

A MEETING OF THE WIGTON BURIAL JOINT COMMITTEE WAS HELD ON

THURSDAY 5th October 2023 AT 7.00PM

PRESENT –

Councillor Mary Clark (Acting Chairman)
Councillor Mary Huntington
Councillor Tony Huntington
Councillor William Marrs
Councillor Jackson

Clerk: Emma Ireton

WBJC/16/2023 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE

Councillor Girvan
Councillor Hamblin
Councillor Mattinson

WBJC/17/2023 TO RECEIVE MINUTES FROM PREVIOUS MEETING

Minutes from the meeting held on the 6th of September were discussed.

There was an error in section **WBJC/02/2023** where Waverton was cited instead of Woodside.

WBJC meeting held on 6th September 2023 – **AGREED**

**WBJC/18/2023 DECLARATIONS OF INTERESTS, MEMBERS AND OFFICERS
TO GIVE NOTICE OF INTERESTS ON ITEMS ON THE AGENDA**

NONE

WBJC/19/2023 EXCLUSION OF PRESS AND PUBLIC

None

WBJC/20/2023 PUBLIC PARTICIPATION

To receive any representations from members of the public – Members of the public are invited to speak for a maximum of 5 minutes each. The maximum total time for public participation will be 10 minutes. At the close of this item, members of the public will no longer be permitted to address the Council Members unless invited to do so by the Chairman.

NONE

WBJC/21/2023 RESIGNATION OF CHAIRMAN

Due to the resignation of the committee chairman, the vice chairman stepped up as acting chairman until the AGM in May 2024.

This opened a space for a vice chairman. Councillor Marrs proposed Councillor T Huntington and this was seconded by Councillor M Huntington.

RESOLVED

That Councillor T Huntington was voted as vice chairman.

WBJC/22/2023 FINANCE MATTER

Members noted that the joint committee finance document had been received, however it needed to be amended to include the electors and not council tax base. This is a simple recalculation and once the RFO completes, will forward onto members.

It was requested that the bank account signatories for the WBJC be updated which included removing Councillor Robbins. Members agreed that there should be three further signatories, totalling four including the current clerk/RFO, EI.

It was proposed that Cllrs Clark, T Huntington and Marrs become the three new signatories.

RESOLVED

That Cllrs Clark, T Huntington and Marrs were voted as the three new signatories.

It was noted that VAT relating to the administration fees of the cemetery house did not appear on the cashbook. The RFO explained that this had not been included for several financial years as it was recorded as exempt on Scribe. An investigation would take place into how long and how much VAT had been missed and report back to the committee.

For budgeting purposes, the committee requested a comparison of the last financial year with this year to date. **ACTION** – RFO to provide a YTD comparison between 22/23 and 23/24.

WBJC/23/2023 2024/2025 BUDGETS

The committee started the budget discussions, initially adding 10% to most budget lines to account for inflation. Each budget line was reviewed, and a decision was made to keep or adapt the budget line or move it into a reserve. The RFO agreed to produce a completed draft version for the next meeting.

In order to help with the budget setting the committee also requested a balance sheet for the WBJC. The RFO will calculate what payments and receipts should be taken off the bank account balances so the committee is able to see what the approximate balance is. This will help to make a decision around what money can be allocated towards maintenance and repairs in the remainder of 2023/2024.

To be able to calculate the precept request, receipts and payments need to be as accurate as possible to calculate a deficit figure, this deficit will then become the precept amount that will be requested from each parish/town council.

The committee discussed the need for a list of essential and time sensitive maintenance and repairs associated with the cemetery house and the grounds. The cemetery house kitchen needs replacing, and the damp proofing (condensation issue) still needs attention. A list for future repairs was also discussed and included items such as improving the EPC rating of the house and possible improvements to the electrical installation.

It was agreed that the committee need to consider the following plans:

Up to 12 months

1-3 years

3 years +

It was noted and agreed that all liabilities should have a ringfenced amount for when the time comes to complete the repair.

The committee looked at how income could be increased or how their costs could be reduced. An option could be to review the rent on the house and the cemetery fees.

WBJC/24/2023 CHAIR'S REPORT

It was requested that the other parish clerks were included in the mailing list and the RFO/clerk was asked if a simpler payment list could be sent each month.

WBJC/25/2023 CLERK'S REPORT

The clerk noted that two hours were spent during the month when undertaking duties for the cemetery.

Meeting Closed – 8:38pm

Date of next meeting: TBC