

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 2024 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. **Change in Members**
3. **Register of Interests and Dispensation Requests**
To declare any 'Pecuniary' and Non pecuniary' interest
4. **Minutes of the previous meeting of 17th June 2024 to be confirmed and signed (previously circulated)**
5. **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.
6. **Inspector's Asset & Risk Assessment report:** Cllr Aries
Inspector's Memorial Stability checklist report: Cllr Aries
Next Inspector: Cllr Chambers
7. **Matters arising which do not appear elsewhere on the agenda**
 - a) To report on tree inspection
 - 1) Agreed works – remove dead elms, remove dead Oak wood, sever ivy removal of lime suckers
 - 2) To agree the following works – G12, T10, T11, T24, T28 of report
 - b) Sequoia trunk – second mesh wrapped has been wrapped around trunk
 - c) Rear fence repair – chestnut stakes and angle irons
 - d) To consider treating shed next spring – volunteers needed
 - e) Findings on boundary walls
 - 1) Ownership
 - 2) Insurance cover
 - 3) Party Wall agreement

- f) To report on compliance of lawn cemetery regulations
 - g) Bench repairs and clean
 - h) Contractor works (see attached)
- 8. Budget**
To approve 2025– 2028 prepared 3 year budget plan
- 9. Audit Matters**
a) To confirm date and time for an Internal Audit Review – Monday October 7th at 7.30pm via Zoom
- 10. 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 consider meeting costs of boundary highway verge clearance
d) To present 2nd half year precept requests to BHPC & BSMPC
e) To note midyear VAT claim submitted
- 11. Correspondence**
Reports from residents regarding disturbance of personal items from graves
Marker grave placed on the grave of the late F & G Smith has perished – letter sent
- 12. Interments/ashes interments/memorial applications**
- 13. Brief information & exchange for next agenda items**
- 14. Date of next meeting:** Next committee meeting: Monday 13th January 2025 at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future meeting dates agreed 2025: Monday 10th March, 9th June, 8th September
Site meeting date to be agreed for 2025 – Saturday 7th June 2025 at 10am



Mrs Jenny Wright
Clerk to the Cemetery Authority
2nd September 2024