

**Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 10<sup>th</sup> June 2013 at 7.30pm.**

**PRESENT:** Cllr D Lee (Chairman), Mrs J Wright (Clerk), Angus Goody (Internal Auditor).  
Bures St. Mary Parish Council: Cllr M Seymour, Cllr C Holbrook, Cllr J McCrory.  
Bures Hamlet Parish Council: Cllr Jacqui O'Sullivan.

**1/06/13 APOLOGIES:**

Apologies from Bures Hamlet Parish Council: Cllr Derek Matthews, (attending a funeral), Cllr C Barnham (on hols).

**2/06/13 MEETING TIME:**

It was agreed by all members to commence meetings at an earlier time of 7.30pm.

**3/06/13 REGISTER OF INTERESTS & DISPENSATION REQUESTS:**

To declare any 'Pecuniary' or 'Non Pecuniary' interests. None declared.

**4/06/13 MINUTES:**

The minutes of the previous meeting of 11<sup>th</sup> March 2013 and notes of site meeting of 15<sup>th</sup> April 2013 were confirmed and signed as a true record (previously circulated).  
There were no matters arising from the minutes which were not on the agenda.

**5/06/13 INSPECTOR'S /HEALTH & SAFETY REPORT:**

Cllr Holbrook gave the following report: The cemetery was in a very satisfactory condition. Grass had been well cut. New fencing erected along the main drive greatly improved the entrance into the cemetery. Water was leaking from the adjacent building site down into Cuckoo Hill. Clerk would investigate. One tree on the new boundary appeared dead. Nettles to be cleared at St Edmunds Lane gate entrance. Scouts to clean down all benches. 3 graves needed tidying and infilling. Clerk to follow up on all items.  
Next Inspector: Cllr David Lee.

**6/06/13 NEW EXTENSION AREA DESIGN:**

- a) 3 quotations received for the re-siting of the bench and to lay path through newest section to fence-line. Wiles Contractors Ltd., T5 Building Company Ltd. and N S Norton Landscape & Garden Services. It was agreed to accept Wiles Contractors Ltd. although the highest it was the only comprehensive quotation.  
Materials/Labour/Plant/Transport & Disposal £857.00 + VAT.
- b) It was agreed to re-site the tree to allow the bench to be in line with new path.
- c) It was agreed for future memorials to be erected as a mirror image of the first section.
- d) It was agreed that vehicles would not be allowed any further than the walled section as is at the moment and the notice to remain.
- e) The Clerk had written to Mr Dennis Ambrose in regard to levelling the section immediately behind and either side of the bench where the new path will be laid. He advised that he did not have the equipment needed but would follow up on the matter and arrange for the works to be completed. Note the Clerk would ensure this work is done prior to Wiles Contractors Ltd commencing the above accepted quotation.
- f) It had been advised at a Cemetery Training Day attended by the Chairman and Clerk not to consecrate the new section as a whole but to allow the land to be consecrated by the minister in attendance at each individual interment. Families and ministers to be advised of this when interments commence in that section.

### **7/06/13 REMOVAL OF EXCESS SOIL FROM SITE:**

The Clerk had contacted the gravedigger to discuss his fees for removing excess soil from site but he advised that he did not hold a licence to do this. Members agreed to a small wood shuttered section to be erected at the bottom of Cuckoo Hill end of the newly acquired section for the excess soil to be stored and subsequently removed after the digging of 2-3 graves. Chris Mortimer agreed to remove and tidy the section used at the moment in the older cemetery area and would keep the new shuttered area clean and remove the excess soil as necessary. Clerk to follow up on this matter.

### **8/06/13 OTHER MATTERS ARISING FROM PREVIOUS MINUTES:**

- a) **Contractors works:** Front entrance cleared of debris, weeds and stones. All paths raked. Old marker cross of Peter and Jo Chaplin removed from grave. Graves of Stirling, Ferguson and Anderson infilled and made good.
- b) **Tree works:** Still outstanding. Clerk had spoken to BTS on 5<sup>th</sup> April who advised that they were still waiting on EDF to arrange a date to turn the power off to allow the works to proceed. BTS hoped for completion date in June/July.
- c) **Cemetery wall security:** Sign in place. Cost £30. Very satisfactory. Cllr Holbrook still following up on SmartWater security for the wall.
- d) **Party wall agreement:** Second photographic evidence completed and forwarded to Miss Samantha Parker of CRP Carpentry.
- e) **Re-purchase of grave spaces:** All those on waiting list to purchase had been issued with grave deeds.
- f) **Advertisement for minor works:** Advertised in parish magazine and 3 persons had requested their names to be included on a list to be called upon as and when necessary for works in the cemetery.

### **9/06/13 AUDIT MATTERS:**

The Chairman thanked Angus Goody, Internal Auditor for his detailed report. Two recommendations given: a) To show reserves held within the finances b) To recommend an Easy Access account with a higher interest rate for those reserves.

Year end accounts 2012/13 approved and signed

Annual Return 2012/13 and Annual Governance Statement approved and signed

Asset Register agreed

Insurance Renewal Premium agreed

Accounts available for sale for £2 agreed

Date for Internal Audit Review Checklist – noted and date to be agreed with Cllrs Holbrook and McCrory

Angus Goody agreed as Internal Auditor for 2013/14

Internal Auditor's fees agreed as £30 for 2012/13 & 2013/14

Internal Auditor's report and to follow up on any matters requiring attention noted as above  
Financial Regulations and Standing Orders reviewed and approved

Cemetery Fees and Conditions reviewed and approved

Risk Assessments reviewed and approved – Chairman to investigate if any amendments required following the acquisition of the new section

Model Publication Scheme reviewed and approved

VAT claim for 2012/2013 had been sent to HMRC

External Audit Briefing 2013 circulated

**10/06/13 STATEMENT OF ACCOUNTS:**

Step Saver A/C balance: £7116.77 Community A/C balance: £5205.24 (when all cheques paid)

**The following accounts had been met previous to meeting:**

Chq No.968	Mrs J Wright	£70.78
969	Mrs J Wright	£6.20
970	HMRC	£17.60
971	C Mortimer	£186.00
972	S Binks	£30.00
973	Revd R King	£5.00
974	Eon Insurance	£340.95
975	Mrs J Wright	£70.78
976	Mrs J Wright	£9.20
977	HMRC	£17.60
978	Community Centre	£24.00
979	C Mortimer	£528.00
980	Anglian Water	£12.93
981	C Mortimer	£186.00
982	A Goody	£30.00
983	Mrs J Wright	£90.16
984	Mrs J Wright	£9.50
985	HMRC	£18.00

**There were no accounts passed for payment**

**The following receipts had been received:**

Burial Fees	EOE Masonry Dingwall	£15.00
Burial Fees	EOE Interment Wilkinson	£85.00
Burial Fees	Ms T Fairbairn grave purchase	£40.00
Burial Fees	Mrs P Steventon grave purchase	£40.00
Burial Fees	Mr & Mrs D Wolstencroft grave purchase	£40.00
Burial Fees	Mr & Mrs M Mitchell grave purchase	£40.00
Bures St Mary PC	50% precept	£1750.00
Bures Hamlet PC	50% precept	£1750.00

**11/06/13 CLERK'S CONTRACT AND SALARY REVIEW:**

Clerk's contract reviewed with no amendments.

It was agreed a 1% salary increase for financial year 2013/14 in line with EALC recommendations.

**12/06/13 CORRESPONDENCE:**

None.

**13/06/13 BRIEF INFORMATION & EXCHANGE:**

The Clerk discussed that she received several search requests. Members suggested that she should maintain a record of hours spent and if extra to her standard then follow up with a claim for re-imbusement from the Authority.

**14/06/13 DATE FOR NEXT MEETING:**

Monday 16<sup>th</sup> September 2013 at The Committee Room, Bures Community Centre at 7.30pm.

Cllr Holbrook gave her apologies for that meeting.

Dates for 2014: Mondays: 6<sup>th</sup> January, 17<sup>th</sup> March, 9<sup>th</sup> June, 15<sup>h</sup> September.

