

# 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 9<sup>th</sup> March 2026 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

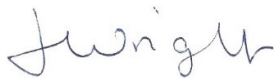
**THE PRESS AND PUBLIC ARE CORDIALLY INVITED**

### 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 12<sup>th</sup> January 2026 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 Child  
**Inspector's Memorial Stability checklist report:** Cllr Child  
**Wildlife Boxes checklist report:** Cllr Child  
**Next Inspector:** Cllr Chambers  
To note memorials repaired as per list from previous meeting
- 6. Matters arising which do not appear elsewhere on the agenda**
  - a) Tree Condition Report – to update on need for visual inspection and further tree work
  - b) Update on rear fence repair
  - c) To report on levelling and turfing of graves
  - d) To report on edging of paths
  - e) Map casing and copying of maps
  - f) Bench treatment
  - g) Rear gate clean
  - h) Woodyard boundary tidy
  - i) To report on contractor works (see attached list) – to review JPB Landscapes contract

7. **Audit Matters**
  - a) To confirm signing of BB Business Associates Ltd Engagement Letter for Internal Audit Service 2025/26
8. **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
9. **Correspondence**
10. **Interments/ashes interments/memorial applications**

Ashes interment of the late Leslie Rutt  
Interment of the late Derek Matthews  
Memorial installation of the late Paul Baker  
Interment of the late John Longhurst (out of residency)
11. **Brief information & exchange for next agenda items**
12. **Date of next meeting:** Next committee meeting: Monday 8<sup>th</sup> June 2026 at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road  
Future meeting dates agreed 2026: 7<sup>th</sup> September  
Future meeting dates to be agreed 2027: 11<sup>th</sup> January, 8<sup>th</sup> March, 14<sup>th</sup> June, 13<sup>th</sup> September  
Site meeting scheduled for – Saturday 6<sup>th</sup> June 2026 at 10am



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
4<sup>th</sup> January 2026