

# ALEY GREEN CEMETERY JOINT COMMITTEE

## MINUTES OF A MEETING OF THE COMMITTEE ON THURSDAY 17<sup>th</sup> NOVEMBER 2022 THIS WAS A VIRTUAL MEETING, HELD ON ZOOM

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

Apologies: Cllr. R Peterson.

No of public attending: None

- Actions 21/22/23      **APPROVAL OF MINUTES**  
It was **RESOLVED** that the minutes of the meeting held on 21st July 2022 were an accurate record and were signed by the Chairman.  
This was proposed by Cllr. Brennan and seconded by Cllr. Chapman.
- 21/22/24      **DECLARATIONS OF INTERESTS**  
None.
- 21/22/25      **ELECTION OF CHAIRMAN**  
It was proposed that Cllr A Palmer be re-appointed Chairman.  
This was proposed by Cllr Shaw and seconded by Cllr. Brennan and agreed unanimously.
- 21/22/26      **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.
- 21/22/27      **FINANCE UPDATE**  
The Clerk reported that after all bills have been paid up-to-date, we have £30,242 in the Bank.  
We are expecting a £500 payment for a new grave plot and when we reclaim our VAT in January, we will get in an extra £2,000.  
The Chair asked for an update on our Grant application to the Brewers Trust.  
The Clerk said we had been turned down because the work on the solar panels had been started.  
He also said that he knew that the requests for Grants at that meeting exceeded the funds available, as Slip End projects had been rejected too, even though they met the criteria.  
The Chair said he will be writing to Cllr. Collins for a fuller explanation. **(A.P)**
- 21/22/28      **APPROVAL OF THE 2022/23 RISK ASSESSMENT**  
The Clerk had previously circulated the 2022/23 Risk Assessment.  
This Risk assessment was agreed unanimously.
- 21/22/29      **STAFF EMPLOYMENT UPDATE**  
The Clerk said that Mr. and Mrs. Holmes are happy, and there were no issues to resolve.  
Mr. Holmes is pleased that any maintenance issues raised, are resolved in a speedy manner.  
The salary Increase for the Clerk was discussed.  
After a short discussion, it was agreed to increase the Clerks salary by 10% and the working from home allowance to £100 a year from April 2023.
- 21/22/30      **GENERAL MAINTENANCE ISSUES**  
There are no outstanding issues at this time. The Lodge house and grounds are in good repair.  
- The trees in the Cemetery have been trimmed  
- Two trees in the Lodge house garden have been felled.  
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- A new fence had been erected in the garden for security reasons.
- The Cemetery hedge will be trimmed shortly.

21/22/31

#### **AUDITOR REPORTS AND COMMENTS**

The clerk said that he is still awaiting the external Auditor report..  
He has chased up BDO but the Auditor has been away.  
The Internal Audit was passed without comment

21/22/32

#### **HALF YEAR BUDGET POSITION AND APPROVAL OF THE 2023/24 BUDGET**

The Clerk went through the 2022/23 Half Year Budget report and then continued with an explanation of the 2023/24 proposed Budget.

He explained that Admin costs will rise, due to the +10% increase in Clerks salary, as well as the Cemetery having to pay for a new web domain, broadband and telephone for the Clerk as he will not be working for Slip End Parish Council from April 2023.

Cllr. Brennan questioned the projected year end amount for the Clerks salary, and said it looks as if it may be higher than shown.

The Clerk said that because the workload has slackened off in Q3, his salary will be lower than in Q1 and Q2.

The Budget was discussed at length, and the 2023/24 Budget was agreed unanimously, having been proposed by Cllr. Brennan seconded by Cllr. Shaw.

The agreed Budget is attached as **(Appendix A)**

21/22/33

#### **SETTING OF THE 2023/24 PRECEPT**

As per previous years, this year`s 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.

There was a discussion as to the uplift needed in the light of the recent announcement that inflation was now 11.1%

The Clerk reminded the Committee that we need to set a Precept that will cover our costs and we have just agreed a Budget that shows a +15% increase in our costs.

By April 2023 the inflation rate could be 15%.

After a short discussion, it was agreed to set the inflationary increase at +10%

The Precept amounts were unanimously agreed.

21/22/34

#### **PRICING STRUCTURE FROM APRIL 2023.**

The current pricing structure was discussed in detail and there was agreement that all prices should increase by +5% (rounded).

21/22/35

#### **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 Shaw and seconded by Cllr. H Palmer.

This list is attached as **(Appendix B)**

21/22/36

#### **GENERAL CORRESPONDENCE**

The Clerk said he is dealing with a new plot purchase at the moment and a transfer of grave ownership.

