

Local Government Act 1972

Whalley Parish Council

Whalley, Wiswell & Barrow Joint Burial Committee

Members of the Whalley, Wiswell & Barrow Joint Burial Committee, you are summoned to a Meeting to be held on Wednesday 8th January in the Lower Garden Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer, Whalley Parish Council

Minutes

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

1.	Attendance & Apologies	
	Present: Cllr Caroline Allen, Cllr Diane Chiappi, Cllr Karen Heyworth, Cllr Martin Highton (Chairman), Cllr John Threlfall, Cllr Richard Vickers. Apologies: Cllr Alan Scholfield. In Attendance: Liz Haworth (Clerk)	104/25
2.	Declaration of Interests	
	There were no declarations of disclosable pecuniary, other registrable and non registrable interests in items for discussion on the agenda.	105/25
3.	To Approve the Minutes of the Previous WWBJBC Meeting	
	It was resolved to approve and confirm the accuracy of the Minutes of the meeting held 9 th October 2024.	106/25
4.	Financial Reports October, November & December 2024	
	It was resolved to Approve Accounts, Payments, Receipts & Balances.	107/25
5.	Budget 2025/26	
	Members considered and approved the budget for 2025/26.	108/25
6.	Website & Epitaph Software	
	6.1 To receive an update on the website. Members were shown the working draft of the website to date. The branding and layout were approved. A new domain name has been created to represent the cemetery www.wwbccemetery.org.uk and a new email address of registrar@wwbccemetery.org.uk The new website and email address will be active in the coming weeks and each Parish will present the same details on their web pages, linking to the new Cemetery website for full information and management of the Cemetery.	109/25
	6.2 To consider quotes to have data transferred to Epitaph IT system.	110/25

	It was resolved to postpone the data transfer scanning and transcription services until the Epitaph system is up and running and the amount of work can be better assessed. To be reviewed.	
7.	Memorial Applications	
	A discussion was held on policy of memorial applications. It was resolved that memorial applications must comply with memorial policy. The clerk/registrar can approve standard applications. Non-standard applications will be referred to the Committee.	111/25
8.	Memorial Safety	
	8.1 To receive an update on Memorial Safety. Works have been completed to comply with Memorial Health and Safety checks 2024. Another review will take place Spring/Summer 2025.	112/25
	8.2 To discuss correspondence received in connection with plot 307 and memorial repairs. The Committee discussed the correspondence received as above. Clerk to action correspondence.	113/25
9.	Storage Shed	
	Due to unforeseen circumstances, the initial quote cannot be fulfilled. A new quote has been received from Abbey Gardening to install a base for the shed at a cost of £650. The works are planned to be carried out in the last week of January or the first week of February, weather permitting. The committee has resolved to accept this quote and commission the works. The Clerk will arrange accordingly.	114/25
10.	Gates	
	The Committee is delighted with the new cemetery gates and has noted that the pedestrian gate requires stripping and re-staining. The Clerk will obtain quotes for this work.	115/25
11.	Benches	
	Several benches in the cemetery require maintenance work. A bench at the front of the cemetery has been removed for health and safety reasons. The WPC has kindly loaned three new benches for temporary seating. These may be redistributed if required. The Clerk has reached out to the owners of the worn benches to discuss a course of action. Maintenance work on the benches for which the cemetery is responsible will be assessed by the Lengthsman.	116/25
12.	Reports by Cllrs & Clerk as INFORMATION only – Not for decision	
	Items arisen, correspondence received since the last meeting for information only, that may result in a future agenda item. The committee has requested that the Clerk/Registrar contact grave holders, for whom we have contact details, regarding non-permitted items displayed on their plots. This will be done ahead of the next Cemetery Inspection Review and Maintenance date, requesting that these items be removed beforehand to avoid the committee having to remove the as per Cemetery Policy.	117/25

	A notice will be placed in the noticeboard informing of the Cemetery Inspection Review and Maintenance 26th February 2025.	
13.	Next Meeting Dates	
	Committee Cemetery Inspection Review and Maintenance Wednesday 26 th February 2pm. It was resolved to approve the next meeting date of Wednesday 9 th April 2025 at 7.00pm at Whalley Old Grammar School.	118/24 119/24

Draft Minutes Subject to Confirmation

Meeting Closed at 8.45pm

Signed by Chairman:

Date:

Councillor Martin Highton