

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

The meeting opened at 10.00am at Claybrooke Village Hall on 25th August 2026

26-012 To elect a chair

It was proposed by Simon Smith, seconded by Ray Middlemas, that Sarah Herald be re-elected to the position of Chair.

26-013 To note those present

Claybrooke Parva Parish Council: Cllr. Ray Middlemas (RM); Claybrooke Magna Parish Council: Cllr. Sarah Herald (SH); Cllr. Simon Smith, Ullesthorpe Parish Council: Mrs. Patricia Nunn (PN) Clerk
O members of the public were present.

26-014 To receive apologies for absence.

No apologies were received.

26-015 To approve as accurate the minutes held on 31st March 2026

The minutes of last meeting were proposed to be approved as accurate by SS, and seconded by SH.
Unanimously agreed. **Resolved.** The minutes were signed by SH.

26-016 To discuss matters arising from the minutes of the meeting held on 31st March 2026

Ullesthorpe PC to set up the link to the JBC website as soon as possible.
Membership to ICCM to be discussed later in the meeting.
Information and equipment needs for cemetery assessment- ongoing.

26-017 To receive an update on financial matters; to note payments and receipts and to note the bank reconciliation up to 31st July 2026.

i) Payments

Payment to Rybeth grounds for cut in April	660.00
Payment to AEH Accountancy for annual finance audit	108.00
Payment to Rybeth grounds for cut for May	660.00
Payment to Rybeth grounds for third cut	660.00
Payment to P Nunn for expenses – (travel to meeting 10 x 45p = £4.50;	40.03
3 x book of stamps £21.84; envelopes x 2 - £6.70; grave markers - £6.99)	
Payment to Rybeth grounds for fourth cut (additional)	660.00
Payment to JG Painting and Decorating - gate finials	190.00
Payment to P Nunn for bi-annual honorarium	500.00
Payment to Rybeth grounds for 5th cut (July)	660.00
Payment to Rybeth grounds for 6th cut (Aug)	660.00

Total payments: £4798.03 (£660.00 pd in April; £1428.00 in May; £1510.00 paid in June; £660.00 in July; £40.03 in August; £500.00 in September)

Receipts

CMPC donation	1634.00
CPPC donation	468.00
Burial x3	1050.00
Interest	4.90
UPC donation	2819.00
Plot reservations x 9	450.00
Memorial x 4	540.00
Plot renewal x 10	490.00
Interest	4.74
Interest	5.23
Interest	5.07

It was proposed by SH, seconded by RM, that the payments and receipts are agreed. Agreed unanimously. **Resolved.**

ii) Bank Reconciliation up to 31.07.26

Current account

c/f at 31.03.25 2931.22

April payments		660.00	2271.22
April receipts	2452.00		4723.22
May payments		768.00	3955.22
Additional May payment		660.00	3295.22
May receipts	3764.00		7059.22
June receipts	50.00		7109.22
Additional June receipts	450.00		7559.22
June payments		1510.00	6049.22
July payments		660.00	5389.22
July receipts	350.00		5739.22
August receipts	435.00		6174.22
August payments.	40.03		6134.19
September payments	500.00		5634.19

Reserve Account

c/f 31.3.26		7010.69
Interest	19.94	7030.63

It was proposed by SH, seconded by SS, that the bank reconciliation is noted. Agreed unanimously. **Resolved.**

- iii) It was proposed by SH, seconded by RM, that the half year honorarium be paid to the clerk, unanimously agreed.
Resolved.

26-018 To discuss the project to refurbish the gates and any upcoming projects

The gates still need a fixing at the bottom but otherwise complete. It was agreed to get quotes to repaint and repair the bier house. **PN**

26-019 To receive a report on cemetery business

Since the last meeting there have been 4 new memorials; three burials; ten plot renewals and nine new plot reservations. The mowing is continuing on a monthly basis, although there was an extra one in June as the grass was growing quickly. There has been a tidy up of the cemetery. There have been two requests to locate old graves within the cemetery.

26-020 To review cemetery fees

The fees have not been reviewed since 2023.

It was proposed by SH that some fees be increased to be in line with other cemeteries in the area. Residents' burials to increase from £350 to £375, internments in the Garden of Remembrance from £135 to £150 and placement of memorials to be increased to £150 from £135 with effect from 1st January 2027. This was seconded by RM and unanimously agreed. **Resolved.** The proposal to increase the fees will be taken to the next PC meetings for approval.

26-021 To review and approve all regulatory documents

Then only change to the documents from last year was the inclusion of half stones in the new cemetery which was agreed at a previous meeting. It was proposed by SS, seconded by RM, that all documents be approved. Unanimously agreed. **Resolved.**

26-022 To discuss membership to the ICCM (Institute of Cemetery and Crematorium Management)

It was agreed that this would be reviewed at a later date.

26-023 To discuss the further qualification for cemetery assessments and equipment

Ongoing

26-024 Any other business

There were no other items raised.

26-025 Date of the next meeting

It was agreed that the next meeting would be held at 10am on Tuesday 10th November 2026 in Claybrooke village hall.

The meeting was closed at 1100

To **resolve** that the minutes of the meeting of the Joint Burial Committee held on the 25th August 2026, and circulated to all members, be signed as a correct record.

Signature:..... (Chair)

Name:.....Sarah Herald.....

Date:..... 10th November 2026.....

Actions:

1. Website link to UPC. **SS**
2. Seek further information of cemetery assessment qualification. **SS**
3. Quotes to be obtained for beir house refurbishment. **PN**