

ANNUAL BUDGET 2016-17

	Budget 2015/16	Actual 2015/16	Budget 2016/17	To date
<b>PAYMENTS (inc VAT)</b>				
Administration	1,000	581	500	-
Insurance & Subscriptions	550	525	550	-
Wages	1,579	1,579	1,579	290
Training	285	-	120	-
Cemetery	1,000	660	1,000	-
Village Environment	1,249	387	1,000	-
£137 Donations	200	200	200	-
Capital Projects	1,500	-	900	-
Defibrillators	-	-	350	-
	<b>7,363</b>	<b>3,751</b>	<b>6,199</b>	<b>290</b>

	Budget 2015/16	Actual 2015/16	Budget 2016/17	To date
<b>RECEIPTS</b>				
Bank Interest	45.00	44.42	45	-
EDC Precept	3,813	3,813	3,777	3,777
Council Tax Reduction	142	142	89	89
Cemetery	470	750	470	-
Wayleave	-	75	75	-
VAT Refund	150	150	150	-
	<b>4,620</b>	<b>4,824</b>	<b>4,606</b>	<b>3,866</b>

	Budget 2015/16	Actual 2015/16	Budget 2016/17	To date
<b>SUMMARY</b>				
Income (inc VAT)	4,620	4,824	4,606	3,866
Expenditure (inc VAT)	7,363	3,751	6,199	290
<b>Net Total</b>	<b>-</b>	<b>2,743</b>	<b>1,073</b>	<b>3,576</b>

	Balance b/f 1 April 2015	Balance b/f 1 April 2016	Current balance
Current Account	1,264	229	154.34
Instant Access	1,137	3,101	6,967.31
High Interest Deposit Account	2,294	2,328	2,328.13
Less uncleared cheques	-	-	105.23
<b>Total Balances</b>	<b>4,695</b>	<b>5,658</b>	<b>9,344.55</b>

Internal Audit - Parish Councillor Date 09/05/2016.

Parish Clerk June L. Watson.

Chair of Meeting Barbara L. Govan

Payments since last meeting				
Date	Cheque	Payee	Item	Amount
05/02/2016	477	June Watson	Clerk's salary - February	105.23
05/02/2016	478	June Watson	Clerk's Expenses - Nov-Jan	83.22
08/02/2016	479	CALC	Clerks' forum	5.00
05/03/2016	480	June Watson	Clerk's salary - March	105.43
05/04/2016	481	June Watson	Clerk's salary - April	105.43
13/04/2016	482	Post Office Counters	PAYE Jan-March 2016	79.00
05/05/2016	483	June Watson	Clerk's salary - May	105.43
				<b>588.74</b>

Receipts since last meeting				
Date	BACS	Electricity North West	Wayleave	Amount
06/01/2016	BACS	Electricity North West	Wayleave	74.62
31/03/2016	BACS	CBS - Instant Access a/c	Interest	10.01
29/04/2016	BACS	EDC	Precept and CTR	3,866.00
		CBS - High Interest a/c	Interest	??
				<b>3,950.63</b>

Payments due before next meeting - for approval (estimated)			
Month	Payee	Item	Amount
May	June Watson	Clerk's Expenses	32.29
July	June Watson	Clerk's salary - June	105.50
May	CALC	Annual subscription	130.00
May	AON	Annual PC insurance	408.47
June	Printer	The Villager	75.00
June	David Kipling	Cemetery grass cut	116.00
July	David Kipling	Cemetery grass cut	116.00
July	Post Office Counters	PAYE	79.00
July	Hardware store	Woodstain etc for bench maintenance	50.00
May	M&S	Voucher/gift for Internal Auditor	25.00
July	ICO	Data Protection Registration	35.00
			<b>1,172.26</b>

