



# Nassington & Yarwell Burial Board

## **Nassington & Yarwell Joint Burial Committee Standing Orders and Governance Arrangements**

**Otherwise known as Nassington & Yarwell Burial Committee, or N+YBC.**

### Joint Burial Committee Membership 2024-25

#### Nassington Parish Council

Councillor Sam Attenborough  
Councillor Rebecca Downey  
Councillor Andy Russell

#### Yarwell Parish Council

Councillor Lynne Caley  
Councillor Tracy Corroll

#### Committee Chairman

Councillor Sam Attenborough (elected to be in post until July 2026)

#### Committee Vice Chairman

Councillor Lynne Caley

#### Other positions with the Joint Burial Committee:

Officer - Clerk & Finance Officer & Registrar Duties

All enquiries regarding the Joint Burial Committee should be directed to the following address:  
Clerk to the Burial Committee, Email [burialboard@nassington.org.uk](mailto:burialboard@nassington.org.uk)

## 1. History

The Joint Committee is a corporate body pursuant to the [Local Government Act 1972](#)

## 2. Constitution

- 2.1. The Nassington and Yarwell Joint Burial Committee [JBC] operates The Nassington and Yarwell Cemetery, Nassington Road, Yarwell.
- 2.2. The JBC shall exercise the powers of management conferred by Section 214 of the 1972 Act and comply with any Order by the Secretary of State, making provisions with respect to the management, regulation and control of cemeteries or burial authorities, Local Authorities Cemeteries Order 1977, and Guidance from Institute of Cemetery & Crematoria Management [ICCM]
- 2.3. The JBC consists of a collaboration of Nassington Parish Council and Yarwell Parish Council and to making provisions with respect to the management, regulation and control of cemeteries as a burial authority.
- 2.4. The JBC establishment is made up of representatives from the following:

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- A maximum of three of the members shall be appointed by Nassington Parish Council and a maximum of three by Yarwell Parish Council.
- The members will be appointed for a minimum of 2 years.
- There is not a requirement for the appointed members of the committee to be elected or co-opted members of the appointing council.

## 3. Meetings

- 3.1. Shall be held once every three months unless a special meeting is called by the Chairman. (January, April, July, and October, with the July being the Annual meeting) and shall last no longer than 2 hours.
- 3.2. The Agendas will be posted on the website of each of the parish councils and made available to collaborating authorities along with invites to Committee members with 3 clear days' notice.
- 3.3. The Annual Meeting of the Authority shall be held in July. At the meeting the Chairman and Vice Chairman shall be elected in rotation from the Parish Councils.
- 3.4. The annual meeting to be open to the public and will take place in the cemetery,
- 3.5. 3 members shall constitute a quorum, with a minimum of 1 from each represented council.
- 3.6. Voting shall be by a show of hands. In the event of an equality of votes the Chairman shall have a casting vote
- 3.7. A copy of the minutes of the joint Committee shall be supplied to the two collaborating authorities and posted on each council's website
- 3.8. The JBC has a non-elected Officer who acts as the Clerk, Financial Officer & Registrar
- 3.9. The North Northants Code of Conduct is adopted by JBC
- 3.10. The JBC will consider its policies and procedures at the Annual meeting this will include
  - These Governance Arrangements which include Constitution (Standing orders) and Finance (Financial Regulations)
  - Banking Arrangements
  - GDPR
  - Health & Safety
  - Code of Conduct
  - Internal Audit report
  - End of year accounts
  - Internal Financial Controls
  - Budget and project discussions for the coming year
  - Complaints Procedure
  - Asset Register
  - Inventory List
  - Burial Rules & Regulations
  - Memorial Safety Policy
  - Memorial Safety Notice
  - Grave Ownership leaflet
  - Memorial Application
  - Internment Notice

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- New Grave deed
- Grave ownership documentation

## 4. Burial Responsibilities

The JBC will publish documents which will also be available online to the residents, contractors, Funeral Directors and Stonemasons:

- Rules & Regulations
- Memorial Safety Policy
- Procedure for funeral arrangements with interment notice
- Process for memorial applications
- Grave Ownership leaflet including process for this to be amended
- Records for both Cemeteries are kept at the Grove South Kirkby

