

ALMONDSBURY JOINT BURIAL COMMITTEE MEETING

12th June 2025

2pm

Almondsbury Parish Council Office

MINUTES

PRESENT

Councillors - Mrs M Stooke, Mr R Clayton, Mr K Burchell, Mrs J James, Mr K Dando, Mr R Loveridge. Also present was the Clerk from Patchway Town Council Mrs Suzanne Howard.

APOLOGIES

Councillors – Mrs E Martin (medical) and Clerk from Patchway Town Council Mrs Suzanne Howard.

NOT IN ATTENDANCE

Councillors – None

PART 1: PUBLIC BUSINESS

At 1pm prior to this meeting Councillors attended Almondsbury Cemetery for the annual guided visit.

The Committee wished to formally record its thanks to the Head Gardener Mr Moss and the Assistant Gardener Mr Wilson for their continued hard work and dedication in maintaining the cemetery grounds to an exceptionally high and aesthetically pleasing standard. Their efforts are greatly appreciated and contribute significantly to the respectful appearance and overall dignity of the parish cemetery.

1. Election of a Chairman to the Almondsbury Joint Burial Committee

Resolved: Cllr Stooke nominated to become the AJBC Chair.
Unanimous agreement.

2. Election of a Vice Chairman to the Almondsbury Joint Burial Committee

Resolved: Cllr Dando nominated. Unanimous agreement.

3. Apologies for Absence

Resolved: Apologies were received from Mrs E Martin (medical) and Clerk from Patchway Town Council Mrs Suzanne Howard.

4. Declarations of Interest

Resolved: None received.

5.Minutes

Resolved: The Committee confirmed as a correct record the following -

Minutes for 27th February 2025.

6. Current/Topical Items brought forward by Councillors prior to the meeting and for the attention of the AJBC at this meeting

Resolved: AJBC Representation - It was noted that, in accordance with the agreed structure of the allotment to the Joint Burial Committee (AJBC), it is the responsibility of both Parish Councils to ensure that five councillors from each parish are appointed to the committee.

Councils are reminded to review their current AJBC representation and to take the necessary steps to fill any vacant positions, in order to maintain balanced and effective governance of the committee.

7. Cemetery Management Issues

Item 7a. Interments at Almondsbury Cemetery from 1st March 2025 to 31st May 2025 (Item 7a).

Resolved: Noted.

8. Financial Matters

a. AJBC Audit and End of Year Accounts including AJBC Cash & Investment Reconciliation as at 31st March 2025 (Item 8a).

Resolved: Noted. The Chair and the Committee unanimously wished to record their sincere thanks to the Clerk for his continued dedication and hard work in respect of the recent audit, undertaken alongside a wide range of other duties. The Committee's appreciation was formally noted.

b. AJBC VAT return for 2025/26 (request to HMRC) following DCK Accounting Close Down of AJBC Accounts (Item 8b).

Resolved: Noted.

c. Current Bank Reconciliation figures, together with AJBC Lloyds Bank Statements (Item 8c).

Resolved: Noted and during which the issue of AJBC bank signatories was raised. The following councillors agreed to become signatories in due course, subject to the necessary procedural requirements being completed: Mr R Clayton, Mr K Burchell and Mr R Loveridge