CLERK'S EXPENSES										
Date Incurred	Item	Detail	Ref	Purpose	Miles	0.505 mileage	Non-mileage	Amount Reimbursed	Cheque no	VAT Reclaim
10-Feb-16	Mileage	Appleyby to Hilton & Murton return		Pinning up minutes	12	6.06				
29-Feb-16	Mileage	Appleyby to Hilton & Murton return		Pinning up notices	12	6.06				
08-Mar-16	Mileage	Appleyby to Murton Institute		Meeting with Chair, Parish Meeting	10	5.05				
09-Apr-16	Stationery	Morrison's	CE16/01	A4 paper		0	3.00			
12-Apr-16	Mileage	Appleyby to Hilton & Murton return		Pinning up notices, cheques signed, collecting Burial Register	12	6.06				0.5
01-May-16	Mileage	Appleyby to Hilton & Murton return		Pinning up agenda	12	6.06				
					<b>£</b>	<b>29.29</b>	<b>£</b>	<b>3.00</b>	<b>£</b>	<b>32.29</b>

Date

Parish Clerk *Jane L. Dutton* 10/05/16

Internal Audit - Parish Councillor

*- Internal Audit for year presented checking before the meeting. Books with S. Todd.*

Chair

*Barbara I. Gowen.*

## MURTON PARISH COUNCIL

DEFIBRILLATOR COSTS  
(installed March-April 2016)

9 May 2016

	Costs covered by	Initial Cost	Period	Recurring Costs
<b>Hilton, BT telephone box</b>				
Purchase			n/a	
Installation			n/a	
Support Package provided by Community Heartbeat Trust includes: includes Public Liability, Theft & Damage Insurance	Age Concern	£ 2,001.00	1 year (March 2016-17)	£ 126.00
Electricity supply	Murton parish Council		per annum approx	£10.00
Replacement parts: Electrode pads	Murton Parish Council		every 2 years (approx cost)	£ 35.00
Battery	Murton Parish Council		every 4 years (approx cost)	£ 200.00
<b>Murton, Wall of Bridge House</b>				
Purchase	British Heart Foundation	c £2,000.00		
Installation				
Connection to electricity supply	H, M & A First Responders	£ 766.00		
Electricity supply	Murton Parish Council		per annum approx	£10.00
Insurances	Murton Parish Council			??
Replacement parts: Electrode pads	Murton Parish Council		every 2 years (approx cost)	£ 35.00
Battery	Murton Parish Council		every 4 years (approx cost)	£ 200.00

Estimate of running costs at the end of 4 years: £928.00  
plus insurance (tbc): ??

## MURTON CEMETERY FEES & MANAGEMENT

### FEES AGREED BY THE MURTON PARISH COUNCIL<sup>1</sup>

The fees, payments and sums set out below apply where the persons to be interred or in respect of whom the right is granted is, or immediately before his/her death was, an inhabitant or parishioner of Murton.

#### PART 1 INTERMENTS

The fees indicated DO NOT INCLUDE the digging of the graves which shall be responsibility of the undertaker.

a.	For the interment of the body of a person whose age at death exceeds 12 years of age	parish resident - £150 non-resident - £300
b.	For the interment of the body of a child whose age at death does not exceed 12 years	Still born & under 12 – no charge
c.	For the internment of cremated remains in a grave in respect of which the exclusive right of burial has been granted	Parish resident - £75 Non-resident - £150

#### PART 2 EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For the exclusive right of burial and Deed of Grant		
a.	In earthen grave 8 feet by 4 feet with 2 feet centre (space between graves)	Parish resident - £20 Non-resident - £40
b.	In an earthen grave 8 feet by 8 feet	£40

#### PART 3 MONUMENTS, GRAVESTONES & MONUMENTAL INSCRIPTIONS

For the right to erect or place on a grave or vault a headstone not exceeding six feet in height. The fees indicated for the various heads of this part include all inscriptions.	Parish resident - £45 Non-resident - £90
	Additional inscription parish resident - £20
	Additional inscription non-resident - £40
	Plaque for scattered remains - £20

#### NOTE

The Cemetery plan divides the Cemetery into Consecrated and Unconsecrated Ground. Traditionally the Consecrated ground was used for the burials of members of the Church of England. Members of other faiths were buried in Unconsecrated Ground. Management of Murton Cemetery has been transferred from the Church of England to Murton Parish Council.

