

Wolston, Brandon & Bretford Joint Burial Committee

Draft Minutes of meeting
Thursday 26th March 2026, 6:00pm at Wolston Baptist Church.

JBC Item no.	PRESENT: Cllr. WRIGHT (CHAIR), Cllr. KIRBY (Vice-Chair), Cllr. RAINEY, Cllr. RAMSAY, Cllr. MILNE, Cllr JONES Members of public: 0 Start:18:35
105.	Welcome: - JBC Cllrs, - Members of the Public Apologies: received from Councillor STEVENTON
106.	Declarations of Interest (existence and nature) on items on the agenda: Councillors to declare any personal and/or pecuniary interests on items on the agenda. None declared
107.	<p>Minutes of previous Meeting: Review and approve, if appropriate, minutes of the Joint Burial Committee meeting held on 22nd January 2026 and 26th February 2026..</p> <p>i) Minutes for JBC meeting 22nd January 2026 Proposed: Cllr. RAMSAY Seconded Cllr. MILNE For: 6 Against: 0 Abs: 0 Accepted & Approved</p> <p>ii) Minutes for JBC Extra Ordinary meeting 26th February 2026 Proposed: Cllr. RAMSAY Seconded: Cllr. KIRBY For: 5 Against: 0 Abs: 1 Accepted & Approved</p> <p>The Chair asked to consider item 104 of the minutes of the extra ordinary meeting on 26th February 2026 concerning the statement of Cllr Kirby. <i>(Cllr. KIRBY stated that the matter had been voted on at the previous meeting and was now over and that the provided account of what happened has to be accepted.</i> <i>This decision to be reflected in the accounts with a note to be added to the accounts writing off a bad debt.)</i></p> <p>The Chair stated that it is usual practise of a committee when making such a decision, that the committee composes the wording not the Clerk and all members agree what goes in the minutes stands in the minutes.</p> <p>The outstanding cash payment needs to be recorded but there is no record of this cash payment in minutes, financial reports or bank statements relevant to the time period. The Chair suggests that this presents an inference on the performance of the Clerk at the time because she was mentioned. As a Committee, we must ensure it is written off correctly and do not want it to be seen as incompetence.</p> <p>The Chair enquired if we had made any investigative effort other than internally. Cllr. MILNE stated that this may infer that there may be some outside interference.</p> <p>Cllr. RAINEY, not present at last meeting when proposal was discussed, reiterated that it is not just a question of this outstanding payment but multiple incidents through bad judgement and not following procedure. The Committee is unable to produce a set of accounts for that year, 2023 - 24.</p> <p>Cllr. JONES stated that we have looked at evidence and cannot come to any other view that it cannot be other than accepted, there is no missing money, it was accepted in 2023.</p> <p>Chair requested a set of words to add as an addendum for this set of accounts.</p> <p>Cllr. RAINEY reinforced the issue that for two years the auditor had recommended that the Committee needed a cash book and yet procedures continues without adherence to this recommendation. With no cash book, the Committee does not know what happened to this cash payment.</p> <p>Cllr. Jones suggested that something has gone amiss during a turbulent period for the Committee.</p>

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	<p>Contrary to advice from the Committee Internal Auditor regarding cash transactions, extensive in-house investigations could locate no evidence to support a record of the cash transaction regarding a discounted ashes plot. However, as recorded under minute 98 January 2026 meeting and minute 104 at the February 26 meeting, the Committee voted by majority, to write off the ashes plot no. 6AA-1 as a bad debt and issue the correct, official EROB complete with number to the now owner of the lease, recording same in the Committee accounts for the Year 2023.</p>
108.	<p>Matters arising from the minutes/actions list (unless included below)</p> <p>i) EROBs issued in 2023</p> <p>Of 8 EROBs issued in 2023, 5 have been recorded as issued to the deceased party. This is not the correct procedure. An EROB is issued to the applicant at the time, this will be a living person. Clerk to make the appropriate enquires in an attempt to correct the records. Proposal: The Clerk has the authority to use up to £300 to correct administrative identified errors. Proposed: Cllr. RAINEY Seconded: Cllr. KIRBY For: 6 Against: 0 Abs: 0</p> <p>Chair proposed a vote of thanks to the clerk for work carried out to ensure that historic records are in order. Seconded: Cllr. KIRBY For: 6 Against: 0 Abs: 0</p> <p>ii) Digital security of issued documents</p> <p>Following an issue with reproduction of official documents, in particular Grants of Exclusive Right of Burial, ways of ensuring security of original legal documents have been investigated. Clerk suggests that the JBC purchase a paper embosser which can be personalised with a unique seal. Approximate cost: £40.00 Proposed: Cllr. WRIGHT Seconded: Cllr. RAMSAY For: 6 Against: 0 Abs: 0</p>
109.	<p>Correspondence: to note items of correspondence received or sent since last meeting (for information only)</p> <p>i) Enquiry about reserved plot from SOWERBY, is it in the correct spot? Reassured that he has the plot number he requested. He had miss counted the rows on a visit to the cemetery.</p> <p>ii) Funeral just booked in for Tuesday 1.4.26 (WHITE)</p> <p>iii) The official, outstanding EROB (PARKER) has been issued as per last meeting. £20 cheque to be signed for issue at this meeting to reimburse for solicitor fees.</p> <p>iv) WIGGINTON. The permit application form has been received from the monumental mason, PD TIMMS This paperwork dates from early 2023. No record in files could be located for payment for the additional inscription and grave cover could be located. PD Timms states that application was made but around that time he lost all emails. PD TIMMS states that it was authorised. JBC has no fee listed for such a grave cover memorial. Copy of application available. Proposal: To secure the payment for the additional inscription only. Proposed: Cllr. WRIGHT Seconded: Cllr. RAMSAY For: 6 Against: 0 Abs: 0</p>
110.	<p>Finance Report:</p>

