

## **Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre, Nayland Road on Monday 13<sup>th</sup> June 2016 at 7.30pm**

**PRESENT:** Cllr D Lee (Chairman), Mrs J Wright (Clerk)  
Bures St. Mary Parish Council: Cllr J Aries, Cllr J McCrory  
Bures Hamlet Parish Council: Cllr A Crowe

### **1/06/16 APOLOGIES**

Apologies received from Cllr D Matthews (unwell), Cllr C Barnham (on holiday), Cllr L Alston (late apology received – personal commitment). All apologies accepted by those present.

### **2/06/16 MEMBER CHANGES**

The Chairman welcomed all new members recently elected on to the Authority. New members being Cllr Crowe representing BHPC and Cllrs Aries and Alston representing BSMPC.

### **3/06/16 REGISTER OF INTERESTS & DISPENSATION REQUESTS**

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests. None declared.

### **4/06/16 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman  
No members of the public present.

### **5/06/16 MINUTES**

The minutes of the previous meeting of 7<sup>th</sup> March 2016 were confirmed and signed as a true record (previously circulated).

### **6/06/16 INSPECTOR'S HEALTH & SAFETY REPORT**

Cllr David Lee reported the following: Cemetery in an extremely satisfactory condition. St Edmunds Lane gate latch needed attention. Main drive required weed killing. Suckers needed removing from bush along right hand drive. Benches needed to be cleaned. Clerk to contact the Scout Troop. New timber on shed to be painted dark green to match. Grass cuttings to be raked in extension area. All headstones had been checked for stability. Those found to be loose and requiring maintenance: Extension area – 'Holden'. Older section – 'Lionel Pilgrim'. Other headstones noted slightly loose but not requiring attention at the moment: Extension area – 'Eaves', 'Gilbert', 'Peter Pilgrim'. Older section – 'Anderson', 'Gilbert', 'Harding' plus one stone cross.  
**Next Inspector:** Cllr Jennie McCrory.

### **7/06/16 GROUNDS MAINTENANCE CONTRACT**

The Clerk had drawn up the grounds maintenance contract for JPB Landscapes which had been duly agreed and signed by both parties. Contract for 1 year commencing 1<sup>st</sup> April 2016. Jack Brown had agreed to reduce his tender for preparation of ashes graves to £35 and the maintenance contract and the Authority Cemetery Fees and Conditions had both been duly amended. The Clerk was also in receipt of JPB Landscape's insurance documentation and risk assessments for holding on file.

The Chairman noted the comments raised by the outgoing contractor Mortimer Contracts and the Clerks responses.

The Chairman agreed to review the extra hours worked by the Clerk during the changeover period of contractors and report at the next meeting.

### **8/06/16 MATTERS ARISING FROM PREVIOUS MINUTES**

- a) **Resurfacing of main drive:** The Clerk had confirmed acceptance of the quotation from Wiles Contractors for Item No. 3 – to tarmac plus surface dress the T section at the top of the main drive, to cut out large tree root and to repair path damage at front gate entrance. Cost £7,099.94 plus VAT. Work to be completed when suitable weather conditions allowed.
- b) **Cemetery shed:** The Clerk had received a quotation from David Cobbold to repair the rotten timber base sections plus to repair the guttering. Cost £226.90. This had been accepted and work completed. All satisfactory but timber base to be repainted dark green to match.
- c) **Tree root:** Tree Surgeon Guy Jones had inspected the tree along the top right hand path and advised that the large tree root growing out into the path could not be cut out without possibly damaging or making the tree itself unstable. It was agreed to continue to monitor the situation with a view to eventually removing the tree if deemed necessary.
- d) **Boundary wall:** The Chairman and Clerk had met with Samantha Parker to examine the boundary wall photographic evidence and discuss whether changes in the wall structure had occurred since the adjoining building works had been completed. Concerns had been raised regarding water seepage from an underground spring. As it was difficult to ascertain what cracks could be apportioned to the building works the Clerk agreed to monitor any further water seepage and contact Samantha as necessary.
- e) **Headstone stability report:** The Clerk to follow up on the repair of the two headstones requiring urgent works. To contact the grave deed holders if possible or gain a quotation from a local Stonemason.
- f) **Contractor works:** Tree overhang at top of main drive to be cut back. Clerk to gain a quotation for this work. Nigel Norton had agreed to repair the gate latch. Graves still to be levelled and turfed when weather suitable. Path edge seeded. St Edmunds Lane bank strimmed and step area cleared. Lime tree suckers cut back. All paths weed killed but to be redone owing to continuing wet weather.

### **9/06/16 CORRESPONDENCE**

- a) The Clerk had signed authorisation for the BTS Group to cut back overhanging tree branches away from the power line in the extension area of the cemetery.
- b) The Clerk had ordered and received 1 roll of artificial grass matting for use at interment of ashes.
- c) The Clerk was in receipt of information on the New Rateable Value updating process and would action accordingly.
- d) The Clerk was in receipt of The Pensions Regulators Staging Date for Bures Joint Cemetery Authority. The Declaration of Compliance to be actioned at 1<sup>st</sup> November 2016.

### **10/06/16 FINANCE**

Business Access A/C balance: £7,128.29.

Community A/C balance: £7,529.65 (when all cheques paid).

Finance & Budget Monitoring Report – circulated, noted and attached.

Bank Reconciliation dated 31<sup>st</sup> May 2016 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached.

2015/16 Clerk's salary and tax completed and verified by Internal Auditor.

New NALC pay awards for Clerks approved.

2015/16 VAT claim submitted to HMRC.

Half year precepts to BHPC and BSMPC submitted.

### **11/06/16 AUDIT MATTERS**

The Chairman reported on the sudden death of Angus Goody who had been the appointed Internal Auditor for the Authority for a number of years. Condolences to be sent to his wife Helen and son Nick. Mrs Carolyn Holbrook had kindly taken over as Internal Auditor with immediate effect.

(a) Annual Governance Statement 2015/16 duly approved and signed.

(b) Annual Accounting Statements 2015/16 duly approved and signed.

(c) Audit items approved and noted:

Internal Auditor's report submitted with no matters arising.

Mrs Carolyn Holbrook approved as Internal Auditor for 2016/17 with fees to remain in line with previous year.

Internal Audit Review Checklist – Cllr Crowe and Cllr McCrory agreed to meet with the Clerk and Internal Auditor in October to finalise the Review Checklist.

Accounts made available for sale for £2.

Updated Asset Register.

Insurance Renewal Premium 2016/17.

Financial Regulations 2016.

Standing Orders 2016.

Risk Assessments 2016.

Model Publication Scheme 2016.

Complaints Procedure 2016.

Fees and Conditions 2016 – it was agreed to increase the current fees by 50%.

Clerk to amend and circulate for approval at the September meeting.

### **12/06/16 BRIEF INFORMATION & EXCHANGE**

None.

### **13/06/16 DATE OF NEXT MEETING**

Date of next meeting: It was agreed to change the next meeting date to Monday 5<sup>th</sup> September 2016 to be held at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2017: 9<sup>th</sup> January, 13<sup>th</sup> March, 12<sup>th</sup> June, 11<sup>th</sup> September.

The meeting closed at 8.45pm

Signed:

Authority Chair:

Date:

