

Wolston, Brandon & Bretford Joint Burial Committee

Councillors are hereby summoned to attend a meeting of the WBB-JBC to be held 6.30 pm on Thursday, 23rd May 2024 at the Baptist Church Lounge Room, Main Street Wolston, CV8 3HLJ

A Public Forum for members of the public and press will begin at 6.30 pm to raise any matters of concern with the Joint Burial Committee. A time limit of 5 minutes to speak, per person, may be imposed at the Chair's discretion, in order to keep to schedule. The Chair will close the forum no later than 7.00pm and the formal meeting will commence.

Lorraine Knowles, Clerk to the Committee (13/5/2024)

E-mail: wbbjbc@wolstonpc.co.uk

AGENDA

JBC No.	ITEM	Papers	Lead
301	Welcome: - JBC Cllrs, - Members of the Public Apologies & acceptance of absence: -To receive Cllrs apologies and reasons for absence.		Clerk
302	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.		Chair
303	Minutes of previous Meeting: to review and approve, if appropriate, minutes of the Joint Burial Committee meeting held on 28 th March 2024	Paper 1 Minutes	Chair
304	Matters arising from the minutes/actions list		
305	Election of Chair for May 2024 – May 2025		Chair/All
306	Correspondence: to note items of correspondence received or sent since last meeting (for information only). <ul style="list-style-type: none"> • Request to sell EroB no longer required. • Request for a receipt of payment made in 2018. 		Clerk
307	Finance Report: <ol style="list-style-type: none"> 1) To endorse (and approve, if appropriate) accounts for period 13.2.24 to 12.03.24. Deferred from previous meeting due to pending payments. 2) To endorse (and approve, if appropriate) accounts for period 13.3.24 – 12.5.24) <ol style="list-style-type: none"> a) payments made b) payments received c) to Note Bank Reconciliation 	Paper 2 Report 1 Paper 3 Report 2	Chair
307	Current Financial Situation Update: Consider, endorse (& approve, if appropriate), accounts: <ul style="list-style-type: none"> • Finance : Annual Report for year April 23 – March 24 • Status of updating of Burial Committee bank account 	Paper 4 Report for April 23 – March 24	Clerk/Chair
308	Review of Cemetery Regulations	Paper 5 Regulations	Chair
309	<p>(a) Purchase of Exclusive Rights of Burial Review & update of fees/charges including change of circumstance charges.</p> <p>Outstanding payment (M. Pollard) – is this now settled?(Chair dealing see minutes of last meeting)</p> <p>(b) Interments: Decision to be made re. regulations for ashes plot size and dimensions of memorials.</p>	Paper 6 current fees and charges Paper 7 Comparison of fees and charges	Clerk/Chair

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310	Cemetery Progress- Reviews and Decisions and Actions <ul style="list-style-type: none"> • Widening of gates – update • New bins for cemetery • Improvement of extended ashes area at top of cemetery 		Clerk
311	List of contact details for Committee members Update and circulation	Paper 8	Clerk
312	Digital Software System: Burial Plots & Book-Keeping Update		Clerk
313	AOB & Future Agenda Items: Cllrs to advise Clerk at least 10 working days prior to next meeting.		
314	Date and Venue for next meeting – 6:30p.m. Thursday 25th July 2024 at Wolston Baptist Church		
315	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.		
316	Committee Personnel Matter <ul style="list-style-type: none"> • Date for Record Ledgers to be passed on to Clerk • Approval of cost of Clerk Training • End of probationary period review for clerk (review by two members of committee) 		
Close of Meeting:			

SIGNED: L. Knowles (Clerk of WBB-JBC)

Dated: 17th May 2024