<sup>1</sup> Fees agreed May 2011

*Subsequently amended  
post meeting.*

**REGULATIONS FOR THE MANAGEMENT OF MURTON CEMETERY<sup>2</sup>**

1. Any grave space may be purchased within 14 years of death by a member of the family of the deceased person on the terms mentioned in the table of fees.
2. In the case of vaults, the cost of excavating, removing the soil, brick and stonework to be defrayed by the purchaser exclusive of the fees payable for the purchase.
3. The selection of a site in all cases of purchase to be subject to the approval of the Council, and all inscriptions and plans of Headstones to be erected in the Cemetery to be submitted to the Council for approval, but the wishes of the applicants will be met as far as may be deemed practicable.
4. No trees or shrubs to be planted over graves.
5. Kerbstones or Border Stones are not allowed.
6. Hours of interments in the Consecrated or Unconsecrated Ground to be 10.00 am to 4.00 pm weekdays. Interments on Sundays by special arrangement.
7. The owner of any purchased grave space shall not have the option of transferring the right of burial in the same to any person other than a relative by blood or marriage without the consent of the Council.
8. Orders for funerals must be given to the Clerk/Caretaker two clear days (exclusive of Sundays) before the funeral and all fees and charges must be paid on the day of the funeral.

**PROCEDURE**

Prior to Funeral

1. Undertaker contacts gravedigger (Derek Hogg) to discuss grave plot.
2. Undertaker confirms grave plot with Clerk.
3. Undertaker makes all arrangements with family, minister and gravedigger.
4. Undertaker gives burial fee and certificate of burial to Clerk. Clerk provides receipt.
5. Grave prepared by gravedigger.
6. Grave inspected by Undertaker.

After funeral

7. Clerk confirms interment has taken place (present or witness), completes Certificate of Burial and sends to Registrar (with 96 hours of burial).
8. Entries made in Register of Burials and Register of Grave Spaces and (black ink).
9. Update burial ground plan with name of deceased.
10. Cheque banked and receipt of burial fee entered in PC accounts.

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<sup>2</sup> Text taken from Regulations document dated 29.06.1990

## CORRESPONDENCE RECEIVED: February-April 2016

Received	Sender & Details	Format
02-Feb	CALC - Eden Area Support Flood Recovery Update	Circulated
02-Feb	CALC - Eden Association of Local Councils Tri-partite meeting - Agenda 15.03.16	Circulated
02-Feb	CALC - Rural Services Network bulletin on 'revolt over rural funding'	Circulated
02-Feb	Cumbria CVS Bulletin	Circulated
02-Feb	CALC - Smaller Authorities' Audits Appointments (SAAA) update	Circulated
03-Feb	CALC - February Newsletter	Circulated
03-Feb	Cumbria Community Messaging - Suspicious Vehicle	Circulated
<b>03-Feb</b>	<b>Landmarc Support Services Ltd - Warcop Change to Night Firing</b>	<b>Circulated</b>
03-Feb	CALC - Eden Flood Bulletin	Circulated
05-Feb	CALC - Eden Area Support Flood Recovery Update	Circulated
08-Feb	Nurture Lakeland AGM - A591 damage survey film	E-mail
09-Feb	CALC - NALC Improvement Bulletin, information of CiLCA and Local Council Award	Circulated
10-Feb	CALC - LEP Funding for Eden businesses	E-mail
10-Feb	CALC - War Memorials Workshop, Cumbria	E-mail
10-Feb	CVS News - Training and Events	E-mail
12-Feb	Network Rail - Update re Edenbrows	E-mail
12-Feb	CALC - Friday Round Up and Cumbria in Bloom competition	Circulated
12-Feb	Police Report Feb 2016	Circulated
12-Feb	CALC - Eden Area Support Flood Recovery Update	Circulated
16-Feb	CALC - Eden Area Support Flood Recovery Update	Circulated
17-Feb	CALC - Eden Area Support Flood Bulletin	Circulated
17-Feb	Cumbria CVS Training Update	E-mail
22-Feb	Edenbrows Update 1	Circulated
23-Feb	CALC - EDC Leader's Surgeries re flooding	Circulated
23-Feb	Edenbrows update	E-mail
26-Feb	CALC - ACT Gazette	Circulated
01-Mar	CALC - Eden Flood Bulletin	Circulated
01-Mar	The West, North and East Cumbria Success Regime - Report	E-mail
01-Mar	Cumbria Community Messaging - Damage to Gate	Circulated
02-Mar	Cumbria CVS Bulletin	E-mail
03-Mar	Edenbrows update	E-mail
04-Mar	CALC Training details	Circulated
04-Mar	Edenbrows update 3	E-mail
04-Mar	CALC - Eden Valley 4 day training programme - Cumbria youth Alliance	E-mail
07-Mar	CVS News - nominations for chair Cumbria Third Sector Network	E-mail
08-Mar	CALC - Smaller Authorities' Audits Appointments (SAAA) update	E-mail
08-Mar	CALC - Eden Tripartite Meeting 15.03.16 agenda	Circulated
<b>09-Mar</b>	<b>CALC - Queen's Birthday Celebrations</b>	<b>Circulated</b>
09-Mar	Cumbria Community Messaging - Suspicious Vehicle	Circulated
10-Mar	The West, North and East Cumbria Success Regime - Report	E-mail
10-Mar	CVS News - Training and Events	E-mail
11-Mar	Edenbrows update 4	E-mail
11-Mar	CALC - Burnetts Bulletin - free legal advice to flood victims	E-mail
12-Mar	Police Report March 2016	Circulated
14-Mar	CALC - British Red Cross Calling Card	Circulated
14-Mar	CALC - Help win funding for footpath repair in the Lake District	Circulated
16-Mar	Cumbria CVS - Training events	E-mail
17-Mar	Cumbria CVS - Training and Events Update	E-mail