Cllr. Shaw asked about any update in the flooding issues we experience at the Cemetery.

The Clerk said there has been no update, however at the last Slip End Parish Council meeting, Cllr. Collins had E-Mailed that he has been speaking to flood agencies about the problem.

The Chair felt that there is a lack of progress on this issue and was worried that extensive new housing has been approved further up Mancroft Road and will make the issue worse.

Proposals being looked at will not solve the problem, as the water pools between the Cemetery and Woodside Road as it has nowhere to go.

The Clerk said that he has never been contacted about the rivers of water that cascade through the Cemetery when it rains heavily, and adds to the water level in Mancroft road.

After a short discussion, the Clerk was asked to bring the matter to the attention of Cllr. Collins. **(P.S)**

21/22/37

#### **DATE OF NEXT MEETING**

The date of the next meeting will be in May 2023.

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

## Appendix A

### Aley Green Cemetery Budget 2023/24

Expenditure	2022/23 Budget	Expenditure to Half Year	Projected to end of year	2023/24 Budget	Notes
<b>Administration</b>					
Clerks Salary	£2,920	£1,608	£3,000	£3,300	Plus 10%
Clerks Expenses	£500	£291	£600	£1,000	* See Note Below
Staff Pension	£970	£541	£1,000	£1,100	Plus 10%
Caretakers Expenses	£200	£32	£100	£200	MS Office
Insurance Policy	£400	£437	£437	£450	
Room Hire	£60	£0	£0	£0	
Audit Fees	£300	£60	£300	£300	
Training	£0	£0	£0	£0	
Software + web costs	£130	£130	£300	£300	New web domain
<b>Total</b>	<b>£5,480</b>	<b>£3,099</b>	<b>£5,737</b>	<b>£6,650</b>	
<b>Lodge Maintenance</b>					
Maintenance Costs	£2,500	£9,000	£9,000	£2,500	Solar Panels
<b>Total</b>	<b>£2,500</b>	<b>£9,000</b>	<b>£9,000</b>	<b>£2,500</b>	
<b>Grounds Maintenance</b>					
Grass Cutting	£2,300	£1,750	£2,000	£2,530	Plus 10%
Tree Trimming	£1,000	£905	£1,600	£1,000	Ash trees removal
Topple Tests	£0	0	0	£0	
General Maintenance	£600	£20	£1,550	£1,000	New Lodge Fence
<b>Total</b>	<b>£3,900</b>	<b>£2,675</b>	<b>£5,150</b>	<b>£4,530</b>	
<b>Grand Total</b>	<b>£11,880</b>	<b>£14,774</b>	<b>£19,887</b>	<b>£13,680</b>	Plus 15%

\* Note Includes Christmas Hamper, phone line rental and calls, Broadband and Zoom subscription.

Income					
Precepts	£7,623	£7,623	£7,623	£8,537	
Burials and Headstones	£8,000	£3,191	£7,000	£7,000	
Interest Payments	£1	£1.00	£2.00	£5	
<b>Total</b>	<b>£15,624</b>	<b>£10,815</b>	<b>£14,625</b>	<b>£15,542</b>	

## Appendix B

### **Cheques for Approval November 2022**

<b><u>Payee</u></b>	<b><u>Reason</u></b>	<b><u>Amount</u></b>	<b><u>Cheq Num.</u></b>
Chiltern Solar	Materials	£3213-00	101079
Chiltern Solar	Commissioning	£3672-00	101080
J Holmes	Battery and TP Link	£1346-99	200011
R Kempson	Grass Cutting – July	£350-00	200012
Chiltern Solar	Earth Spike	£180-00	200013
Lansdowne Serv.	Ash Tree Removal	£620-00	200015
Lansdowne Serv.	Tree Removal	£285-00	200016
Beds Pensions	Pension Q2	£270-74	200017
HMRC	PAYE and NI Q2	£179-67	200018
P Segal	Clerks Salary Q2	£624-50	200019
P Segal	Clerks Expenses Q2	£196-20	200020
R Kempson	Grass Cutting – Sept.	£350-00	200021
New Leaf Web	New Web Domain	£125-00	200022
P Segal	Boiler Service Chq	£70-00	200023
R Kempson	Grass Cutting Oct.	£350-00	200024
R Gurney	New Lodge Fence	£1520-00	200025
Lansdowne Serv.	Tree Trimming	£620-00	200026