

Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

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Bures CO8 5DF

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Dear Councillor

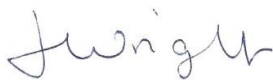
You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 11th January 2016 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

THE PRESS AND PUBLIC ARE CORDIALLY INVITED

Agenda

1. **Welcome**
To note change in member – Cllr Alston
2. **Apologies for Absence**
3. **Register of Interests and Dispensation Requests**
To declare any 'Pecuniary' and Non pecuniary' interests
4. **Public Forum – 15 minutes maximum public participation**
3 minutes for individual contributions unless agreed by the Chairman
5. **Minutes of the previous meeting of 28th September 2015 to be confirmed and signed (previously circulated)**
6. **Inspector's Asset & Risk Assessment report:** Cllr Carol Barnham
Next Inspector: Cllr Michaela Cudmore
7. **Matters arising from previous minutes**
 - a) Resurfacing of main drive
 - b) St Edmunds Lane path
 - c) Lime tree works
 - d) Parking of cars
 - e) Boundary schedule re Slaughter House site
 - f) Bird & bat boxes
 - g) Contractor works – winter maintenance, hooks, tree stakes, painting of cemetery gates, bench stain

- 8. Correspondence**
To note email from Lilian Ling re soil movement to rear of ashes stone
To note request from Gilbert Cox for grave purchase and Clerk's reply
- 9. Grounds maintenance contract**
To discuss review of maintenance contract for 2016/17
- 10. Finance**
Finance & budget monitoring report – circulated
Bank reconciliation and verifying bank statements – circulated
- 11. Audit Matters**
To report on Internal Audit Review meeting of 5th October 2015
To approve amended Standing Orders re LO5-15 Legal Briefing
Sector Led Body for audit procurement – circulated for comments
- 12. Brief information & exchange for next agenda items**
- 13. Date of next meeting:** Monday 14th March 2016 at The Committee Room,
Bures Community Centre, Nayland Road at 7.30pm
To agree Cemetery Site meeting for Saturday 12th March at 10.00am
Future dates booked for 2016: 13th June, 12th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
3rd January 2016