## 5. Other matters:

- 5.1. Selection of Grave will be undertaken by the Officer
- 5.2. Times of Interments- It is not practice to allow interments on any Bank Holiday or Saturday or Sunday. Burials between 9am – 2.30pm Monday – Thursday and 9am – 2pm Friday. Burials may be accepted at other times at the discretion of the Officer.
- 5.3. All funerals entering the cemetery shall be under the control and discretion of the Officer to the Committee or the appointed representative.
- 5.4. No burial will be permitted unless correct and adequate paperwork has been inspected by the Officer. This also applies to official papers obtained from either the Registrar of Births and Deaths or the Coroner.
- 5.5. The Officer must be informed of any bodies which have died from an infectious disease. An up to date list of infectious diseases is available from the British Medical Association.
- 5.6. A body will not be accepted for interment at the cemetery unless it is enclosed within a suitable coffin.
- 5.7. Any coffin entering the cemetery must bear a nameplate or other suitable form of identification and MUST contain the name of the deceased.
- 5.8. It is the responsibility of the Funeral Director or other person conducting the funeral to ensure that enough people are available to assist in transporting the coffin to the graveside and to assist with its lowering.
- 5.9. No coffin will be permitted to be buried less than 3 feet below ground level.
- ~~● Every coffin placed in a brick lined grave or vault must be covered and sealed with a concrete slab or not less than 50mm (2 inches) entombed in such a manner as to make the vault airtight.~~
- 5.10. After burial all graves will be tidied up and left in an acceptable condition by the Grave Digging team. In filling after settlement will be carried out by the Grave Digging team. The levelling of graves will normally be done by natural settlement.

[see Rules & Regulations]

## 6. The Officer of the JBC will undertake the following:

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- 6.1. Sign and serve on councillors by email an invite confirming the time, date, venue and the agenda of a meeting of the JBC at least 3 clear days before the meeting.
- 6.2. Give public notice of the time, date, venue and agenda for the Annual Meeting at least 3 clear days before a meeting of the JBC
- 6.3. Keep proper records required before and after meetings;
- 6.4. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.
- 6.5. Receive and send general correspondence and notices on behalf of the JBC except where there is a resolution to the contrary.
- 6.6. Manage the organisation, storage of and access to information held by the JBC in paper and electronic form.
- 6.7. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made in accordance with the JBC financial regulations.
- 6.8. Carry out duties as required regarding the management of the cemetery in terms of burials and cremations ensuring all records are up to date and all required function carried out in a timely manner.
- 6.9. Maintain working relationships with contractors, Funeral Directors & Stonemasons
- 6.10. Give professional and compassionate service to those recently bereaved whilst maintaining the integrity of JBC and adhering to Burial Law.

The Joint Burial Committee will review these Governance Arrangements annual to ensure fit for purpose at the Annual General Meeting.

## 7. Finance

- 7.1. These financial regulations govern the conduct of financial management by the JBC and may only be amended or varied by resolution by the membership.
- 7.2. The JBC is responsible for ensuring that its financial management is adequate and effective and that the JBC has a sound system of financial control which facilitates the effective exercise of the Committee's functions, including arrangements for the management of risk, and for the prevention and detection of fraud and corruption.
- 7.3. These financial regulations are designed to demonstrate how the Committee meets these responsibilities.
- 7.4. The Officer for the JBC will apply these regulations accordingly.
- 7.5. The Officer, shall administer the Council's financial affairs in accordance with proper practices. The Officer shall determine on behalf of the JBC its accounting records and accounting control systems. The Officer shall ensure that the accounting control systems are observed and that the accounting records of the JBC are maintained and kept up to date in accordance with proper practices.
- 7.6. The Officer shall produce financial management information to the JBC.
- 7.7. At the annual meeting the JBC will appoint an Internal Auditor.

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- 7.8. At least once a year, prior to approving end of year accounts, the JBC shall conduct a review of the effectiveness of its internal control which shall be in accordance with proper practices.
- 7.9. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

