

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE HELD AT THE JONES ROOM MARKYATE HALLS, ON THURSDAY 21st NOVEMBER 2019

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

Apologies: Cllr. R Peterson.

- Actions 19/20/19 **APPROVAL OF MINUTES**
It was **RESOLVED** that the minutes of the meeting held on 27th June 2019 were an accurate record and were signed by the Chairman.
This was proposed by Cllr. Chapman and seconded by Cllr. Brennan.
- 19/20/20 **DECLARATIONS OF INTERESTS**
None
- 19/20/21 **ELECTION OF CHAIRMAN**
It was proposed that Cllr A Palmer be re-appointed Chairman.
This was proposed by Cllr Chapman and seconded by Cllr Brennan and agreed unanimously.
- 19/20/22 **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.
- 19/20/23 **STAFF EMPLOYMENT UPDATE**
The Clerk said that Mr. Holmes is happy in his role as caretaker, and there were no issues to resolve.
The meeting asked if Mr. Holmes would be prepared to start drawing a salary from the Committee.
The Clerk said he will ask him at a convenient time, but last time he was asked, he was against this as his benefits would be affected.
The Clerk said that he had purchased a M&S hamper for Mr and Mrs Holmes at a cost of £150 as a thank you from the Committee.
The Clerk said he is also happy in his role and is happy with all his allowances remaining as they are.
The Clerks salary was discussed, and there was concern that recent and proposed increases to minimum wages are reducing the gap between non skilled workers salaries and the Clerks salary.
After a short discussion, it was agreed to raise the Clerks Salary by +5% from 1st April 2020.
This was proposed by Cllr Chapman and seconded by Cllr Brennan and agreed unanimously.
- 19/20/24 **GENERAL MAINTENANCE ISSUES**
No outstanding Issues at the Lodge or Cemetery
The damaged gate pier has been repaired and water filled barriers have been purchased.
These will be filled with ballast and are hoped to protect the piers from being hit again.
- 19/20/25 **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.

- 19/20/26 HALF YEAR BUDGET POSITION AND APPROVAL OF THE 2020/21 BUDGET**
 The Clerk went through the 2019/20 Half Year Budget report and then continued with a detailed explanation of the 2020/21 proposed Budget.
- This was discussed at length and the 2020/21 Budget was agreed, having been proposed by Cllr. P Shaw and seconded by Cllr. H Chapman. It was agreed unanimously.
 It is attached as **(Appendix A)**
- 19/20/27 SETTING OF THE 2020/21 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. The Clerk said that Caddington`s housing numbers have decreased due to a boundary change. After discussion, it was agreed that the inflationary element will be +4.0% and the housing element will be -5% for Caddington, +8% for Markyate, and 0% for Slip End. Overall, the total Precept will increase by +4.3%
 The 2018/19 Precept was proposed by Cllr. Chapman and seconded by Cllr. Shaw
 It was agreed unanimously and is attached as **(Appendix B)**
- 19/20/28 PRICING STRUCTURE FROM APRIL 2020.**
 The current pricing structure was discussed in detail and there was agreement that all prices should increase by +4% (rounded).
 Half Plot pricing will be scrapped, and the current Reservation Fee will apply for full plots, half plots and ashes plots in the GOR.
 These increases were proposed by Cllr. H Palmer, and seconded by Cllr. Shaw. It was agreed unanimously.
- 19/20/29 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 C Brennan and seconded by Cllr Chapman. The cheques were signed by Cllrs A and H Palmer.
 This list is attached as **(Appendix C)**
- 19/20/30 GENERAL CORRESPONDENCE**
 None
- 19/20/31 DATE OF NEXT MEETING**
 The date of the next meeting will be to approve the 2019/20 Accounts in May 2020 in Markyate.
- The meeting ended at 8.30pm

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

Appendix A

Aley Green Cemetery Budget 2020/21

Expenditure	2019/20 Budget	Expenditure to Half Year	Projected to end of year	2020/21 Budget
Administration				
Clerks Salary	£2,295	£1,119	£2,238	£2,410
Clerks Expenses	£320	£172	£340	£350
Staff Pension	£670	£350	£700	£700
Caretakers Expenses	£100	£172	£200	£200
Insurance Policy	£500	£340	£340	£500
Room Hire	£60	£17	£40	£60
Audit Fees	£200	£180	£180	£200
Training	£0	£0	£0	£0
Software Costs	£160	£116	£116	£160
Total	£4,305	£2,466	£4,154	£4,580
Lodge Maintenance				
Maintenance Costs	£2,000	£148	£400	£2,000
Total	£2,000	£148	£400	£2,000
Grounds Maintenance				
Grass Cutting	£2,700	£2,101	£2,101	£2,700
Tree Trimming	£2,500	£0	£0	£1,000
Topple Tests	£600	£0	£0	£0
General Maintenance	£600	£231	£700	£600
Total	£6,400	£2,332	£2,801	£4,300
Grand Total	£12,705	£4,946	£7,355	£10,880

Income	2019/20 Budget	2020/21 Budget	2020/21 Actual	2020/21 Budget
Precepts	£6,797	£6,797	£6,797	£7,087
Burials and Headstones	£5,500	£4,078	£6,000	£6,500
Interest Payments	£6	£2.00	£4	£4
Total	£12,303	£10,877	£12,801	£13,591

Appendix B

Aley Green Cemetery 2020/21 Precept Calculations

Parish Council	No. of Properties 2019/20	No. of Properties 2020/21	Increase %	Normal Increase %	Total Uplift %	Old Precept £	New Precept £	
Caddington	2109	2003	-5%	+4.00%	-1%	£3,274	£3,241	
Markyate	1500	1614	+8%	+4.00%	+12%	£2,273	£2,546	
Slip End	846	846	+0%	+4.00%	+4%	£1,250	£1,300	
TOTAL						£6,797	£7,087	+4.3%

Appendix C

Cheques for Approval November 2019

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
R Kempson	Grass cutting July 19	£150-00	100961
J Holmes	Posts and ballast	£73-98	100962
R Kempson	Grass cutting Aug 19	£300-00	100963
J Holmes	Petrol and printer cart.	£31-50	100964
P Segal	Clerks salary Q2	£445-04	100965
P Segal	Clerks expenses Q2	£76-51	100966
Beds Pension Fund	Pension cont. Q2	£175-07	100967
HMRC	PAYE Q2	£119-60	100968
R Kempson	Grass cutting Sept 19	£300-00	100969
BDO LLP	External audit fee	£120-00	100970
David Glyde	Boiler Service	£60-00	100971
R Kempson	Grass cutting Oct 19	£300-00	100972
Markyate PC	Room Hire	£17-40	100973
Inkerman Builders	Pier rebuild	£2,040-00	100974
R Kempson	Hedge Trimming	£170-00	100975
John Holmes	Barriers Purchase	£226-20	100976
P Segal	Clerks Salary Q3	£445-24	100978
P Segal	Clerks Expenses Q3	£264-23	100979
Beds Pension Fund	Pension Payment Q3	£175-07	100980
HMRC	PAYE Q3	£119-40	100981
John Holmes	Ballast and Cement	£53-08	100982