

## Hillam, Monk Fryston and Burton Salmon Joint Burial Committee Meeting

### Meeting Minutes 14<sup>th</sup> August 2024

#### Members Present;

Norman Tuddenham (Chair)

John Pitts

Ryan Geldard

Nigel Spofforth

Sarah Burton (clerk)

#### Apologies

Jeff Green

**Previous Meeting Minutes** distributed to members signed off by Nigel Spofforth 28<sup>th</sup> April email.

**Declarations of Interest** – None declared

#### Update on Previous minutes

1. Nigel met with S Parkin Landscaping to review graveyard shrub and tree maintenance, bramble and ad hoc growth removal needed. Estimated 2 days work for 2 people plus removal and disposal £500. Approved by all committee members.
2. Some maintenance may be required for Laurel Trees but would look at the separately along with wider maintenance plan once all cleared.
3. Sarah appointed as Clerk to JBC and has access to sharepoint, email and Unity Bank Account.
4. Precepts received from Hillam and Monk Fryston. Burton Salmon PC have challenged basis on which PCs contribute and have asked for budget submission to accompany precept request going forward given credit balance is in place.

#### Finances;

- Authorised payments since last meeting.  
S Parkin Landscaping – Grass cutting £460  
George Hill Ashes Interment - £60  
Secretary Fee Ashes Interment - £50  
Receipts.  
JW Myers Monumental Services - £115  
D Harrison Ashes Interment - £320
- Annual Accounts to March 2024 have been signed off by Malcolm Walton Internal Auditor and letter filed

- Agreed closure of Virgin One Account should now take place. Clerk to draw up authorisation letter to be signed by 2 signatories and submitted and balance transferred to Unity Account. NT confirmed Balances as; £8917 (Virgin) and £8109 (Unity) = Total £17,026
- NS/RG to check parish council insurance covers cemetery
- Clerk to change water rates to Unity Bank
- Clerk to pull together budget for 2024/25.
  - To include;
  - £500 immediate maintenance
  - Subsequent maintenance work identified
  - Tree Survey (Barnes Associates Arborists)
  - Additional Seating
  - Wall Repairs following survey for repointing and structural engineer report
  - Ongoing Maintenance Schedule
  - Web Page
  - Water Rates
  - Insurance?
  - Resetting and reinstating fallen/broken graves
  - Rodding survey
- Clerk to JBC now in place with access to email and sharepoint site. Unity Bank account access now in place. Clerk to bring bank statements and cash book to next meeting.
- NS to continue to lead on Maintenance – liaising with Parkins and Structural Engineer.
- Agreed Biodiversity would be looked at once clean up completed to incorporate potential bird boxes/bat boxes/memorial area
- NT to circulate environmental insight documents he holds including previous tree report.
- Clerk to investigate what documentation held with Ancestry website.
- Clerk to contact George Hill to undertake cemetery inspection and rodding to identify next 10 available plots/plot sequencing and to quote for day rate to reset broken and tilted headstones.
- Clerk to identify potential web page creator and price (website to include Photos, list of graves, to include our own content management system)

- £100 budget approved for fireproof bag/box to hold ledgers and registers. Clerk to discuss Archiving of documents with Philip Scott.

**Correspondence**

Invoices as detailed above in Finance

Enquiry to help identify graves of ancestors. Details provided by Clerk

- Next Meeting to immediately follow AGM 1<sup>st</sup> week in October.

Meeting concluded 19.30pm