

UPPER BEEDING PARISH COUNCIL

Minutes of the Meeting of the Joint Parishes Cemetery Committee held on Monday 26 October 2020 via Microsoft Teams which commenced at 7.00pm

Present: Councillors: S. Blakelock and S. Green (Bramber Parish Council); J. Norcross (Steyning Parish Council) & C. Warren (Upper Beeding Parish Council)

In attendance: Colette Harber - Cemetery Clerk; Celia Price, Clerk and RFO to Upper Beeding Parish Council

Apologies: Councillor R. Harber (Upper Beeding Parish Council)

Public: None present on this occasion

J:1020:01 Welcome

The Cemetery Clerk welcomed all Councillors to the meeting. It was noted that Steyning Parish Council had appointed only one representative to the Joint Parishes Cemetery Committee (JPCC) and another representative would be appointed as soon as possible.

J:1020:02 Election of Chairman of the JPCC for the current Council year

The Cemetery Clerk called for nominees for the role of Chair of the JPCC until May 2021. Cllr S Green was nominated and accepted the role of Chair.

Proposed: Cllr C. Warren; Seconded: Cllr J. Norcross All agreed

J:1020:03 Election of Vice-Chairman of the JPCC for the current Council year

Cllr Green called for nominations for the role of Vice-Chair of the JPCC until May 2021. Cllr C. Warren was nominated and accepted the role of Vice-Chair.

Proposed: Cllr S. Green; Seconded: Cllr J. Norcross All agreed

J:1020:04 Apologies for absence

Cllr. R Harber had tendered his apologies for absence in advance of the meeting.

J:1020:05 Public Adjournment

None on this occasion

J:1020:06 Declaration of Councillors personal or prejudicial interest

None on this occasion.

J:1020:07 Minutes of the meeting held on Monday 3 February 2020

The Minutes of the meeting held on Monday 3 February 2020 were received and accepted as a true record of the meeting.

Proposed: Cllr C. Warren; Seconded: Cllr S Green

J:1020:08 Matters Arising from the Minutes

None on this occasion

J:1020:09 **Draft Management Accounts to 31 March 2020**
Councillors were provided with the draft Management Accounts to 31 March 2020, which were noted.

J:1020:10 **Draft Management Accounts to 25 October 2020**
Councillors were provided with the draft Management Accounts to 25 October 2020, which were noted.

J:1020:11 **Report from Celia Price re the year-end accounts for 2020/2021**
Following her meeting and discussion with the auditors for Upper Beeding Parish Council, Celia Price advised Councillors that, with effect from the year-ending 31 March 2021, surplus monies from Botolphs Cemetery would be divided, on paper only, between Bramber, Steyning and Upper Beeding Parish Councils.

The auditors require that this action be taken so that it would stop the inflation of Upper Beeding Parish Council accounts by the monies that it holds on behalf of the Joint Burial Authority of Bramber, Steyning and Upper Beeding Parishes Council.

It was noted that the Parish Clerks of Bramber and Steyning had already been advised of the matter and that monies would be divided as listed in the original titled deeds with the relevant sum being shown in the appropriate Parish Council end-of-year accounts:

- Bramber Parish Council - two twentieths
- Steyning Parish Council - nine twentieths
- Upper Beeding Parish Council - nine twentieths.

Celia was thanked for her oral report.

J:1020:12 **Interim reports for Botolphs Cemetery**
The Cemetery Clerk provided Councillors with an interim written report for Botolphs Cemetery together with:

- a) a copy of the Cemetery plan to 25 October 2020
- b) data re interment of burials and cremated remains to 25 October 2020

It was noted that the left-hand side of the cemetery, nearest St Botolphs Church, had been re-measured and it was felt that nine further burial places could be accommodated.

In the discussion that ensued, and in preparation for the next meeting, the Cemetery Clerk was requested to provide Councillors with:

- a) draft guidelines for the installation and positioning of benches, similar to that already used for memorials
- b) a report detailing the costs of the new signage required at the Cemetery.

The Cemetery Clerk was also requested to arrange a site meeting at Botolphs Cemetery, in order that all Councillors could acquaint themselves with its layout and discuss any necessary matters.

The Chair thanked the Cemetery Clerk for her written report.

J:1020:13 **Correspondence**
None on this occasion

J:1020:14 **Matters for information and discussion, or inclusion in a future Agenda**
The extension to Botolphs Cemetery would continue to be an agenda item including the process used, within government legislation, for the Compulsory Purchase of land.

J:1020:15 **Date of Next Meeting**
The next meeting of the JPCC will be held on Monday 25 January 2021; it was assumed that meetings would likely to be held online.

There being no further business the meeting concluded at 8.02pm

Minutes signed by:

Date: