

Wolston, Brandon & Bretford Joint Burial Committee

**Draft Minutes of Meeting 6.30 pm on Thursday, 22nd January 2026
at Wolston Baptist Church, Main Street Wolston, CV8 3HJ**

Present: Cllr. WRIGHT (Chair), Cllr. KIRBY (Vice-Chair), Cllr. RAINEY, Cllr. RAMSAY, Cllr. MILNE, Cllr. JONES, Cllr. STEVENTON, L. KNOWLES (Clerk & RFO)

Members of Public: 0

JBC Item no.	DRAFT MINUTES Meeting start:18:30
83.	Welcome: - JBC Cllrs, - Members of the Public Apologies none received
84.	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. Councillors were requested by the Chair to declare any interest (personal or financial) which may be relevant to item 98ii) in confidential section of meeting following receipt of circulated letter. . None declared.
85.	Minutes of previous Meeting: Review and approve, if appropriate, minutes of the Joint Burial Committee meeting held on 27 th November 2025. Proposed as true & accurate record of meeting Proposed: Cllr. KIRBY Seconded: Cllr. RAMSAY For: 6 Against: 0 Abs: 1
86.	Matters arising from the minutes/actions list (unless included below) i) Cemetery Post Box update The post box has been delivered and arrangements will be made to install in the cemetery. Post box to be sited near to the chapel. ii) £10 donation December 2019 update Clerk confirmed that the donation discussed at previous meeting was submitted via cheque on 9 th December 2019. iii) No invoice yet received from Wolston Parish Council in respect of Clerk's salary payment. No update from WPC. iv) Clerk confirmed that a letter had been sent to both Wolston and Brandon & Bretford Parish Council informing that the Joint Burial Committee intends to submit a claim for precept.
87.	Correspondence: to note items of correspondence received or sent since last meeting (for information only) Details of an enquiry in respect of a reserved ashes plot and its site were provided. Proposal: to open a file in respect of this reserved plot to maintain appropriate records and details of the enquiry for future reference. Proposed: Cllr. RAINEY Seconded: Cllr. RAMSAY For: 7 Against: 0 Abs: 0
88.	Finance Report: To endorse (and approve, if appropriate) accounts for period 13.11.25 – 12.1.26 a) Payments made Proposal to accept

Proposed: Cllr KIRBY
Seconded: Cllr RAMSAY
For: 7
Against: 0
Abs: 0

Clerk confirmed that payments go directly in to bank account via BACS.

b) Payments received

Proposal to accept

Proposed: Cllr. KIRBY
Seconded: Cllr. RAMSAY
For: 7
Against: 0
Abs: 0

c) To note bank reconciliation.

Noted

A finance report for the financial year 2024 – 25 had been circulated to all Committee members. The report detailed the income and outgoing payments on a monthly basis for that year. The JBC account was in debit of £2,065 for the year 2022 – 23, in credit of £1,861 for the year 2023 – 24 and in credit of £1,683 for the year 20024 - 25. How ever for that latest year the JBC owed Wolston Parish Council for some Clerk Salary which would leave a deficit of approximately £417. Each year there are several months when there is no income. Any deficit is due to lack of exponential growth of funds. Noted and Clerk thanked for informative report.

89. **Banking**

i) Retention of existing current bank account with HSBC

At the last meeting review of the current bank account was listed as an item agenda for this meeting as previously (more than 6 months) the Committee had voted on transferring the bank account to another bank.

The HSBC account has now been set up to suit the needs of the JBC. The Clerk is a signatory and so can give instruction on the account. Online banking has been set up. JBC has named contacts at the bank to support with any requests or needs.

ii) Movement of savings account to higher interest account

Proposal: To open a fixed term account for 12 months with a higher interest rate.

Proposed: Cllr. KIRBY
Seconded: Cllr. JONES
For: 7
Against: 0
Abs: 0

90. **Budget**

i) Summary of annual costs for running of cemetery

A predictive budget detailing the regular payments made for the running and management of the cemetery was circulated to Committee members prior to meeting. Budget was based on last year's actual figures and prospective for next year.

Explanation of individual item figures provided.

Additional work will be extraordinary items which will come out of reserves.

Noted that additional one-off planned work projects such as resurfacing of car park will be a provision that will come to the Committee as an extraordinary item and come out of reserves.

Proposal: To accept presented predictive budget.

