

ALEY GREEN CEMETERY JOINT COMMITTEE

MINUTES OF A MEETING OF THE COMMITTEE ON THURSDAY 25th NOVEMBER 2021 THIS WAS A VIRTUAL MEETING, HELD ON ZOOM

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

Apologies: Cllr. H Chapman

No of public attending: None

- Actions 20/21/20 **APPROVAL OF MINUTES**
It was **RESOLVED** that the minutes of the meeting held on 15th July 2021 were an accurate record and were signed by the Chairman.
This was proposed by Cllr. H Palmer and seconded by Cllr. Peterson.
- 20/21/21 **DECLARATIONS OF INTERESTS**
None.
- 20/21/22 **ELECTION OF CHAIRMAN**
It was proposed that Cllr A Palmer be re-appointed Chairman.
This was proposed by Cllr H Palmer and seconded by Cllr. Peterson and agreed unanimously.
- 20/21/23 **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.
- 20/21/24 **LAND NEXT TO THE CEMETERY**
The Clerk reported no new information about the sale of land.
There has been no formal Planning Application made for the land and all offers of purchase prices stay in place.
The Clerk said he will speak to the land owner early next year if no progress has been made.
(P.S)
- 20/21/25 **APPROVAL OF THE 2021/22 RISK ASSESSMENT**
The Clerk had previously circulated the 2021/22 Risk Assessment.
The only changes that had been made is an update to sheet eight, updating the Covid19 guidance.
This Risk assessment was agreed unanimously.
- 20/21/26 **STAFF EMPLOYMENT UPDATE**
The Clerk said that Mr. Holmes is happy in his role as caretaker, and there were no issues to resolve.
The salary Increase for the Clerk was discussed.
After a short discussion, it was agreed to increase the Clerks salary by 6% from April 2022.
- 20/21/27 **GENERAL MAINTENANCE ISSUES**
There are no outstanding issues at this time. The Lodge house and grounds are in good repair.
The Chair said we should be mindful of being more eco friendly and suggested looking to install either solar panels on the roof of the lodge house or a wind turbine to generate electricity.
The Clerk said that its possible that the roof may not be able to sustain solar panels but we may be able to site a solar array on ground yet to be dug.

Renewable energy would allow the Caretaker to take advantage of free electricity and any excess could be sold to the National Grid.

It was agreed that we should consult an expert in the New Year to advise the Committee on the pactability of such schemes and costs involved. **(P.S)**

20/21/28

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.

20/21/29

HALF YEAR BUDGET POSITION AND APPROVAL OF THE 2021/22 BUDGET

The Clerk went through the 2021/22 Half Year Budget report and then continued with an explanation of the 2022/23 proposed Budget.

This was discussed at length, and the 2022/23 Budget was agreed unanimously, having been proposed by Cllr. H Palmer seconded by Cllr. Peterson.

It was agreed that we will continue to hold meetings on Zoom and pay the monthly subscription. This will be reviewed again at the May meeting.

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

20/21/30

SETTING OF THE 2022/23 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 Clerks for the three Parish Councils have said that the housing stock numbers have not increased.

After a short discussion, it was agreed to set the inflationary increase at +4%

The Precept amounts were unanimously agreed and are attached as **(Appendix B)**

The Clerk said we currently have just over £35,073 in the Bank.

20/21/31

PRICING STRUCTURE FROM APRIL 2022.

The current pricing structure was discussed in detail and there was agreement that all prices should increase by +4% (rounded).

20/21/32

Environmental Permitting Regulations Consultation

The Clerk had previously circulated details of the Consultation and the issues raised by NALC.

Cllr. Shaw said he had downloaded the consultation papers and the only issue for us was the recommendation that more space be given for each grave space.

This would reduce the number of spaces we would have available in the future and mean we would run out of space sooner than expected.

The meeting agreed with this summary and asked the Clerk to log our comments onto the Consultation website. **(P.S)**

He was also asked to calculate how many empty grave slots we have now and how many years we currently have, and would have if the recommendations are accepted. **(P.S)**

20/21/33

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.

The cheques were signed by Cllrs A and H Palmer.

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

20/21/34

GENERAL CORRESPONDENCE

There was no correspondence to discuss.

20/21/35

DATE OF NEXT MEETING

The date of the next meeting will be in May 2022.

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

Appendix A

Aley Green Cemetery Budget 2022/23

Expenditure	2021/22 Budget	Expenditure to Half Year	Projected to end of year	2022/23 Budget	Notes
Administration					
Clerks Salary	£2,530	£1,377	£2,755	£2,920	Plus 6%
Clerks Expenses	£400	£316	£500	£500	Includes Hamper + Zoom
Staff Pension	£800	£454	£910	£970	
Caretakers Expenses	£200	£0	£100	£200	
Insurance Policy	£400	£383	£383	£400	
Room Hire	£60	£0	£0	£60	
Audit Fees	£210	£260	£260	£300	
Training	£0	£0	£0	£0	
Software Costs	£170	£127	£127	£130	
Total	£4,770	£2,917	£5,035	£5,480	
Lodge Maintenance					
Maintenance Costs	£2,500	£60	£150	£2,500	
Total	£2,500	£60	£150	£2,500	
Grounds Maintenance					
Grass Cutting	£2,800	£1,970	£1,970	£2,300	
Tree Trimming	£1,000	£0	£0	£1,000	
Topple Tests	£0	0	0	£0	
General Maintenance	£600	£89	£200	£600	
Total	£4,400	£2,059	£2,170	£3,900	
Grand Total	£11,670	£5,036	£7,355	£11,880	Plus 1.8% over last year

Income					
Precepts	£7,330	£7,330	£7,330	£7,623	
Burials and Headstones	£7,000	£6,117	£9,000	£8,000	
Interest Payments	£2	£0.12	£0.24	£1	
Government Grants	£0	£0	£0	£0	
Total	£14,332	£13,447	£16,330	£15,624	

Appendix B

Aley Green Cemetery 2022/23 Precept Calculations

Parish Council	No of Properties 2021/22	No of Properties 2022/23	Increase %	Inflation %	Total Uplift %	Old Precept £	New Precept £
Caddington	2,016	2,016	0 %	4 %	4%	£ 3,361	£ 3495
Markyate	1619	1619	0 %	4%	4%	£ 2,630	£ 2735
Slip End	846	846	0%	4%	4%	£ 1,339	£ 1393
					TOTAL	£ 7,330	£ 7623

Appendix C

Cheques for Approval November 2021

<u>Payee</u>	<u>Reason</u>	<u>Amount</u>	<u>Cheq Num.</u>
R Kempson	Grass Cutting July 21	£300-00	101050
R Kempson	Grass Cutting Aug 21	£300-00	101051
R Peterson	New Sign	£30-00	101052
D Glyde	Boiler Service	£60-00	101053
P Segal	Clerks Salary Q2	£589-31	101054
P Segal	Clerks Expenses Q2	£178-65	101055
Beds Pension Fund	Pension Contribution Q2	£247-52	101056
HMRC	PAYE and NI Q2	£165-42	101057
R Kempson	Grass Cutting Sept 21	£300-00	101058
BDO	External Audit Fee	£240-00	101059
J Holmes	Tarpaulin Purchase	£26-99	101060
R Kempson	Grass Cutting Oct 21	£450-00	101061

A Prothero	Fixing new sign	£197-88	101062
P Segal	Clerks Salary Q3	£589-11	101063
P Segal	Clerks Expenses Q3	£276-45	101064
Beds Pension Fund	Pension Contribution Q3	£247-52	101065
HMRC	PAYE and NI Q3	£165-62	101066