

# Wolston, Brandon & Bretford Joint Burial Committee

## Draft Minutes of Extra Ordinary Meeting of the WBB-JBC held 6.30 pm on Thursday, 26th February 2026 at Wolston Baptist Church, Main Street Wolston, CV8 3H

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

**Members of public:** 1

JBC Item no.	Minutes
99.	<p><b>Welcome:</b> - JBC Cllrs, - Members of the Public</p> <p><b>Apologies:</b> Cllr. RAINEY apologies received.</p>
100.	<p><b>Declarations of Interest (existence and nature) on items on the agenda:</b> Councillors to declare any personal and/or pecuniary interests on items on the agenda. None declared.</p>
101.	<p><b>To review, discuss, make decisions and approve the structure and format of the Terms of Reference for the Wolston, Brandon &amp; Bretford Joint Burial Committee.</b></p> <p>Although not present at the meeting, Cllr. RAINEY circulated an email prior to the meeting expressing his thoughts regarding the Terms of Reference. This email was read aloud to the Committee.</p> <p>The Clerk, having spoken to a representative of Wolston Parish Council passed on the information that Wolston Parish Council is writing a policy in respect of the Joint Burial Board and is responsible for determining the Terms of Reference for a Committee.</p> <p>Cllr. Jones agreed that Cllr. Rainey is correct that it is not for the JBC to approve the Terms of Reference, however, the JBC is entitled to update and revise the document if they feel it is necessary. Therefore we can go ahead with the process of this meeting to review the document.</p> <p>The Chair was happy to move forward with the meeting which might take the JBC to a position to present considerations and proposals to the Parish Council.</p> <p>Having researched the required content coverage for a Parish Burial Committee Terms of Reference and visited different examples of the same, the Clerk had produced a document for consideration. This had not been circulated to Committee members prior to the meeting.</p> <p>The Clerk will circulate the working document to all members of the JBC after the meeting for their consideration.</p> <p>Cllr. STEVENTON stated that she has revisited the Terms of Reference document that she had produced and had reduced some of its content. This had not been circulated to members of the Committee prior to the meeting.</p> <p><b>Proposal: To make this an agenda item at the next meeting and then contact Wolston Parish Council.</b></p> <p><b>Proposed:</b> Cllr. WRIGHT <b>Seconded:</b> Cllr. RAMSAY <b>All in favour</b></p> <p><b>ACTION;</b> Clerk to contact the Parish Council and inform it of what they are doing in respect of the Terms of Reference.</p>
102.	<p><b>Date and Venue for next meeting – 6:30p.m.Thursday 26<sup>th</sup> March at Wolston Baptist Church.</b></p>

103.	<p><b>Exclusion of Public and Press</b></p> <p>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> <p><b>Proposed: Chair</b>  <b>Seconded: Cllr. RAMSAY</b>  <b>All in favour</b></p>
104.	<p><b>Update on outstanding financial matters.</b></p> <p>i) Clerk updated the Committee on status of the ERoB pre-purchased by Mr. P. The JBC will reimburse the resident £20, the fee for a solicitor witness of Statutory Declaration and a valid certificate with complete details will be issued.</p> <p>ii) Cllr. R circulated an email to all Committee members on 14.2.26 and 22.2.26. A hard copy has been received by the Clerk. A signed statement declaring that all JBC documents have been removed from personal devices as a matter of GDPR. A hard copy of the invalid ERoB certificate has also been submitted to the Clerk.</p> <p>The Chair expressed his concern in respect of the copy of the ERoB that was submitted and concern that the missing £230.00 is still not accounted for which places the onus on the previous clerk.</p> <p>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. This decision to be reflected in the accounts with a note to be added to the accounts writing off a bad debt.</p> <p>Cllr. STEVENTON read aloud the accepted proposal from the minutes of the last meeting.  Cllr. STEVENTON presented 3 possible options moving forward:</p> <ol style="list-style-type: none"> <li>1. Make the proposal again and vote on it.</li> <li>2. If the proposal is not accepted, propose a vote of no confidence in the Chair.</li> <li>3. Councillors from Brandon &amp; Bretford will leave the meeting.</li> </ol> <p>Cllrs. JONES, STEVENTON &amp; KIRBY left the meeting.  The Chair ended the meeting.</p>
Close of Meeting: 20.10	

Signed: *I. Wright* Chair *26th March 2026* Date: