

## **OVINGHAM JOINT BURIAL COMMITTEE**

(WYLAM, HORSLEY, OVINGHAM AND OVINGTON PARISH COUNCILS)

**MINUTES OF MEETING OF OVINGHAM JOINT BURIAL COMMITTEE  
HELD ON 6<sup>th</sup> JUNE 2017 AT 7pm at NORTH CHAPEL, OVINGHAM CEMETERY**

**Councillors present:** Mr. T. Martin (Wylam PC) (Chairman); Mrs. D. Jordon (Ovingham PC); Mr. I Campbell (Ovingham PC); Mr. M. Senior (Horsley PC)(Vice-Chairman); Mrs. P. Bailey (Ovington PC); Mr. P. Pescod (Ovington PC).

**Also present:** Mrs. D. Carney (Clerk to the Committee).

**1. QUORUM.**

There being one representative from four constituent Parish Council present, the meeting was declared quorate.

**2. ELECTION OF CHAIRMAN OF OVINGHAM JOINT BURIAL COMMITTEE.**

T. Martin was elected Chairman.

**3. ELECTION OF VICE-CHAIRMAN OF OVINGHAM JOINT BURIAL COMMITTEE.**

M. Senior was elected Vice-Chairman.

**4. APOLOGIES FOR ABSENCE.**

Received from Councillor K. Trobe (Wylam PC) and Mrs. J. Hornsby (Cemetery Superintendent).

**5. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

No interests were declared.

**6. QUESTIONS FROM MEMBERS OF THE PUBLIC ON ITEMS ON THE AGENDA.**

No members of the public were present and no questions were put.

**7. CONSIDERATION OF THE MINUTES OF THE MEETING OF OVINGHAM JOINT BURIAL COMMITTEE HELD ON 25<sup>th</sup> APRIL 2017.**

Having been circulated to members prior to the meeting, the Minutes were **agreed** to be a true record of proceedings and signed by the Chairman.

**8. The Clerk's Report.**

**8.1 Signatures of agreed final version of the OJBC Constitution.**

Signed copies had been received from Ovingham and Ovington Parish Councils. M. Senior confirmed that Horsley Parish Council was happy to sign the Constitution

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Chairman of Meeting

## 8.2 Cemetery Ledger and other records.

J. Hornsby had been invited to the meeting and had indicated that she would attend the next meeting in September. Copies of the current description of the Superintendent's Role/Duties and Terms of Contract had been circulated to members (the Clerk had amended the amount of the Honorarium to reflect its current level). It was **noted** that the Terms of Contract and the Description of Role and Duties for the Superintendent had last been updated in March 2011. It was **agreed** that these documents would be reviewed and updated in discussion with J. Hornsby and a revised draft submitted for approval at a future meeting of the Committee.

## 8.3 Cemetery Grounds Maintenance Contract 2017 – 2020.

An email had been received from a resident whose property abuts the south-eastern edge of the Cemetery. It was **agreed** that the contractor Geoff Sloan would be notified about this area and asked to take action on weed growth on graves. It was **noted** that the "green waste" pile at the north-west corner of the Cemetery was very unsightly and needed confining in some way. It was **agreed** that this should be raised with Geoff Sloan. It may be that it can be used for compost. The Clerk had emailed Geoff Sloan to ask whether any issues outside the scope of the Schedule of Work have arisen since 1 April 2017. Mr. Sloan had not reported any issues.

## 8.4 Cemetery Lodge repairs and painting.

Work on the Lodge is now complete, but repairs and painting at the Chapels are still outstanding. It was **agreed** that D. Jordon and the Clerk would contact the tenant to arrange inspection of the interior of the Lodge.

## 8.5 Lodge Rent.

The Clerk and D. Jordon had met with the tenant on 10<sup>th</sup> May. D. Jordon reported that the tenant is making every effort to pay off rental arrears and these should have been cleared by the end of August. D. Jordon had given the tenant a schedule to help her organise outstanding payments.

## 8.6 Headstone topple-testing.

It was **agreed** that the Clerk would contact Northumberland County Council. Some information about NCC's service had been provided by Prudhoe Town Council. There had been no contact with J. Hornsby regarding maps of the Cemetery although some photocopied maps had been handed to the Clerk by D. Jordon.

## 8.7 Payments: Came & Company Insurance.

The Clerk had contacted Came & Company regarding the amount of the invoice. Came & Company confirmed that the OJBC is still in a three-year contract. The increased

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Chairman of Meeting

amount of the invoice was due to an increase in Insurance Premium Tax. The Invoice had been paid.

8.8 Review of OJBC Accounts for the year ended 31 March 2017.

The Flexible Savings Account had been updated. See **Item 13**.

9. **Superintendent's Report (J. Hornsby).**

J. Hornsby was unable to attend the meeting.

10. **Progress report on Banking Arrangements with Lloyds Bank. (D. Carney)**

The Clerk reported that she had met with the Manager of Lloyds Bank Prudhoe Branch on 26<sup>th</sup> April 2017. The previously completed Mandate Change forms for the existing account had been returned as according to new Bank regulations the Committee would need a Lloyds Bank Treasurer's Account suitable for the organisation. The new Mandate Forms were completed by all signatories: Mrs. D. Carney, M. Senior and I. Campbell. It was **agreed** that additional signatories would be added at a later date once the bank account was set up. In the meantime, the Clerk would liaise with J. Jackson via D. Jordon to receive bank statements and to get cheques signed.

**FINANCE.**

11. **Report on income received since the last meeting on 25<sup>th</sup> April 2017.**

The following income has been received:

| Date     | Source                 | Amount    |
|----------|------------------------|-----------|
| 03/04/17 | NCC Housing Benefit    | £170.44   |
| 03/04/17 | Lodge Rent             | £40.00    |
| 18/04/17 | Lodge Rent             | £210.00   |
| 25/04/17 | Wylam PC – maintenance | £2,160.00 |

12. **Report on payments made and authorisation of payments to be made at the meeting (06/06/17).**

| Inv. Date | Payee       | Supply details       | Cheque No.    | Amount  |
|-----------|-------------|----------------------|---------------|---------|
| 18/04/17  | NCC         | Non-domestic rates   | DD            | £55.88  |
| 20/04/17  | Geoff Sloan | Grounds contract     | SO            | £629.50 |
| 21/04/17  | J. Hornsby  | Expenses outstanding | Cashed 439311 | £2.56   |
| 24/04/17  | J. Hornsby  | Salary               | SO            | £121.00 |

No further invoices had been received to date.

Signed: ..... Date: .....  
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**13. Review and Approval of the OJBC Accounts for the Year Ended 31 March 2017.**

A copy of the Statement of Account had been circulated to members prior to the meeting. The Statement of Account was **approved**.

**14. Urgent Items and Items for a Future Agenda.**

a. Grants for work to Chapels.

P. Bailey reported that the chapels are only eligible for certain grants as they are not Listed buildings or Ancient Monuments. Certain grants could be awarded if the buildings were put to community use. It was **agreed** that, due to their location, an appropriate use needed to be found. The chapels were not suitable for use by community groups, and other uses, such as office space and storage might not be in keeping with the location either. It was suggested that use as storage facilities might be the most appropriate but both internal and external refurbishment would be needed. It was **agreed** that P. Bailey would research current prices paid for storage. It was **noted** that over £8,000 was available in the OJBC savings account. It was **noted** that A. Jackson had been using the South Chapel for storage free of charge. A decision on charging for this facility would be taken at a future meeting of the Committee. It was **agreed** that the constituent Parish Councils would be consulted on any future proposal for their refurbishment and use, especially on the cost implications.

**15. To agree the date of the next meeting of the Committee.**

It was agreed that the next meeting of the Committee would take place on **Tuesday 5<sup>th</sup> September 2017 at 7pm in Wylam Institute.**

The meeting was followed by an inspection tour of the Cemetery.

Signed: ..... Date: .....  
Chairman of Meeting