Proposed: Cllr. KIRBY
Seconded: Cllr. RAINEY
For: 7
Against: 0
Abs: 0

	<p>ii) Forecast of land use in cemetery Mapping out of plots on unused cemetery land to inform prediction of future has not yet taken place. Brief discussion of clerk's hours being realistic to requirements of post. Clerk will continue to maintain record of hours worked each week and notify Committee if any extraordinary need for additional hours arises. Future agenda item.</p>
91.	<p>Terms of Reference To discuss and make decision on structure and review of Terms of Refence for WBBJBC Discussion took place regarding the relationship between the newly proposed Terms of Reference document and existing legal documents and responsibilities. Questions presented by councillors and circulated prior to the meeting were addressed and amendments made to the document by Cllr. STEVENSON. This amended document will be circulated prior to next meeting. The decision was made to hold an extraordinary meeting dedicated to consideration and discussion of this document to decide an approved format and structure of the Joint Burial Terms of Reference going forward, to ensure the efficient, effective and legal operation of the Joint Burial Committee. Clerk will book venue and circulate date and one item agenda for the meeting.</p>
92.	<p>Information only</p> <p>(a) Purchase of Exclusive Rights of Burial None</p> <p>(b) Prepurchase of Exclusive Right of Burial none</p> <p>(d) Interments of ashes: none</p>
93.	<p>Information only Memorials: Application for Permits for memorials None</p>
94.	<p>Cemetery Maintenance and Grass Cutting Review:</p> <p>i) Quote for cemetery maintenance costs for 2026 – 27. Contract hours will remain at same cost. Cost of each grass cut will rise by £20.00. Proposal: To accept the submitted quote from Mr. M. Cooper for Cemetery maintenance and grass cutting costs for the financial year 2026 – 27. Proposed: Cllr. RAMSAY Seconded: Cllr. KIRBY For: 7 Against: 0 Abs: 0</p> <p>ii) Improvement of track in cemetery for vehicle access Proposal to improve the vehicle access to the cemetery by installing grid/mesh in the right hand side of track. This method will provide traction for vehicles resolving the issue and maintains the appearance of the cemetery. A quote will be procured prior to work. Proposed: Cllr. RAMSAY Seconded: Cllr. KIRBY For: 7 Against: 0 Abs: 0</p>
95.	<p>AOB & Future Agenda Items: Cllrs. to advise Clerk at least 10 working days prior to next meeting.</p> <p>i) Report back on extraordinary meeting regarding Terms of Reference</p>
96.	<p>Date and Venue for next meeting – 6:30p.m. Thursday 26th March 2026 at Wolston Baptist Church.</p>
97.	<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. Proposed: Cllr. KIRBY Seconded: Cllr. RAINEY For: 7</p>

	<p>Against: 0 Abs: 0</p>
98.	<p>Committee Personnel Matter</p> <p>i) Update on meeting with resident regarding pre-purchase of EROB for ashes plot for relatives who are not residents.</p> <p>Background to the issue provided to councillors and feedback from the clerk meeting with resident. An incorrect name is recorded on the Exclusive Right of Burial Register. Clerk met with resident. Resident now states that he has an EROB certificate however it does not show the necessary unique number and it is incorrectly dated making it invalid. He was given this certificate just a few months ago by a former clerk. Options for rectifying this issue have been presented to the resident. Response from resident was read out to the Committee.</p> <p>At this point, Cllr. MILNE declared a personal interest.</p> <p>It was confirmed that at no point in the past has there been any mix up of EROB numbering.</p> <p>Cllr. RAINEY expressed concern that someone other than the current Clerk has issued documents. Cllr. STEVENTON offered to investigate solutions for creating digital security on such documents.</p> <p>20:30 Cllr. RAINEY left the meeting</p> <p>Proposal: The Joint Burial Committee will meet the cost of a Statutory Declaration to correct the name in the Exclusive Right of Burial Register Proposed: Cllr. MILNE Seconded: Cllr. JONES For: 6 Against: 0 Abs: 0</p> <p>Proposal: The Clerk will approach the resident to inform them of the actions to take in respect of obtaining a Statutory Declaration to correct the name in the Exclusive Right of Burial Register and once this has taken place an official Grant of Exclusive Right of Burial can be issued and the invalid certificate surrendered to the JBC. Proposed: Cllr. WRIGHT Seconded: Cllr MILNE For: 6 Against: 0 Abs: 0</p> <p>Proposal: Cllr. STEVENTON to investigate means of making documents digitally secure. Proposed: Cllr. KIRBY Seconded: Cllr. JONES For: 6 Against:0 Abs: 0</p> <p>ii) Update on response to correspondence expressing difficult position of JBC with lack of documentation for cash payment of deposit.</p> <p>Proposal from previous meeting was reiterated. Correspondence to be sent with two outstanding questions and the expression of the difficult situation the JBC was placed by this issue. Response from individual was circulated to all members of Committee prior to meeting. Available documents were presented and detailed to Committee members. Discussion of facts available. The Grant of Exclusive Right of Burial detailed in the response email (issued 4.8.23, countersigned by Cllr. Grainger, number to be advised) is not available in JBC records.</p> <p>Clerk wishes it to be recorded that the comment in the email from Mr. Rennie stating that in passing on the ledger of the correct updated EROBs to the new Clerk, in May 24, he made the Clerk aware that there would be a need to contact people affected and advise them of their new grant number for the plots purchased. This was never said to the new Clerk. If this instruction had been given when taking</p>

on a new role, the Clerk would have ensured it was done. Furthermore, there were no EROBs that needed to be updated with new numbers. The statement in the email is not true.

Proposal: The JBC believes it is in the best interests of all individuals involved including Committee members and the Clerk/RFO, that this matter be written off financially and an EROB issued to Mr Rennie, as time and resources spent fully investigating this matter have already been significant and we believe can go no further and the evidence is not sufficient to support further investigation.

The certificate detailed in the response email needs to be surrendered to the JBC before the official EROB is issued.

Proposed: Cllr STEVENTON

Seconded: Cllr. JONES

Following the proposal, the Chair proposed an amendment that the WBB-JBC claim the outstanding sum of money from the individual to pay for the Grant of Exclusive Right of Burial.

Proposed: Cllr. WRIGHT

Seconded: Cllr RAMSAY

The Chair requested **a recorded vote.**

Voting outcome in respect of the amendment:

Cllr. WRIGHT – For

Cllr. STEVENTON – Against

Cllr. MILNE – Against

Cllr. KIRBY = Against

Cllr. RAMSAY - For

Cllr. JONES - Against

The Chair ruled that the proposal was approved.

Close of Meeting: 21.05

I. Wright Chairman 26th March 2026.