

# Bures Joint Cemetery Authority

Clerk:

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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> June 2025 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED**

### Agenda

- 1. Appointment of Chair**
- 2. Appointment of Vice-chair**
- 3. Apologies for Absence**
- 4. Register of Interests and Dispensation Requests**  
To declare any 'Pecuniary' and Non pecuniary' interest
- 5. Minutes of the previous meeting of 10<sup>th</sup> March 2025 to be confirmed and signed (previously circulated)**
- 6. 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.
- 7. Inspector's Asset & Risk Assessment report: Cllr Manning**  
**Inspector's Memorial Stability checklist report: Cllr Manning**  
**Wildlife Boxes checklist report: Cllr Manning**  
**Next Inspector: Cllr McCrory**

**8. Matters arising which do not appear elsewhere on the agenda**

- a) Tree works - Hawthorn prune, Yew tree reduction, removal of holly tree, Holly archway along main drive, BTS tree work in extension
- b) Rear fence repair
- c) To report on map replacements
- d) Bench repairs
- e) Front gate painting
- f) To set a date for treating the shed
- g) Contractor works (see attached) – gravel quotation, edging of paths, strim around all memorials, edge around ashes memorials, clear nettles at rear fence, tidy rear steps area, lime trees basal growth, grave levelling

**9. Site meeting 17<sup>th</sup> May 2025**

To report on any matters raised at the site meeting not elsewhere on the agenda

**10. Audit Matters**

- a) To note PKF External Auditor's decision re an Audit Review for the Authority
- b) To consider the findings of the Review of the effectiveness of the system of internal control held on 7<sup>th</sup> October 2024
- c) To note the Internal Auditor's report 2024/25 and to follow up on any matters raised
- d) Policies to review and adopt:
  - Standing Orders
  - Financial Regulations - updated
  - Cemetery Fees and Conditions
  - Risk Assessment
  - Publication Scheme
  - Complaints Procedure
  - Equality & Diversity
  - Privacy Notice
  - Health & Safety
  - Training
- e) Matters to agree and approve
  - Appointment of Internal Auditor and Fees for 2025/26
  - 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

**11. 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 agreement of increase in Clerk's hours
- d) To note completion of the the Pensions Regulator's re-declaration of Employer's compliance

**12. Correspondence**

BDC Business Rates Demand 2025/26 – Nil Demand

**13. Interments/ashes interments/memorial applications**

Additional inscription of the late Betty Haywood


Interment of the late Patricia Pilgrim

Additional inscription of the late Patricia Pilgrim

Memorial of the late Sam Saer

**14. Brief information & exchange for next agenda items**

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



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
2<sup>nd</sup> June 2025