

Bures Joint Cemetery Authority

Clerk:
Mrs. J. Wright
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Notice of Cemetery Authority Meeting

Dear Member

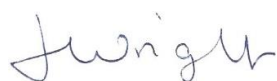
You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 9th September 2019 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

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 10th June 2019 to be confirmed and signed (previously circulated)**
- 5. Inspector's Asset & Risk Assessment report: Cllr J Aries**
Next Inspector: Cllr M Baker
- 6. Matters arising which do not appear elsewhere on the agenda**
 - a) Ivy root
 - b) Scout Troop project
 - c) Contractor works (see attached)
- 7. To report on Cemetery Management & Compliance Course July 16th and Management of Memorials Course September 9th**
- 8. Tree works**
 - a) To consider quotations for reduction and prune of lime trees
 - b) To consider quotation for pruning of trees overhanging top of main drive

- 9. Correspondence**
Requested details for Revaluation of Cemeteries for the VOA 2021 rating list
Gravediggers Risk Assessments received
- 10. 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.
c) To approve updated Financial Regulations as per NALC recommendations
d) To confirm Bank Mandate Change form completed for new signatories
e) To report on the Pension Regulator Workplace Pensions re-enrolment
- 11. Budget**
To approve 2020 – 2023 prepared 3 year budget plan
- 12. Audit Matters**
To note waiting on External Auditor's approval of 2018/19 Accounting Statements
To note Internal Audit Review meeting arranged for October 28th at 6pm
– Cllrs MCCrory & McAndrew to attend with Clerk and Internal Auditor
- 13. Interments/ashes interments/memorial applications**
- 14. Brief information & exchange for next agenda items**
- 15. Date of next meeting:** Monday 6th January 2020 at the Committee Room,
Bures Community Centre, Nayland Road at 7.30pm
Future dates for 2020: 9th March, 8th June, 7th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
1st September 2019