## **Financial Regulations**

- (a) The Officer shall be the Clerk, Financial Officer & Registrar to the JBC
- (b) The annual statement of accounts shall be prepared and signed by the Officer as soon as possible after 31st March. The statement of accounts shall then be considered by the JBC at its next available meeting and, once approved, be signed by the Chairman.
- (c) The JBC no longer needs to complete an 'Annual Governance and Accountability Return' Accounts and Audit Regulations 1996 as amended by the Accounts and Audit Regulations 2003.
- (d) The public will be able to inspect the accounts on the day of the annual meeting.
- (e) A budget estimate for the following financial year shall be approved by the JBC at its October meeting. This will include the precept demand on the collaborating authorities.
- (f) The JBC will make own banking arrangements, including the Bank Mandate, shall be made by the Officer and approved by the JBC. They shall be regularly reviewed for efficiency on an annual basis.
- (g) A schedule of the payments made in agreed contracts/projects spends/ direct debits for utilities etc, will form part of the Agenda for the meetings, shall be prepared by the Officer. If the schedule is in order it shall be authorised by a resolution of the JBC and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- (h) All payments to be signed off by a combination of members and the officer. The officer will be an authorised signatory as authorised to do so minimum of 2.
- (i) Internal Audit inspections shall be carried out not less than once per year. The outcome of the internal audit inspection shall be reported to the next available meeting of the JBC and recorded in the Minutes and shared with the collaborating authorities.
- (j) Any of the collaborating authorities councils can ask to see the finances at any time by way of scrutiny of the accounts.
- (k) Bad debts shall only be written off with the authority of the JBC.
- (l) Invoices will be issued for the services and payment requested within 30days Funeral Directors and Stone Masons will be encouraged to undertake payments by electronic transfer direct into the JBC account.
- (m) The Officer shall maintain a record of all insurance cover held by the JBC and shall review such cover annually and make the necessary recommendations to alter the extent and level of cover to the Authority
- (n) The Officer, in consultation with the Chairman, may incur expenditure on behalf of the JBC which is necessary to carry out any repairs replacement of other work which is of urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 The Officer shall report the action to the JBC as soon as practicable thereafter.

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- (o) Projects will be agreed within the regular meetings of the JBC and the allocated spend approved can be made by the Officer without further referral to the JBC.
- (p) Matters delegated to the Officer by the JBC -To undertake the day-to-day administration of the Cemetery within approved budgets and subject to specific direction of the JBC:

## **Payment of Accounts**

- (a) All payments shall be effected by electronic transfer, cheque or other drawn on the Council's bankers.
- (b) All invoices for payment shall be examined, verified and certified by the Officer. The Officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- (c) The Officer shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Officer shall take all steps to settle all invoices submitted.
- (d) The JBC will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash to the Officer shall be banked on a regular basis.
- (f) If thought appropriate by the JBC, payments may be made by variable Direct Debit and any payments are reported to the JBC as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the JBC at least every two years.
- (g) Payments made by bank transfer to be authorised by the Officer plus one members or by two members.

## **Income**

- (a) The collection of all sums due to the JBC shall be the responsibility of and under the supervision of the Officer.
- (b) The JBC will review all fees and changes annually, the level of burial fees and charges directly influence the parish elements of the Council Tax.
- (c) Any sums found to be irrecoverable and any bad debts shall be reported to the JBC and shall be written off in the year.
- (d) The origin of each receipt shall be entered on the paying-in slip.
- (e) The Officer shall promptly complete and VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 shall be made at least annually coinciding with the financial year end.
- (f) The precept amount requested from member councils to be based on the number of members in a household as stated in the electoral register. This will be reviewed annually.
- (g) It is the responsibility of each of the Parish / Parish Councils to pay the required invoice for the precept by the end of June each year.
- (h) The JBC will keep a general reserve and also ear marked reserves for agreed projects e.g. future provision within the collaborating parishes.

## **Contracts**

Every contract shall comply with these financial regulations, and no exception shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which

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relate to specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.

- (a) The Joint Committee shall make use of the list of approved contractors maintained by the collaborating authorities.
- (b) Where works are anticipated to cost less than £350 the Officer shall allocate the work to one of the approved contractors.
- (c) Where works are anticipated to cost more than £350 approved contractors shall be invited to submit competitive quotations for the proposed works.
- (d) The Officer shall endeavour to obtain three quotations – the JBC shall not be obliged to accept the lowest quote.
- (e) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £6,000 shall be procured on the basis of a formal tender.
- (f) The JBC shall seek the advice of the Collaborating Authorities with regard to the tender process as and when it is required.
- (g) The Officer shall endeavour to obtain value for money at all times.

These standing orders and financial regulations were agreed at a meeting of the Joint Burial Committee on 4<sup>th</sup> December 2025