

Minutes of the Huntington Cemetery Committee (HCC) Meeting held on Tuesday 11th June 2024 commencing at 7:00 pm in Huntington Community Centre

Present; Councillor A. Hawxby (AH), Councillor D.Geogheghan-Breen (DB), Councillor M.Gowland (MG), and N. Fatima (Burial Clerk).

Members of the public: 6

1.1 To receive any apologies for absence

Apologies received from Councillor M. Duncanson (MD) due to family commitments.

1.2 It was resolved to approve the apologies and reason for the absence.

2. To elect a Chair

DB proposed MD this was seconded by AH.

3. To elect a Vice Chair

AH proposed DB this was seconded by MG.

4. To agree on the Terms of Reference for Huntington Cemetery Committee

The terms were agreed unanimously.

5. To agree on the Terms of Reference for Friends of Cemetery Committee

The terms were agreed unanimously.

6. To agree on dates of Meetings for the rest of the year

Tuesday 10th September 2024

Tuesday 10th December 2024

Tuesday 11th March 2025

The dates were agreed unanimously.

7 To confirm the minutes of the meeting held on 12th March 2024 as a true and correct record

It was resolved that the minutes of the 12th March 2024 be approved as a true and accurate record and signed and dated by the Vice Chair.

8. To approve the accounts for Q1 2024/2025

The accounts for Q1 2024 / 2025 were presented. It was resolved to be approved as a true and accurate representation of the current financial status.

As per the recommendation from the internal auditors report it was resolved to adopt the following recommendations in line with HPC's current financial regulations (2019) last revised and adopted in May 2023.

RECOMMENDATION 1:

That the council incorporates all cemetery administration, assets and management back to the parish council with immediate effect and that necessary and that the bank accounts for the cemetery are transferred and registered in the name of Huntington Parish Council and that a review of the bank accounts and signatories be carried out. The council must action this as a high priority.

RECOMMENDATION 4:

That all future VAT reclaims for the cemetery from 01st April 2024 be incorporated within the VAT reclaim submitted by the Parish Council and that the Parish Council makes a voluntary disclosure to HMRC to notify them of the changes relating to the Joint Burial Authority and that HMRC be requested to update their records accordingly. The council need to ensure that the cemetery bank accounts and records are all transferred in the name of the Parish Council.

RECOMMENDATION 5:

That the council ensures that it carries out a risk assessment of all financial and non-financial related risks and that the register be formally reviewed and adopted at a council meeting recording the details of the current controls in place and additional controls (if any) to manage the risks. Further guidance on risk management is available on page 44 of the Governance and Accountability Practitioners Guide.

RECOMMENDATION 9:

That budget monitoring reports are provided to the council at least once in each quarter in accordance with the requirements of Financial Regulation 4.8.

RECOMMENDATION 11:

That the council makes use of the Cemetery module of the Scribe accountancy software for the cemetery administration from the new financial year.

RECOMMENDATION 12:

That the Council makes a voluntary disclosure to HMRC to notify them of the changes relating to the Joint Burial Authority and to de-register the Joint Burial Authority as an employer and that HMRC be requested to update their records accordingly. This must be actioned as a high priority. All future payslips from the 1st April 2024 for the Burial Clerk to be processed via Huntington Parish Council payroll.

RECOMMENDATION 15:

That the Asset Register for the council and the Cemetery Assets is consolidated to one register and that improvements are made to the asset register to include the key information as per Governance and Accountability Practitioners Guide. The council may wish to maintain the asset register on the Scribe Accountancy Software as this functionality is available and built in within the software.

The recommendations were presented and were approved unanimously.

9. To receive the Clerks Report

The clerk provided an update on the management of the cemetery.

It was noted that between 13/03/2024 and 11/06/2024 there have been 11 cremated remains interment and 7 full burials.

Recently, there has been inability of the grave digger to dig double-depth graves. A decision was made to pause double graves for one month whilst the standing water issue has subsided.

10. To discuss the process of including a plaque on the cemetery benches

Several requests have been received to add plaques to the cemetery benches.

Action: NF will obtain price quotes from Cameo and Timpson and draft an application form for the plaque requests.

11. To discuss installing CCTV at the Cemetery

This item was previously discussed and has been included again for further consideration.

It was agreed that HCC would first explore the installation of floodlights and evaluate whether they could serve as a deterrent.

Action - JB will seek a recommendation for equipment and identify potential sources, then present these recommendations to the Parish.

Action – NF will place a notice on the waste bin to say it's only cemetery waste.

12. To discuss the disposal of flower creation frames

The Friends of the Huntington Cemetery Committee have generously offered to dispose of floral arrangements in an environmentally friendly manner.

Action - NF will post a sign to inform cemetery users about this service.

13. To receive an update on the flooding at the cemetery

The recent work has successfully reduced the standing water issues. Any remaining local concerns will be addressed separately, including the maintenance of paths and the removal of weeds and horsetail.

14. To receive an update on the implementation of Rule 10.

The full rules will be published on the website shortly.

Action - DB to create an A4-size condensed version of the rules.

15. To receive an update on the cemetery maintenance contractors

Due to unforeseen personal circumstances, Meticulous Gardens is no longer able to continue its services.

Consequently, the contract has been offered to our second choice, Yorkshire Gardening Services.

Concerns have been raised regarding the condition of the cemetery, prompting a scheduled meeting on Thursday to assess the new contractor's work. A formal decision will be made thereafter regarding the continuation of the contract.

The new tender document, specifically Section 6 (Removal of mementos, flowers, wreaths, and other objects from graves), will also be reviewed.

Action - NF: An official statement will be issued to inform cemetery users about updates to the cemetery maintenance contractors.

16. Correspondence

NF informed the cemetery committee that we have received correspondence concerning the cemetery's condition. Issues reported include:

- Long overgrown grass with uneven cutting, leaving several patches untrimmed.

- Inadequate strimming around plots, resulting in many plaques being obscured.

The meeting finished at 8.30 pm.

Signed..... Dated.....

Chair