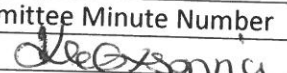


Minutes of a Meeting of Clowne & Barlborough Joint Burial Committee held on Monday 27th November 2017 in the Community Centre, Recreation Close, Clowne starting at 6pm

Present	Councillor K. Oxspring (Chair) Councillors A. Bailey, H. Gilmour, N. Page, K Reid, M. Stanton, R. Walker, B. Watson (Vice Chair)
In Attendance	3 Members of the Public
Clerk and Minute Taker	S. Singleton

Minute Number	Order of Business Part 1 None Confidential Business	Motion and Decision	Voting
08/17	Apologies for Absence Apologies received from Councillors G. Buxton, T. Connerton, D. Haywood, A. Patterson, T. Patterson, H. Slonski, N. Slonski, J. Smith	Apologies Accepted	Agreed All in favour
09/17	Confirmation that Attendance Register has been signed	Confirmed by all present	
10/17	Notification of Unregistered Declarations of Personal or Pecuniary Interest	No Unregistered Declarations Presented	
11/17	Notification of Consideration of a Dispensation	None to consider	
12/17	Confirmation of the Minutes of the Council Meeting held on Wednesday 19th April 2017 and Wednesday 31st May 2017 Councillor Walker advised that he had not been notified of the 31 st May meeting. Councillor Oxspring apologised if this had been the case but stated that as far as she was concerned all members had been correctly notified in the normal way and wasn't aware of any issues being raised at the time.	Approved as a true and correct record	Agreed 7 For 1 Abstained 0 Against
13/17	Consideration of Any Matters Arising not Considered elsewhere on the Agenda Councillor Bailey asked about the removal of two trees at the cemetery. The Clerk advised that all works relating to management of trees affecting the electricity sub transformer had now been completed.	It was moved by Councillor Reid and seconded by Councillor Watson that the meeting moves to the next item of business.	Agreed 6 For 0 Abstained 2 Against

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	<p>Councillor Walker said he had raised 16 matters on behalf of parishioners for consideration at the meeting and was disappointed to see that only 3 had been put on the agenda.</p> <p>Councillor Oxspring felt that 16 items was excessive and that she had talked to the Clerk about this matter and it had been agreed that such a number would be difficult to accommodate in a single meeting.</p> <p>Councillor Reid pointed out that he believed, on the advice of the Derbyshire Association of Local Councils that Matters Arising and Any Other Business shouldn't be on as an agenda anyway.</p> <p>Councillor Reid advised that if parishioners have issues they want to raise they should write to the Council explaining the matter they would like considering or attend the Parishioners' Forum held before the monthly Council meetings and raise it there.</p>		
14/17	<p>Proposed Date and Time of Next Meeting Monday 12th March 2018 at the Community Centre, Recreation Close, Clowne at 6pm</p> <p>Councillor Watson advised that the suggested date was problematic for members of Barlborough Parish Council and asked for it to be changed if possible.</p>	<p>It was moved by Councillor Reid and seconded by Councillor Oxspring that the next meeting of the Joint Burial Committee be held a week later at the Community Centre, Recreation Close, Clowne on Monday 19th March 2018 at 6pm.</p>	<p>Agreed All in Favour</p>
15/17	<p>Draft Terms of Reference</p> <p>The Clerk advised that as a result of recommendations from the External Auditor, Grant Thornton UK, the Joint Burial Board had, from 1st April 2017, ceased to exist as a separate legally accountable entity.</p>	<p>It was moved by Councillor Oxspring and seconded by Councillor Watson that the Draft Terms of Reference be approved by the Committee and ratified by each Council at their next available meeting.</p>	<p>Agreed All in Favour</p>

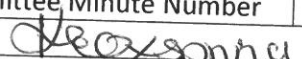
	<p>As Lead Authority, Clowne Parish Council, had now assumed responsibility for all financial matters and other statutory duties in relation to the management and operation of the cemetery.</p> <p>As such a separate bank account and a constitution wasn't required anymore and the Joint Burial Board would now be a reclassified as a committee which requires it to have agreed Terms of Reference.</p> <p>The Clerk had circulated a copy of the draft Terms of Reference for consideration and approval. It was necessary for both Parish Councils to formally adopt at their next Council meeting.</p> <p>The Clerk advised that the existing bank account would be closed and the balances moved to Clowne Parish Council's main account under its own cost centre for ease of financial administration.</p>		
16/17	<p>Review of Cemetery Accounting Statements for 2017/18</p> <p>The Clerk circulated his financial report for consideration and approval.</p> <p>The report identified the total funds available for the Cemetery and the expenditure incurred reconciled to period 8 (30th November 2017).</p> <p>The Clerk clarified a number of points and answered several questions in relation to the Accounting Statements.</p>	<p>It was moved by Councillor Oxspring and Seconded by Councillor Watson that the report be received.</p>	<p>Agreed 6 For 2 Abstained 0 Against</p>

17/17	The Parish Council resolved to exclude the public from this part of the meeting as it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
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Part 2 Confidential Business

Under Part 1 of the Public Bodies (Admission to Meetings) Act 1960 and Schedule 12a of the Local Government Act 1972 as Amended

18/17	<p>Contractual Arrangements for Grave Digging</p> <p>The Clerk advised that the number of available graves had dropped to 3 so he needed to urgently commission another 12 before Christmas. These works would match the existing specification used on previous contracts.</p> <p>A discussion took place on the quotes received and Councillor Watson also asked about getting quotes to remove the spoil that had accumulated at the bottom end of the Cemetery.</p> <p>The Clerk advised that he would obtain costings for its removal to a licensed tip and report back to the next meeting.</p>	<p>It was moved by Councillor Reid and Seconded by Councillor Stanton that the Contract for the digging of 12 walled graves including all labour, equipment, tools and materials (including Harris fencing) be awarded to LA Landscaping Services Ltd.</p>	<p>Agreed All in favour</p>
19/17	<p>Contractual Arrangements for Grounds Maintenance</p> <p>Councillor Oxspring advised that she had previously registered a Pecuniary Interest in this item of business and handed the chair over to Councillor Watson.</p> <p>Councillor Oxspring left the meeting and took no part in the discussion or voting.</p> <p>Councillor Watson, as Vice Chair, took over the meeting.</p> <p>The Clerk advised that the grounds maintenance of the Cemetery had been undertaken by a member of Clowne Parish Council's estates and premises team.</p> <p>Due to sickness during June and July it had been necessary for the Council to temporarily engage with Local Contractors to undertake this work.</p>	<p>It was moved by Councillor Watson and seconded by Councillor Page that the report be received.</p>	<p>Agreed 6 For 0 Abstained 2 Against</p>

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	On return the member of staff indicated that they no longer wished to continue to undertake this work so the temporary contract had been extended until the Clerk was in a position to review options and prepare contract documents and grounds maintenance specifications for tender sometime during February/ March 2018 in time for the new cutting season.		
Councillor Oxspring returned and closed the meeting at 7.25pm			

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