

Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

38 The Paddocks

Bures CO8 5DF

Tel: 01787 227750

Email: buresparishcouncils@gmail.com

Notice of Cemetery Authority Meeting

Dear Member

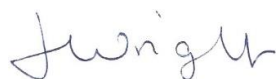
You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 4th March 2019 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

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' interest
- 3. Public Forum – 15 minutes maximum public participation**
3 minutes for individual contributions unless agreed by the Chairman
The public are invited to give views and question the Committee on issues on this agenda, or raise issues for consideration of inclusion at future meetings.
- 4. Minutes of the previous meeting of 7th January 2019 and Notes from site meeting held on 2nd March 2019 to be confirmed and signed (previously circulated)**
- 5. Inspector's Asset & Risk Assessment report: Cllr Mychelle Baker**
Next Inspector: Cllr Carol Ellis
- 6. Matters arising which do not appear elsewhere on the agenda**
 - a. Lleyandii hedge
 - b. Paths
 - c. Review of waste disposal
 - d. Topsoil/spoil heap storage
 - e. Bollard
 - f. Cuckoo Hill site boundary
 - g. Amendment of maps
 - h. Scout Troop project
 - i. Contractor works (see attachment)

- 7. Grounds Maintenance Contracts**
To consider and agree Cemetery Grass & Grave Maintenance Contract 2019/20
To consider and agree Cemetery Maintenance Contract 2019/20
To review risk assessments and insurance documentation for contractor
- 8. Correspondence**
Cemetery Management & Compliance Course 16th July
- 9. Finance**
 - a) Finance & budget monitoring report – circulated
 - b) Bank reconciliation and verifying bank statements – circulated and for signing by the Chairman and a non-signatory member.
- 10. Audit Matters**
To accept Privacy Policy for website
To review and adopt Equality & Diversity Policy
To report on Limited Assurance Review by PKF Littlejohn
To note list of old records for storage at Suffolk Record Office
- 11. Interments/ashes interments/memorial applications**
Interment of the late Peregrine Simson
Additional inscription of the late Congetta Kemp
Memorial of the late Paul Holbrook
Interment of ashes of the late Bruno Delmonte
Interment of ashes of the late Norah Methold
Interment of the late Elizabeth Warner
- 12. Brief information & exchange for next agenda items**
- 13. Date of next meeting:** Monday 10th June 2019 at The Committee Room,
Bures Community Centre, Nayland Road at 7.30pm
Future dates booked for 2019: 9th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
25th February 2019