

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 10th June 2019 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. **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.
6. **Minutes of the previous meeting of 4th March 2019 to be confirmed and signed (previously circulated)**
7. **Inspector's Asset & Risk Assessment report:** Cllr Carol Ellis
Next Inspector: Cllr Jan Aries
8. **Matters arising which do not appear elsewhere on the agenda**
 - a) Trees: Lleylandii, Pines, Sequoia and Cedar
 - b) Paths
 - c) Review of waste disposal/storage of spoil heap
 - d) Cuckoo Hill site boundary
 - e) Scout Troop project
 - f) Update on records for storage at Suffolk Record Office
 - g) Gravedigger insurance and minuted agreement
 - h) Contractor's contracts, risk assessments and insurance
 - i) Contractor works (see attachment) – to discuss ivy root

8. Correspondence

To note Babergh District Council Nil Business Rates Demand
To note the Pension Regulator Workplace Pensions re-enrolment date
Cemetery Management & Compliance Course July 16th – Cllr Aries & Clerk to attend
Management of Memorials Course September 9th – Cllr Aries & Clerk to attend

9. 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 confirm Bank Mandate Change form submitted for new signatories
- d) To confirm computer pin code updated re change of BHPC Chairman
- e) To note year end 2018/19 HMRC Clerk's salary & tax completed
- f) To note Employment Briefing National Clerk's Salary Award implemented from 1st April 2019
- g) To note VAT claim for 2018/19 submitted to HMRC
- h) To note half year precept requests to BHPC & BSMPC presented

10. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 3rd October 2018
- b) To note the Internal Auditor's report 2018/19 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2018/19
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2018/19
- e) Policies to review and adopt:
 - Standing Orders
 - Financial Regulations
 - Cemetery Fees and Conditions
 - Risk Assessments
 - Model Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
- f) Matters to agree and approve
 - Appointment of Internal Auditor and Fees for 2019/20
 - 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. Interments/ashes interments/memorial applications

Purchase of 2 no. ashes plots – Mrs A Brooks
Additional inscription for the late Margaret Austin
Memorial for the late John Vaughan
Interment of ashes of the late Mabel Hart
Interment of ashes of the late John Pilkington
Ashes memorial for the late Norah Methold
Ashes memorial for the late Mabel Hart
Memorial for the late Robin Springett

12. Brief information & exchange for next agenda items

- 13. Date of next meeting:** Monday 9th September 2019 at the Committee Room,
Bures Community Centre, Nayland Road at 7.30pm
Future dates for 2020 to be agreed: 6th January, 9th March, 8th June, 7th September



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