staff Pension	£600	£664
Caretakers Expenses	£100	£361
Insurance Policy	£2,000	£1,785
Room Hire	£60	£38
Audit Fees	£200	£180
Training	£0	£0
Software Costs	£160	£216
Legal Fees	£2,000	£0
<b>Total</b>	<b>£7,583</b>	<b>£5,936</b>
<b>Lodge Maintenance</b>		
Maintenance Costs	£2,000	£1,111
<b>Total</b>	<b>£2,000</b>	<b>£1,111</b>
<b>Grounds Maintenance</b>		
Grass Cutting	£2,600	£2,250
Tree Trimming	£2,000	£520
Topple Tests	£500	0
General Maintenance	£500	£135
<b>Total</b>	<b>£5,600</b>	<b>£2,905</b>
<b>Grand Total</b>	<b>£15,183</b>	<b>£9,952</b>

<b>Income</b>		
Precepts	£5,797	£5,797
Burials and Headstones	£5,500	£7,832
Interest Payments	£1	£2.00
<b>Total</b>	<b>£11,298</b>	<b>£13,631</b>

## Appendix B

### Aley Green Cemetery Accounts Summary 2017/18

	Year ending 31 <sup>st</sup> March 2017 £	Year ending 31 <sup>st</sup> March 2018 £	Comments
1. Balances brought forward	<b>4,510</b>	<b>3,572</b>	
2. (+) Income from local taxation or levy (Precept)	<b>5,286</b>	<b>5,797</b>	
3. (+) Total other receipts	<b>4,643</b>	<b>8,020</b>	Greater number of Burials, reserved plots and memorials than last year (£7,832 t.y v £4410 l.y)
4. (-) Staff Costs	<b>2,916</b>	<b>3,356</b>	Greater number of hours worked due to increased workload; (216 hrs t.y v 198 hrs l.y) plus; Pension +£89, Expenses +£88
5. (-) Loan interest/capital repayments	<b>Nil</b>	<b>Nil</b>	
6. (-) Total other payments	<b>7,951</b>	<b>7,098</b>	Lower Lodge House maintenance costs this year (-£1,504)
7. (=) Balances carried forward	<b>3,572</b>	<b>6,935</b>	
8. Total cash and short term investments	<b>3,572</b>	<b>6,935</b>	
9. Total fixed assets and long term assets	<b>216,962</b>	<b>216,962</b>	
10. Total borrowings	<b>Nil</b>	<b>Nil</b>	

## Appendix C

### **Cheques for Approval May 2018**

<b><u>Payee</u></b>	<b><u>Reason</u></b>	<b><u>Amount</u></b>	<b><u>Cheq Num.</u></b>
Slip End P.C	50% share of payroll Software	£110-00	100877
T Buxton	Tree branch removal	£120-00	100878
P Segal	Clerks salary Q4	£419-43	100879
P Segal	Clerks Expenses Q4	£86-98	100880
HMRC	PAYE Q4	£112-60	100881
Beds Pension Fund	Pension Payment Q4	£153-70	100882
John Holmes	MS Office + others	£125-89	100883
Zurich Ins	Insurance Premium	£332-45	100884
Robert Kempson	Grass Cutting April	£290-00	100885
Taylor Walton	Deeds Legal Fee	£1,421-20	100901
John Holmes	Paint and Petrol	£30-00	100902
John Holmes	Paint	£14-97	100903
A Prothero	Weeding	£50-00	100904
Markyate P.C	Room Hire	£16-50	100905