

JOINT BURIAL COMMITTEE OF CLAYBROOKE PARVA, CLAYBROOKE MAGNA AND ULLESTHORPE PARISH COUNCILS

AGREEMENT ON THE FINANCIAL ACCOUNTABILITY OF THE JOINT BURIAL COMMITTEE

The Parish Councils of Claybrooke Parva, Claybrooke Magna and Ullesthorpe hereby agree that:

1. Governance

The Constitution and Standing Orders of the Joint Burial Committee (JBC) shall be reviewed and re- approved at the Annual Meetings of each parish council following approval by the Joint Burial Committee.

Any financial transactions shall be in accordance with the Financial Regulations of Claybrooke Magna Parish Council which are reviewed at the Annual Meeting of Claybrooke Magna Parish Council. The exception being that the Joint Burial Committee clerk can authorise payments up to £600.00 outside of a meeting of the JBC , to be ratified at the next meeting of the JBC.

2. Administration Costs

Any costs incurred by any of the Parish Councils in relation to operation of the cemetery will be reimbursed from the budget of the Joint Burial Committee so that the actual cost of operating the cemetery is reflected in the accounts of the Joint Burial Committee.

3. Funding

- i. The funding of the Joint Burial Committee will be proportional, based on the electoral numbers in each of the three parishes.
- ii. The Joint Burial Committee will agree a budget for the following financial year annually in November. Requests for funding will be submitted to subsequent meetings of the three Parish Councils. Each Parish Council, separately, will ratify the funding request of the Joint Burial Committee and include that funding as part of their budget and precept requests for the following financial year.

4. Audit

An internal audit of the Joint Burial Committee will be undertaken annually by the internal auditor appointed by Claybrooke Magna Parish Council. The breakdown of total expenditure and income will be included in a proportional basis in the annual returns of the three Parish Councils. Any auditor comments relating to the Joint Burial Committee will form part of the annual audit for each parish council.

5. Dissolution of the Joint Burial Committee

In the event of dissolution or non-resolvable inquoracy of the Joint Burial Committee, liabilities and any funds held in bank accounts will be shared by the three Parish Councils in the same proportion as the funding calculation.

6. Ownership of Land and Assets managed by the Joint Burial Committee

The ownership of cemetery land and its assets will be recorded in the asset register of each Parish council in the same proportion as the funding calculation.

7. Application of this Agreement

This Agreement forms part of the governance documents of the Joint Burial Committee.

Amendments to this Agreement must be recommended by the Joint Burial Committee and ratified by each Parish Council.

Agreement on the Financial Accountability of the Joint Burial Committee of Claybrooke Parva, Claybrooke Magna and Ullesthorpe Parish Councils was originally agreed by each Parish Council in April 2023.

Policy effective from: 14th April 2023

Date for next review: Annual Meeting of the JBC

Version 4: Approved 25th August 2026