

Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

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Notice of Cemetery Authority Meeting

Dear Member

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 8th September 2025 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. Minutes of the previous meeting of 9th June 2025 to be confirmed and signed (previously circulated)**
- 4. Public Forum – 15 minutes maximum public participation**
3 minutes for individual contributions unless agreed by the Chair
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 McCrory
Inspector's Memorial Stability checklist report: Cllr McCrory
Wildlife Boxes checklist report: Cllr McCrory – 3 boxes installed
Next Inspector: Cllr Aries
- 6. Matters arising which do not appear elsewhere on the agenda**
 - a) Update on tree works - Hawthorn prune, Yew tree reduction, BTS tree work in extension
 - b) To consider any outstanding findings from Tree Condition Report of June 2024
 - c) Update on rear fence
 - d) To report on map replacements
 - e) Update on bench treatment
 - f) Update on shed treatment
 - g) To report on contractor works (see attached list) – rear gravel grids, some paths still to be edged, graves to be infilled, levelled and turfed in autumn

7. Budget

To approve 2026– 2029 prepared 3 year budget plan

8. Audit Matters

- a) To confirm date and time for an Internal Audit Review – Monday October 6th at 6.00pm via Zoom
- b) To note all policies checked for neutral gender nouns and updated as required

9. Finance Matters

- 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
- c) To confirm acceptance of NALC Clerk's Salary Pay Award 2025-26 with salary increase backdated to 1st April 2025.
- d) To present 2nd half year precept requests to BHPC & BSMPC
- e) To note midyear VAT claim to be submitted
- f) To note year end 2024/25 HMRC Clerk's salary & tax completed

10. Correspondence

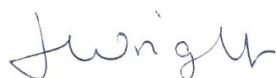
Perished marker cross replaced on the grave of the late F & G Smith - noted

11. Interments/ashes interments/memorial applications

Additional inscription of the late John Synnak

12. Brief information & exchange for next agenda items

- 13. Date of next meeting:** Next committee meeting: Monday 12th January 2026 at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future meeting dates agreed 2026: 9th March, 8th June, 7th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
2nd September 2025