

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE HELD ON THURSDAY 10th JUNE 2021 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: None

Actions 21/22/01

APPROVAL OF MINUTES

It was RESOLVED that the minutes of the meeting held on 19th November 2020 were an accurate record and were signed by the Chairman the next day. This was proposed by Cllr. P Shaw and seconded by Cllr. Brennan.

21/22/02

REVIEW OF 2020/21 BUDGET, INCOME AND EXPENDITURE

The Clerk had previously circulated details of the Income and Expenditure sheets for 2020/21. The Clerk said that we finished £1,617 over Budget for expenditure and £12,266 over budget for Income.

The Clerk reported several points of note in the results.

The Lodge house was re-painted and the roof repaired. A new chain saw was also purchased.

We received a £10,000 Grant from CBC and several non-resident burials took place, which boosted our income.

The Final Budget report is attached as (**Appendix A.**)

The Chair asked if we should have a contingency fund for members to claim for printer cartridges and paper used in the role.

Also, funding for replacement printers where necessary.

After a short discussion, it was agreed to do this and discuss this further at the November meeting.

21/22/03

APPROVAL OF 2020/21 ACCOUNTS

Previously, the Clerk had circulated copies of the 2020/21 Accounts to Members.

After discussion, it was agreed that the Accounts be approved.

This was proposed by Cllr. A Palmer and seconded by Cllr. Brennan.

21/22/04

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 A Palmer and seconded by Cllr. Brennan, and the Chairman duly signed them the next day.

21/22/05

APPROVAL OF ACCOUNTING STATEMENTS

Previously, the Clerk had circulated the 2020/21 Accounting Statements to Members

After discussion, these were approved by the Committee, having been proposed by

Cllr. A Palmer and seconded by Cllr. Brennan and the Chairman duly signed them the next day.

21/22/06

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.

21/22/07

RECEIPT OF THE 2021/22 PRECEPTS

The Clerk said we have received the Precept payments from Caddington, Slip End and Markyate PCs, totalling £7,330.

- 21/22/08** **LAND PURCHASE UPDATE**
 The Clerk reported that we had offered £8,000 for the strip of land next to the Cemetery, but this was rejected.
 We have requested that the owner give us a price for the land, but up to now, she has not replied.
 After a short discussion, it was agreed to offer up to £10,000 in future discussions.
 The land owner has still a Planning Application pending for a number of houses on the site.
 An alternative expansion site would be the field behind the Cemetery, but this field gets flooded and is boggy. Also, the family are against selling the land.
- 21/22/09** **MAINTENANCE ISSUES**
 The Clerk said that there were no issues at the moment.
 The Stone Mason who supplied the oversized stone at the Cemetery, has been contacted and asked to resize it and replace.
 He will be given a few weeks to comply as he has to get the relatives to agree to any changes.
- 21/22/10** **APPROVAL OF RISK ASSESSMENT**
 The Clerk had already circulated the 2021/22 Risk Assessment to Councillors.
 After a brief discussion, it was unanimously approved.
- 21/22/11** **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**)
- 21/22/12** **ANY OTHER BUSINESS**
 The Clerk said that the Parish Council are not now paying for a Zoom subscription, and if we wish to continue meetings on Zoom, we will have to meet the costs.
 This will be £180 for a full year.
 After a short discussion it was agreed to continue the subscription.
- 21/22/13** **DATE OF NEXT MEETING**
 The next meeting will be the walk around at the Cemetery on 15th July 2021.

 The meeting ended at 7.40pm

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

Appendix A

Aley Green Cemetery Budget 2020/21

Expenditure		
	2020/21 Budget	2020/21 Outcome
Administration		
Clerks Salary	£2,410	£2,434
Clerks Expenses	£350	£568
Staff Pension	£700	£799
Caretakers Expenses	£200	£281
Insurance Policy	£500	£376
Room Hire	£60	£0
Audit Fees	£200	£160
Training	£0	£0
Software Costs	£160	£22
Total	£4,580	£4,640
Lodge Maintenance		
Maintenance Costs	£2,000	£3,640
Total	£2,000	£3,640
Grounds Maintenance		
Grass Cutting	£2,700	£2,822
Tree Trimming	£1,000	£0
Topple Tests	£0	0
General Maintenance	£600	£1,395
Total	£4,300	£4,217
Grand Total	£10,880	£12,497

Income		
Precepts	£7,087	£7,087
Burials and Headstones	£6,500	£8,769
Interest Payments	£4	£1
Government Grants	0	£10,000
Total	£13,591	£25,857

Appendix B

Cheques for Approval June 2021

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
J. Holmes	Petrol Purchase	£15-00	101022
BDO LLP	External Audit Fee	£120-00	101023
P. Segal	Clerks Salary Q3	£467-59	101024
P Segal	Clerks Expenses Q3	£279-53	101025
Beds Pension Fund	Pension Payment Q3	£190-13	101026
HMRC	PAYE Q3	£125-40	101027
R Kempson	Hedge Cutting	£150-00	101028
J Holmes	Expenses	£195-87	101029
P Segal	Clerks Salary Q4	£560-98	101030
P Segal	Clerks Expenses Q4	£57-68	101031
HMRC	PAYE Q4	£153-50	101032
Beds Pension Fund	Pension Payment Q4	£228-16	101035
R Kempson	Grass Cutting – March	£150-00	101036
Slip End PC	50% contribution to Payroll Software	£126-50	101037
Zurich Insurance	Insurance Payment	£383-49	101038
R Kempson	Grass Cutting – April	£450-00	101039
J Holmes	Gate Signs	£9-39	101040
R Kempson	Grass Cutting – May	£300-00	101041

J Holmes	Petrol	£10-00	101042
P Segal	Clerks Salary Q1	£490-95	101043
P Segal	Clerks Expenses Q1	£137-11	101044
Beds Pension Fund	Pension Cont. Q1	£206-27	101045
HMRC	PAYE Q1	£131-80	101046