# MEETING OF SHEFFORD AND CAMPTON JOINT BURIAL BOARD

Minutes of the meeting of the Board held via Zoom on Thursday 3rd October 2024 2pm.

Present: Cllr Ash as Acting Chair, Mackin for Shefford, Cllr Longson for CACS, Clerk for Campton and Chicksands, Tammy Medley, Admin assistant Checka Quinlan for Shefford.

**23/24 APOLOGIES/ DECLARATION OF INTEREST:**

Clerk for Shefford Francesca Fitch, Cllr Jez Perkins, Cllr Pollard, Cllr Fensome.

**24/24 MINUTES FROM THE PREVIOUS MEETING, MATTERS ARISING**

The minutes 16th May 2024 meeting were agreed as a true reflection of the meeting, proposed by Cllr Ash, seconded by Cllr Mackin, all agreed.

Matters arising: None.

**25/24 PUBLIC QUESTION TIME:**

None.

**26/24 RIALTAS:**

Clerks have discovered several files of copied historical burial record; therefore, SE has concentrated her efforts on integrating these documents (where not duplicated) into the paper filing system. This has now been completed and her next priority is to continue inputting the remaining records for the A section in the old part of the cemetery. Once this is completed, she will work with CQ to input historical + new burial records ongoing.

**27/24 STAFFING:**

Due to other commitments and surgical procedures, the Clerks have only joint worked in May on 16th (Full day), a half day on 9th August for a site meeting, and a further half day on 26th September to prepare for the JBB meeting.

SE has completed an ICCM online Cemetery Management and Compliance training course in September 2024.

**28/24 BUDGET AND CEMETERY FEES:**

Clerks asked Members if they wish to review the cemetery fee structure on an annual basis in line with the current RPI (currently 3.5%), or would preference be given to reviewing the fee structure on a more infrequent basis, which may result in higher increases in fees in any given year. Comparable cemetery facilities are inclined to review their fees on an annual basis. Cllr Ash proposed an annual fee inline with RPI, seconded by Cllr Mackin, all agreed.

A draft budget based on estimates and expected increases was provided to the committee to review. Approval was sought to incorporate the relevant proportion of the budget into the Councils' revenue budget for the year ending 31 March 2026. Proposed by Cllr Ash, seconded by Cllr Mackin, all agreed.

**29/24 FINANCE:**

The bank balance on 26th September 2024 is £41,172.21 in credit.

The income and expenditure report for the five months to 31 August 2024 was provided for review by the Committee, together with the variances analysis showing explanations for actual expenditure against budgeted costs.

Following approval at the last Committee meeting, a price comparison was carried out and Clerks entered a new electrical supply three-year contract for the Cemetery Chapel with Valda Energy on 6th August 2024.

**29/24 GROUNDS MAINTENANCE:**

The Oak and Yew trees have been watered by the Groundsmen and volunteers during the summer.

A metal slam plate has been fitted to the main entrance gate to prevent it being pushed the wrong way and getting wedged on the new granite setts.

Research will be carried out to identify companies/memorial masons that offer a topple testing of memorials and the results (and any costings) will be brought to the next meeting for review by the Committee.

**30/24 CAMPTON BURIAL GROUND:**

The remedial works to the unsafe side perimeter wall have been carried out satisfactorily. A further quotation has been obtained from English Building and Restoration for review by the Committee to carry out additional remedial works to the front perimeter wall (adjacent to Greenway) totalling £7,260. Approval was sought from the Committee to raise an order for this work to be carried out in April 2025. Proposed by Cllr Ash, seconded by Cllr Longson, all agreed.

A quotation has been obtained from DJ Granger Grounds Maintenance Ltd to carry out essential grounds maintenance, including removal of green fly tipping for the safety of grass cutting operations and public access totalling £490.00. Approval was sought from the Committee to carry out these works. Proposed by Cllr Ash, seconded by Cllr Longson, all agreed.

In order to reregister the Campton Burial Ground in the ownership of Campton and Chicksands Parish Council and Shefford Town Council (the ownership is currently registered in the name of St Albans Diocese), approval was sought from the Committee to pay for the architects drawing in support of this application totalling £350. The application is being made by the Diocese, who are meeting all the other legal fees and charges. Proposed by Cllr Ash, seconded by Cllr Longson, all agreed.

**31/24 AOB**

Cllr Ash thanked the Committee for the works to the wall in the Churchyard, Campton, residents are appreciative of the works to upkeep historical masonry.

**32/24 NEXT MEETING**

Thursday 9th January 2025, 2pm via Zoom.