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	<p>To endorse (and approve, if appropriate) accounts for period 13.1.26 – 12.3.26</p> <p>a) Payments made Proposed: Cllr. RAMSAY Seconded: Cllr. JONES For: 6 Against: 0 Abs: 0</p> <p>Cllr. KIRBY raised the issue of the Clerk's Salary still not having being paid to Wolston Parish Council. Cllr. RAINEY confirmed that there is a reason. The JBC financial report at each meeting does record the ongoing outstanding sum owed to WPC.</p> <p>b) Payments received Proposed: Cllr. RAMSAY Seconded: Cllr. MILNE For: 6 Against: 0 Abs: 0</p> <p>c) To note bank reconciliation. Noted</p>
111.	<p>Recording of JBC meetings To discuss and make decisions on protocol for recording JBC meetings It was confirmed that the recording of Parish Council and associated Committee meetings, is permitted. Recording of the private session is not permitted. Recordings to be deleted after approval of meeting minutes. Proposal: The recording of the Joint Burial Committee meeting be announced at the outset of each meeting. Clerk to amend the agenda appropriately. Proposed: Cllr. WRIGHT Seconded: Cllr. RAMSAY For: 6 Against: 0 Abs: 0</p>
112.	<p>Terms of Reference Cllr. STEVENTON produced a Terms of Reference document and made amendments at the last meeting, 26.2.26. This amended document has yet to be circulated. Terms of Reference document produced by JBC Clerk was circulated to all councillors prior to this meeting and the two Parish Councils. No feedback from Parish Councils as yet. Joint Burial Committee Terms of Reference will require approval of Wolston Parish Council. Information regarding the Joint Burial Committee from WPC RFO was given to councillors. This needs to be clarified with NALC. Cllr RAINEY stated that this Committee is a sub Committee of Wolston Parish Council and has member from both Parish Councils and should not be a problem. Proposal: To proceed with the presented Terms of Reference and submit to Wolston Parish Council and Brandon & Bretford Parish Council. Proposed: Cllr. KIRBY Seconded: Cllr. RAMSAY For: 6 Against: 0 Abs: 0</p>
113.	<p>To approve proposed dates of JBC meetings for Year 2026 – 27 A list of meeting dates was circulated to all councillors prior to the meeting. List sent out to all councillors. Dates follow the established pattern of the fourth Thursday in the month, alternate months. 6 meetings per year. Proposal: Committee accepts the proposed dates for meetings of the Wolston Brandon & Bretford Joint Burial Committee for the Year 2026 – 27. Proposed: Cllr. KIRBY Seconded: Cllr. RAINEY For: 6 Against: 0 Abs: 0</p>

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114.	<p>Review of cemetery fees A list was circulated to all councillors prior to the meeting, showing current prices and fees with a 3% increase in line with inflation. Cllr. RAINEY suggested that it would be right to carry out a market survey to ensure that the JBC fees are in the correct price range. Proposal: To accept the 3% increase in fees for Dyer's Lane Cemetery from 1.4.26 to 31.3.27. Proposed: Cllr. KIRBY Seconded: Cllr. JONES For: 4 Against: 2 Abs: 0 Proposal Carried</p>
115.	<p>Information only (a) Purchase of Exclusive Rights of Burial none (b) Prepurchase of Exclusive Right of Burial none d) Interments of ashes: none</p>
116.	<p>Information only Application for Permits for memorials POSTLETHWAITE</p>
117.	<p>Procedure for purchasing Grant of Exclusive Right of Burial at Dyer's Lane Cemetery Clerk produced a document which details the procedure followed by WBB JBC for applications for a Grant of Exclusive Right of Burial at Dyer's Lane Cemetery. Copies of document circulated in the meeting. Review of document aiming to ensure that all Committee members are familiar with the procedure. ACTION: Clerk to circulate an electronic copy of the document and associated documents for feedback and questions which may support further clarification of the document information to be discussed at next meeting. .</p>
118.	<p>Cemetery Maintenance and Grass Cutting Review: An early cut, March 2026, for the grass was authorised by the Clerk. Invoices for January, February and March contracted hours submitted, total: £390 Expenses: black bins liners for waste bins in cemetery: £28.74 Additional work: 34.5hours total: £517.50 Proposal: To approve the payment for additional work at Dyer's Lane Cemetery. Proposed: Cllr. RAMSAY Seconded: Cllr. RAINEY For: 6 Against: 0 Abs: 0</p>
119.	<p>AOB & Future Agenda Items: Cllrs. to advise Clerk at least 10 working days prior to next meeting. Next meeting is AGM including election of Chair & Vice Chair and will take place in the main church room.</p>
120.	<p>Date and Venue for next meeting – 6:30p.m.Thursday 28th May 2026 at Wolston Baptist Church.</p>
121.	<p>Exclusion of Public and Press In accordance with Para 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the WBBJBC resolves that the press and public be excluded from the meeting during consideration of other Agenda items due to the confidential nature of the business transacted, where the public interest would not be served in disclosing this information. Further, the exclusion is on the grounds that items of business to be discussed are likely to include matters that are personal and confidential and therefore exempt from public disclosure.</p>
122.	<p>Committee Personnel Matter During discussion of a Cemetery Inspection workshop attended by the Clerk, the matter of Public Liability Insurance was raised. ACTION: Clerk to make enquiries with Wolston Parish Council to confirm details of cover for the Cemetery and obtain a copy of the certificate.</p>
<p>Close of Meeting: 19:50</p>	

CHAR.  1/6/26
I Wright 1-6-26