

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE HELD ON THURSDAY 28th MAY 2020 THIS WAS A VIRTUAL MEETING ON ZOOM

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

Apologies: Cllr. R Peterson

- Actions 20/21/01 **APPROVAL OF MINUTES**
It was **RESOLVED** that the minutes of the meeting held on 21st November 2019 were an accurate record and were signed by the Chairman the following day. This was proposed by Cllr. P Shaw and seconded by Cllr. Brennan.
- 20/21/02 **REVIEW OF 2019/20 BUDGET, INCOME AND EXPENDITURE**
The Clerk had previously circulated details of the Income and Expenditure sheets for 2019/20. The Clerk said that we finished £3,481 under Budget for Expenditure and £3,227 over budget for Income.
The clerk reported several points of note in the results.
The Christmas Hamper given to John and Sue was well received, and it was agreed to purchase this again this Christmas.
The Final Budget report is attached as (**Appendix A.**)
- 20/21/03 **APPROVAL OF 2019/20 ACCOUNTS**
Previously, the Clerk had circulated copies of the 2019/20 Accounts to Members. After discussion, it was agreed that the Accounts be approved.
This was proposed by Cllr. Brennan and seconded by Cllr. A Palmer.
- 20/21/04 **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 Brennan and seconded by Cllr. Shaw, and the Chairman duly signed them the next day.
- 20/21/05 **APPROVAL OF ACCOUNTING STATEMENTS**
Previously, the Clerk had circulated the 2019/20 Accounting Statements to Members. After discussion, these were approved by the Committee, having been proposed by Cllr. Brennan and seconded by Cllr. Shaw and the Chairman duly signed them the next day.
- 20/21/06 **APPOINTMENT OF INTERNAL AND EXTERNAL AUDITORS**
The Clerk announced that the Internal Auditor will be Nikki West and the External Auditor will be BDO LLP.
- 20/21/07 **RECEIPT OF THE 2020/21 PRECEPTS**
The Clerk said we have received the Precept payments from Caddington and Slip End PCs. We are awaiting the Precept payment from Markyate PC.
They have now received the Invoice, and should be paid shortly.
- 20/21/08 **MAINTENANCE ISSUES**
The Clerk said that several tiles had been lost from the Lodge roof.
A roofer has been contacted to replace them and also buy extra for use at a later date.
The woodwork at the Lodge has paint peeling and a painter has been contacted to provide a quote.
This will be circulated for approval by the Committee in due course.

20/21/09

APPROVAL OF RISK ASSESSMENT

The Clerk had already circulated the 2020/21 Risk Assessment to Councillors. After a brief discussion, it was unanimously approved, having been proposed by Cllr. Brennan and seconded by Cllr Shaw.

20/21/10

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 the next day **(Appendix B)**

20/21/11

ANY OTHER BUSINESS

The Chair thanked the Clerk on behalf of the Committee for securing a Business Grant of £10,000 from CBC for business disruption.

The Chair said that as we have around £30,000 in the Bank, we should start to look at trying to purchase a strip of land to the right of the Cemetery.

There is doubt as to who owns the land, as the previous owner had died and it is currently unknown as to who owns the field.

The Clerk said we have around 75 to 80 years of space currently.

Apart from the cost of the land, there will be surveying and legal costs.

The Clerk was asked to contact the Land Registry to find out who owns the land **(P.S)**

The Clerk asked if the Rules could be amended to include the amount of time relatives spend at the graveside after a funeral or on an anniversary of death.

There has been a problem with relatives staying many hours after a burial, and arriving in numbers on an anniversary of death, also bringing tables, food and playing music.

The Clerk was asked to make a suggested change to the Rules and also include a "no alcohol" rule. **(P.S)**

20/21/12

DATE OF NEXT MEETING

The next meeting will be the AGM in November 2020, date and venue to be agreed.

The meeting ended at 8.40pm

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

Appendix A

Aley Green Cemetery Budget 2019/20 Outcome

Expenditure	Budget	Outcome
	2019/20	2019/20
Administration	(ex VAT)	(ex VAT)
Clerks Salary	£2,295	£2,259
Clerks Expenses	£320	£516
Staff Pension	£670	£700
Caretakers Expenses	£100	£112
Insurance Policy	£500	£340
Room Hire	£60	£35
Audit Fees	£200	£160
Training	£0	£0
Software Costs	£160	£239
Total	£4,305	£4,361
Lodge Maintenance		
Maintenance Costs	£2,000	£180
Total	£2,000	£180
Grounds Maintenance		
Grass Cutting	£2,700	£2,571
Tree Trimming	£2,500	£0
Topple Tests	£600	0
General Maintenance	£600	£2,274
Total	£6,400	£4,845
Grand Total	£12,705	£9,224

Income		
Precepts	£6,797	£6,797
Burials and Headstones	£5,500	£6,689
Interest Payments	£6	£4
Insurance Claim	0	£2,040
Total	£12,303	£15,530

Appendix B

Cheques for Approval May 2020

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
P. Segal	Clerks Salary Q4	£445-04	100983
P. Segal	Clerks Expenses Q4	£70-17	100984
HMRC	PAYE Q4	£119-60	100985
Beds Pension Fund	Pension Payment Q4	£175-07	100986
John Holmes	Expenses	£35-52	100987
Slip End PC	50% Payroll Costs	£123-00	100988
R Kempson	Grass Cutting April 20	£300-00	100989
D Glyde	Boiler Repair	£110-00	100990
Zurich Insurance	Insurance 2020/21	£375-58	100991
R Kempson	Grass Cutting May 20	£450-00	100992
J Holmes	Petrol and Printer Cartridge	£53-99	100994