

Bures Joint Cemetery Authority

Clerk:
Mrs. J. Wright
38 The Paddocks
Bures CO8 5DF
Tel: 01787 227750
Email: buresparishcouncils@gmail.com

Notice of Joint Cemetery Authority Meeting

Please note this is a Virtual Zoom Meeting

Members of the Public should contact the Clerk to arrange an invitation to join in

The Press and Public are welcome to attend

Dear Member

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 8th June 2020 at 7.30pm.

Agenda

1. **Apologies for Absence**
2. **Register of Interests and Dispensation Requests**
To declare any 'Pecuniary' and Non pecuniary' interest
3. **Minutes of the previous meeting of 9th March 2020 to be confirmed and signed (previously circulated)**
4. **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.
5. **Inspector's Asset & Risk Assessment report: Cllr S Sills**
Next Inspector: Cllr J Aries
6. **Matters arising which do not appear elsewhere on the agenda**
 - a) Boundary of Cuckoo Hill site
 - b) Telephone pole at St Edmunds Lane
 - c) Monitoring of boundary walls
 - d) Change of use of glyphosate weedy spray
 - e) Contractor works (see attached)

7. Extension area

- a) To review no access signage for extension area and vehicle turning provision
- b) To discuss future burial provision and layout of extension area

8. Management of Memorials

- a) To report on memorial stability test
- b) To report on memorial map recording

9. Correspondence

10. Finance

- a) Finance & budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated and for signing by Chairman and a non-signatory member
- c) Small Business Grant Scheme application and response to survey
- d) To review waiving of burial fees during COVID-19
- e) To note year end 2019/20 HMRC Clerk's salary & tax completed
- f) To note VAT claim for 2019/20 submitted to HMRC and received
- g) To note half year precept requests to BHPC & BSMPC presented

11. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 28th October 2019
- b) To note the Internal Auditor's report 2019/20 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2019/20
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2019/20
- e) Policies to review and adopt:
 - Standing Orders
 - Financial Regulations
 - Cemetery Fees and Conditions
 - Risk Assessments
 - Model Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Training
- f) Matters to agree and approve
 - Appointment of Internal Auditor and Fees for 2020/21
 - Date for Internal Audit Review Checklist
 - Accounts available for sale for £2
 - Asset Register
 - Insurance Renewal Premium
 - Funeral Bond letter
 - Notice of Interment form
 - Memorial Application form
 - Grave Deed letter

12. Interments/ashes interments/memorial applications

Interment of the late Antony Dorling - J Edwards Funeral Directors

Interment of the late Susan Daniels - J Edwards Funeral Directors

Interment of the late Christopher Robinson – J Edwards Funeral Directors

Interment of the late Elizabeth Pilgrim – Brown Fenn Parker Funeral Directors

13. Brief information & exchange for next agenda items

- 14. Date of next meeting:** Monday 7th September 2020 at the Committee Room,
Bures Community Centre, Nayland Road at 7.30pm
Future dates agreed for 2021: 11th January, 8th March, 7th June, 6th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
29th May 2020