

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE HELD AT THE JONES ROOM MARKYATE HALLS, ON THURSDAY 22nd NOVEMBER 2018

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

Apologies: Cllr. C Brennan

- Actions 18/19/24 **APPROVAL OF MINUTES**
It was **RESOLVED** that the minutes of the meeting held on 26th June 2018 were an accurate record and were signed by the Chairman.
This was proposed by Cllr Baird and seconded by Cllr. Sherriff.
- 18/19/25 **DECLARATIONS OF INTERESTS**
None
- 18/19/26 **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.
- 18/19/27 **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.
- 18/19/28 **STAFF EMPLOYMENT UPDATE**
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 2019.
This was proposed by Cllr Peterson and seconded by Cllr Baird and agreed unanimously.
The Chair asked the Committee if they were happy with the cheque signing arrangements.
All said that this should continue but we should add the third signatory in the New Year as Cllr. H Palmer now has ID proof.
- 18/19/29 **GENERAL MAINTENANCE ISSUES**
All window locks have been replaced
Boiler serviced
Major trees cut back.
No outstanding maintenance issues.
- 18/19/30 **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 Committee agreed that they were happy with the way the Accounts were being kept and sufficient checks were being made to avoid loss.
- 18/19/31 **HALF YEAR BUDGET POSITION AND APPROVAL OF THE 2019/20 BUDGET**
The Clerk went through the 2018/19 Half Year Budget report and then continued with a detailed explanation of the 2019/20 proposed Budget.

This was discussed at length and the 2019/20 Budget was agreed, having been proposed by Cllr. P Sherriff and seconded by Cllr. S Baird. It was agreed unanimously.
It is attached as **(Appendix A)**

18/19/32 SETTING OF THE 2019/20 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 +3.00% and the housing increase will be +21% for Caddington, 0% for Markyate, and 0% 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)**

18/19/33 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).
Half Plot pricing was discussed and agreed.
These increases were proposed by Cllr. H Palmer, and seconded by Cllr. S Baird. It was agreed unanimously.

18/19/34 PROPOSED CHANGES TO THE RULES
The Clerk has proposed that Tribute Agreements be scrapped and incorporated into the body of the Rules.
The reason for this is the poor historical records of who has a Tribute Agreement and their lack of renewals now. Plastic flowers on graves are widespread now, with little chance of knowing who has an agreement or not.
After a discussion it was agreed to scrap the Tribute Agreements and incorporate them into the Rules from 1st January 2019.
The Clerk will circulate a Draft copy of the Rules, also adding some other minor additions.

18/19/35 CHANGES TO WEBSITE
The Clerk said that the Slip End website has been hacked and will be replaced shortly with a new one.
The Aley Green website will be hosted on that new site.
The Clerk will notify the Committee of the new site once it is up and running.

18/19/36 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)**

18/19/37 GENERAL CORRESPONDENCE
None

18/19/38 DATE OF NEXT MEETING
The date of the next meeting will be to approve the 2018/19 Accounts in May 2019 in Markyate.

The meeting ended at 8.55pm

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

Appendix A

Aley Green Cemetery Budget 2019/20

Expenditure		Expenditure	Projected	
	2018/19	to Half Year	to end of year	2019/20
Administration	Budget			Budget
Clerks Salary	£2,228	£1,268	£2,400	£2,295
Clerks Expenses	£320	£141	£300	£320
Staff Pension	£650	£378	£750	£670
Caretakers Expenses	£100	£39	£80	£100
Insurance Policy	£2,000	£332	£332	£500
Room Hire	£60	£17	£60	£60
Audit Fees	£200	£180	£180	£200
Training	£0	£0	£0	£0
Software Costs	£160	£0	£160	£160
Legal Fees	£2,000	£1,421	£1,421	£0
Total	£7,718	£3,776	£5,683	£4,305
Lodge Maintenance				
Maintenance Costs	£2,000	680*	£2,000	£2,000
Total	£2,000	£680	£2,000	£2,000
Grounds Maintenance				
Grass Cutting	£2,600	£1,450	£2,000	£2,700
Tree Trimming	£2,000	*£6,250	£6,250	£2,500
Topple Tests	£600	0	0	£600
General Maintenance	£500	*£837	£837	£600
Total	£5,700	£8,537	£9,087	£6,400
Grand Total	£15,418	£12,993	£16,770	£12,705

Income				
Precepts	£6,061	£6,061	£6,061	£6,797
Burials and Headstones	£5,500	*£6,264	£9,000	£5,500
Interest Payments	£0	£2.00	£4	£6
Total	£11,561	£12,327	£15,065	£12,303

Appendix B

Aley Green Cemetery 2019/20 Precept Calculations

Parish Council	No. of Properties 2018/19	No. of Properties 2019/20	Increase %	Normal Increase %	Total Uplift %	Old Precept £	New Precept £
Caddington	1748	2109	+21%	+3.00%	+24%	£2,640	£3,274
Markyate	1500	1500	+0%	+3.00%	+3%	£2,207	£2,273
Slip End	846	846	+0%	+3.00%	+3%	£1,214	£1,250
					TOTAL	£6,061	£6,797

Appendix C

Cheques for Approval November 2018

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
George Brown Ltd	New strimmer	£651-00	100915
PBC Renovations	New window locks	£645-00	100916
R Kempson	Grass Cutting Aug	£290-00	100917
Jempsons Tree Services	Tree felling	£5,850-00	100918
Bedfordshire Pension Fund	Contributions Q2	£164-14	100919
HMRC	PAYE and N.I Q2	£116-00	100920
P Segal	Clerks Salary Q2	£432-10	100921
P Segal	Clerks Expenses Q2	£38-60	100922
John Holmes	Chainsaw Chain	£36-80	100923
R Kempson	Grass Cutting Sept.	£290-00	100924
BDO LLP	External Audit Fee	£120-00	100925
D Glyde	Lodge Boiler Service	£60-00	100926

R Kempson	Grass Cutting Oct.	£290-00	100927
D Glyde	New Boiler Timer	£130-00	100928
R Kempson *	Grass Cutting Nov.	£145-00	100929
Markyate PC *	Room Hire	£16-90	100930
John Holmes *	New Gate Lock	£12-99	100931
Bedfordsire Pension * Fund	Contributions Q3	£164-14	100932
P Segal *	Clerks Salary Q3	£432-10	100933
P Segal *	Clerks Expenses Q3	£149-82	100934
HMRC *	PAYE and N.I Q3	£116-00	100935

- New Cheques