## CORRESPONDENCE RECEIVED: February-April 2016

17-Mar	EDC - Police & Crime Commissioner Elections - Public Awareness	Poster
18-Mar	CALC - Eden Flood Bulletin 18 March	Circulated
19-Mar	Edenbrows Update 5	Circulated
22-Mar	CALC - The West, North and East Cumbria Success Regime - Annual Report	E-mail
22-Mar	Cumbria CVS - Training Update	E-mail
23-Mar	Landmarc Support Services Ltd - Warcop Local Liaison Meeting 10.05.16	Forwarded to Chair
24-Mar	CALC - Chairman's Charity Dinner invitation 15.04.16	Forwarded to Chair
29-Mar	CALC - E-mail re sludge/gravel deposits on non-agricultural land	Circulated
29-Mar	CALC - Police & Crime Commissioner Elections -	Poster
31-Mar	CCC - Connecting Cumbria Newsletter	E-mail
31-Mar	Murton Institute Committee - Invitation to AGM 05.04.16	Circulated
02-Apr	Edenbrows Update 6	E-mail
04-Apr	Cumbria CVS E-Bulletin	E-mail
05-Apr	<b>CALC - petition to Government re considering giving PCs right to appeal planning decisions.</b>	<b>Forwarded to Chair</b>
06-Apr	The West, North and East Cumbria Success Regime - notice of public meetings	Circulated
06-Apr	CALC - April Circular	Circulated
06-Apr	CALC - Eden Association of Local Councils Tri-partite meeting - Minutes 15.03.16	Circulated
07-Apr	The West, North and East Cumbria Success Regime - notice of public meetings	Circulated
08-Apr	CALC - Multi Agency Public Protection Arrangements - recruitment of 2 Lay Advisers	Forwarded to Chair
10-Apr	Edenbrows Update 7	E-mail
11-Apr	Cumbria CVS - Training Update	E-mail
11-Apr	EDC - Police & Crime Commissioner Elections - Public Awareness	Poster
12-Apr	CALC - CVS Funding Fair 28.04.16	E-mail
12-Apr	Police Report April 2016	Circulated
13-Apr	SLCC - Sedgfield Regional Roadshow - changes impacting on powers, duties and procedures	E-mail
19-Apr	Cumbria CVS Training & Events Update	E-mail
19-Apr	SLCC - Leadership in Action Conference 9-10 June	E-mail
19-Apr	CALC - Change to Highways Hotline phone number	Circulated
20-Apr	Nurture Lakeland - Environmental Grant Applications (up to £1,000) - deadline 18.05.16	Forwarded to Cllr King
20-Apr	CALC - request for information about PCs' work to encourage communities to use outdoors	E-mail
20-Apr	CALC - request for feedback on Healthwatch's engagement strategy	Circulated
22-Apr	Edenbrows Update 7	E-mail
25-Apr	CALC - Patient Online information	Circulated
25-Apr	Cumbria Success Regime Care Quality Commission response document	Circulated
26-Apr	CALC - New Funding for Transparency Code Compliance 2016/17	E-mail