

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE HELD ON THURSDAY 20th JULY 2023 THIS WAS A VIRTUAL MEETING ON ZOOM

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

Apologies: Cllr. K Johnson

Members of the Public: None

- Actions 23/24/01 **APPROVAL OF MINUTES**
It was **RESOLVED** that the minutes of the meeting held on 17th November 2022 were an accurate record and were signed by the Chairman the next day.
This was proposed by Cllr. C. Brennan and seconded by Cllr. A Palmer.
- 23/24/02 **STAFFING ISSUES**
The Clerk updated the meeting on his recent health issues and said that although not 100% fit, is now working normally and has arranged a number of burials and headstones in the last couple of weeks.
He said that our Caretaker, John, is still hampered by the after effects of his recent heart operation and is limited in his abilities. Sue Holmes is filling in where needed.
The Chair also advised the meeting that he has his own health issues and will keep the Committee informed on any new developments.
- 23/24/03 **BANK BALANCE UPDATE**
The Clerk said we have £40,300 in the Bank, after all current bills have been paid.
- 23/24/04 **REVIEW OF 2022/23 BUDGET**
The Clerk had previously circulated details of the Budget Outcome for 2022/23
The Clerk said that we finished £10,432 over Budget for expenditure and £906 under budget for Income.
The Clerk reported several points of note in the results.
Our expenditure was higher than Budgeted due to the installation of solar panels and the cutting down of two dead and dangerous trees in the Lodge garden. A new fence then had to be erected for security reasons.
Income was lower due to a lower number of burials last year.
The Final Budget report is attached as (**Appendix A.**)
- 23/24/05 **APPROVAL OF 2022/23 ACCOUNTS**
Previously, the Clerk had circulated copies of the 2022/23 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.
- 23/24/06 **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.
- 23/24/07 **APPROVAL OF ACCOUNTING STATEMENTS**
Previously, the Clerk had circulated the 2022/23 Accounting Statements to Members
After discussion, these were approved by the Committee, having been proposed by

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

23/24/08 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.

23/24/09 RECEIPT OF THE 2022/23 PRECEPTS
The Clerk said we have received the Precept payments from Caddington, Slip End and Markyate PCs, totalling £8,537

23/24/10 MAINTENANCE ISSUES
The Clerk said that there were no issues at the moment.
We have asked Edwin to spray the Box trees as they are suffering from die-back because of Box Moth.

23/24/11 APPROVAL OF RISK ASSESSMENT
The Clerk had already circulated the 2023/24 Risk Assessment to Councillors.
After a brief discussion, it was unanimously approved.

23/24/12 CHEQUES FOR AUTHORISATION AND APPROVAL
Cheques for Authorisation and Payment were presented by the Clerk.
These were unanimously approved, having been proposed by Cllr. Peterson and seconded by Cllr. Brennan. **(Appendix B)**

23/24/13 ANY OTHER BUSINESS
Cllr Shaw asked about the plot of land next to the cemetery.
The Clerk said the plot of land has been sold for £400,000 by auction.
We do not know who bought the land and currently it is locked up and not being used.
The only alternative is the paddock to the rear, but this floods in winter and so will be unusable.
Cllr. Brennan asked how many years burials have we got.
The Clerk said we have 43 years left before we run out of space.
He was asked if the new cemetery proposed at Markyate would affect burials at Aley Green.
The Clerk said that he has never had a burial from Markyate and all burials tend to be from other areas.

23/24/14 DATE OF NEXT MEETING
The next meeting will be the walk around at the Cemetery on 7th September 2023

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

Appendix A

Aley Green Cemetery Budget Outcome 2022/23

Expenditure	2022/23 Budget	2022/23 Outcome
Administration		
Clerks Salary	£2,920	£3,072
Clerks Expenses	£500	£795
Staff Pension	£970	£1,038
Caretakers Expenses	£200	£42
Insurance Policy	£400	£437
Room Hire	£60	£0
Audit Fees	£300	£180
Training	£0	£0
Software + web costs	£130	£256
Total	£5,480	£5,820
Lodge Maintenance		
Maintenance Costs	£2,500	£11,187
Total	£2,500	£11,187
Grounds Maintenance		
Grass Cutting	£2,300	£2,100
Tree Trimming	£1,000	£1,655
Topple Tests	£0	0
General Maintenance	£600	£1,550
Total	£3,900	£5,305
Grand Total	£11,880	£22,312
Income		
Precepts	£7,623	£7,623
Burials and Headstones	£8,000	£7,090
Interest Payments	£1	£5.00
Total	£15,624	£14,718

Appendix B

Cheques for Approval July 2023

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
John Holmes	Petrol	£20-00	200027
Landsdowne Services	Hedge Trimming	£130-00	200028
P Segal	Clerks Salary Q3	£520-48	200029
P Segal	Clerks Expenses Q3	£291-94	200030
Beds Pension Fund	Pension Payment Q3	£225-62	200031
HMRC	PAYE and NI Q3	£139-60	200032
BDO	External Audit Fee	£120-00	200033
D Glyde	New Boiler Control	£410-00	200034
SEPC	50% Contribution to Payslips	£21-50	200035
P Segal	Clerks Salary Q4	£624-30	200036
P Segal	Clerks Expenses Q4	£189-68	200037
Beds Pension Fund	Pension Payment Q4	£270-74	200038
HMRC	PAYE and NI Q4	£178-87	200039
Sue Holmes	MS Office and Water	£170-88	200040
R Kempson	Grass Cutting April	£375-00	200041
Zurich Insurance	Insurance Payment	£496-73	200043
R Kempson	Grass Cutting May	£562-50	200044

P Segal	Clerks Salary Q1	£572-63	200045
P Segal	Clerks Expenses Q1	£272-86	200046
Beds Pension Fund	Pension Payment Q1	£248-22	20047
HMRC	PAYE and NI Q1	£155-05	200048
J Holmes	Petrol	£20-00	200049
R Kempson	Grass Cutting June	£375-00	200050
N West	Internal Audit Fee	£100-00	200051