

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE HELD ON THURSDAY 9th JUNE 2022 THIS WAS A VIRTUAL MEETING ON ZOOM

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

Apologies: None

Members of the Public: None

- Actions 22/23/01 **APPROVAL OF MINUTES**
It was **RESOLVED** that the minutes of the meeting held on 25th November 2021 were an accurate record and were signed by the Chairman the next day. This was proposed by Cllr. C. Brennan and seconded by Cllr. H Palmer.
- 22/23/02 **REVIEW OF 2021/22 BUDGET**
The Clerk had previously circulated details of the Budget Outcome for 2021/22. The Clerk said that we finished £3,305 under Budget for expenditure and £5,760 over budget for Income.
The Clerk reported several points of note in the results.
The admin costs had increased due to increase in Clerks Salary and pension contributions due to the increased number of burials this year as well as the continued subscription to Zoom.
The Final Budget report is attached as (**Appendix A.**)
- 22/23/03 **APPROVAL OF 2021/22 ACCOUNTS**
Previously, the Clerk had circulated copies of the 2021/22 Accounts to Members. After discussion, it was agreed that the Accounts be approved. This was proposed by Cllr. C Brennan and seconded by Cllr. Peterson.
- 22/23/04 **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.
- 22/23/05 **APPROVAL OF ACCOUNTING STATEMENTS**
Previously, the Clerk had circulated the 2021/22 Accounting Statements to Members. After discussion, these were approved by the Committee, having been proposed by Cllr. Shaw and seconded by Cllr. Brennan and the Chairman duly signed them the next day.
- 22/23/06 **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.
- 22/23/07 **RECEIPT OF THE 2021/22 PRECEPTS**
The Clerk said we have received the Precept payments from Caddington, Slip End and Markyate PCs, totalling £7,623.
- 22/23/08 **AMIN COSTS FROM APRIL 2023**
The Clerk stated that he would be resigning from Slip End Parish Council at the end of March 2023.
He said he intends to keep his role as Clerk to Aley Green Cemetery.
As a consequence, there will be some extra costs involved, such as our own E-mail domain and dedicated telephone line.

These costs should not total more than £500 p.a.
He plans to ask Slip End PC that he continues to run the payroll for both organisations.
After discussion, the Committee agreed that these extra costs were acceptable.
The Clerk will build these into the 2023/24 Budget in November.

22/23/09

CONTINUATION OF ZOOM FOR MEETINGS

Over the past year, during the pandemic, the Committee has been using the Zoom platform to host meetings.

Now we are allowed to meet in person again, the Committee has to decide whether to continue to pay to use Zoom for meetings.

Cllr Peterson said that it does cost money to continue the subscription, and there may be cheaper alternatives like Teams and Meet.

Cllr. A Palmer said that the Zoom format was easy to use and he was happy to continue on it.

Cllr. Brennan said that if we were to meet in person again at Markyate Halls, there will be a cost for this too, so the Zoom subscription is not too excessive.

After a short discussion, the Clerk was asked to get comparative prices for Teams and Meet and inform the Committee. **(P.S)**

22/23/10

LAND PURCHASE NEXT TO THE CEMETERY

The Clerk said that the land next to the Cemetery has been put up for auction at a guide price of £250,000.

The Chair said that four insurance companies and at least four developers had expressed an interest.

It was agreed that there was little chance that the land would be allowed for development under current planning guidelines.

The Clerk said that there was an outside chance that any purchaser may still wish to recoup some of their investment by selling the identified strip of land to us.

Cllr. Brennan said we should put up our prices for non-residents due to the fact that we were cheaper than neighbouring Cemeteries.

The Clerk said he will speak to a Funeral Director and get some comparable pricing for the November meeting. **(P.S)**

Cllr Chapman asked what we plan doing with the land next to the Cemetery, if we were to purchase it.

The Clerk said that we plan just to fence it off and start burials when our current space has been used up.

With present use, this would be in thirty years' time, and permits and permissions will have to be obtained then.

22/23/11

MAINTENANCE ISSUES

The Clerk said that there were no issues at the moment.

The Solar Panels are due to be fitted w/c 18th July.

22/23/12

APPROVAL OF RISK ASSESSMENT

The Clerk had already circulated the 2022/23 Risk Assessment to Councillors.

The only changes made were to page eight, rules around Covid safety.

After a brief discussion, it was unanimously approved.

22/23/13

CHEQUES FOR AUTHORISATION AND APPROVAL

Cheques for Authorisation and Payment were presented by the Clerk.

These were unanimously approved, having been proposed by Cllr. Shaw and seconded by Cllr. Brennan.

These were signed by Cllrs A and H Palmer the next day **(Appendix B)**

22/23/14

ANY OTHER BUSINESS

None

22/23/15

DATE OF NEXT MEETING

The next meeting will be the walk around at the Cemetery on 21st July 2022.

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

Appendix A

Aley Green Cemetery Budget Outcome 2021/22

Expenditure	2021/22	2021/22
	Budget	Outcome
Administration		
Clerks Salary	£2,530	£2,887
Clerks Expenses	£400	£810
Staff Pension	£800	£949
Caretakers Expenses	£200	£171
Insurance Policy	£400	£383
Room Hire	£60	£0
Audit Fees	£210	£300
Training	£0	£0
Software Costs	£170	£127
Total	£4,770	£5,627
Lodge Maintenance		
Maintenance Costs	£2,500	£60
Total	£2,500	£60
Grounds Maintenance		
Grass Cutting	£2,800	£2,590
Tree Trimming	£1,000	£0
Topple Tests	£0	0
General Maintenance	£600	£358
Total	£4,400	£2,948
Grand Total	£11,670	£8,635

Income		
Precepts	£7,330	£7,330
Burials and Headstones	£7,000	£12,762
Interest Payments	£2	£0.18
Government Grants	£0	£0
Total	£14,332	£20,092

Appendix B

Cheques for Approval June 2022

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
R Kempson	Grass Cutting + Weeds	£170-00	101067
R Kempson	Fence Repair	£66-00	101068
J Holmes	Water and MS Office	£170-88	101069
P Segal	Clerks Salary Q4	£589-11	101070
P Segal	Clerks Expenses Q4	£217-99	101071
Beds Pension Fund	Pension Payment Q4	£247-52	101073
HMRC	PAYE and N.I Q4	£165-62	101074
Slip End PC	50% Contribution to Payroll Software	£130-50	101075
R Kempson	Grass Cutting	£525-00	101076
J Holmes	Petrol	£10-00	101077
Chiltern Solar	Solar Panel Installation Deposit	£2295-00	101078
Zurich Insurance	Insurance Premium	£437-28	200001

R Kempson	Grass Cutting	£350-00	200002
J Holmes	Ink Cartridge and petrol	£41-99	200003