**Bures Joint Cemetery Authority**

Clerk:

Mrs. J. Wright

38 The Paddocks

Bures CO8 5DF

Tel: 01787 227750

Email: ossiejen@sky.com

Dear Councillor

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority

on Monday 7th March 2016 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED**

**Agenda**

1. **Apologies for Absence**
2. **Register of Interests and Dispensation Requests**

To declare any ‘Pecuniary’ and Non pecuniary’ interests

 **3. Public Forum –** 15 minutes maximum public participation

 3 minutes for individual contributions unless agreed by the Chairman

 **4. Minutes of the previous meeting of 11th January 2016 and Site Meeting**

 **of 5th March 2016 to be confirmed and signed (previously circulated)**

**5. Inspector’s Asset & Risk Assessment report:** Cllr Michaela Cudmore

**Next Inspector:** Cllr David Lee

 **6. Matters arising from previous minutes**

* 1. St Edmunds Lane path
	2. Quotations for resurfacing of main drive
	3. Quotations for extension area path
	4. Cemetery shed
	5. Ashes stone of the t/l Webb
	6. Contractor works – winter maintenance, tree stakes, ivy on wall,

 Xmas wreaths, turf/level graves, overhang at

 top of main drive, St Edmunds Lane verge cutting

 shed repair

 **7. Grounds maintenance contract**

To discuss tenders received

To agree and accept Contractor for Grounds Maintenance 2016/17

To review risk assessments and documentation for contractor

 **8.** **Correspondence**

To note correspondence re t/l Vera Bunch ashes interment

 **9. Finance**

Finance & budget monitoring report – circulated

Bank reconciliation and verifying bank statements – circulated

**10.** **Audit Matters**

To agree Councillor to act as stand in Clerk during absence – requirement

 for Risk Assessment

 To approve amended Financial Regulations re Section 11 Contracts as per

 NALC requirements - circulated

To approve amended Financial Regulations 1.6 and 6.4 - circulated

Local Audit & Accountability Act 2014 – Changes to Audit Requirements

 for Joint Committees

**11. Brief information & exchange for next agenda items**

**12**. **Date of next meeting:** Monday 13th June 2016 at The Committee Room,

Bures Community Centre, Nayland Road at 7.30pm

 Future dates booked for 2016: 12th September

 Future dates to agree for 2017: 9th January, 13th March, 12th June, 11th Sept



Mrs Jenny Wright

Clerk to the Cemetery Authority

27th February 2016