

Bures Joint Cemetery Authority

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

The Press & Public are welcome to attend

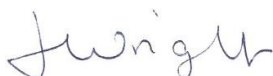
Dear Member

You are hereby summoned to attend a meeting of the Bures Joint Cemetery Authority on Monday 10th September 2018 at the Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

AGENDA

1. **Apologies for absence** - to note specific reason if absent from meeting
2. **Register of Interests and Dispensation Requests**
To receive any 'Pecuniary' and Non pecuniary' interests and Dispensation requests
3. **Appointment of new members**
4. **Appointment of Vice-Chairman**
To propose an appointment of Vice-Chairman for the Authority
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 Authority on issues on this agenda or raise issues for consideration of inclusion at future meetings.
6. **Minutes**
Minutes of the previous meeting of 11th June 2018 to be confirmed and signed (previously circulated)
7. **Inspector's Asset & Risk Assessment report:** Cllr Jennie McCrory
Next Inspector: Cllr Jan Aries
8. **Matters arising which do not appear elsewhere on the agenda**
 - a. Cuckoo Hill site boundary
 - b. Monitoring of trees - Sequoia and Cedar
 - c. Pathways for extension area
 - d. Storage of top soil
 - e. Purchase of ashes plots
 - f. Painting of front gate
 - g. Cubs/Scouts projects
 - h. Skip site issues/spoil heap clearance
 - i. Contractor works (see attachment)

- 9. Correspondence**
Request to install a memorial bench
To report on return of missing cemetery documentation
To note receipt of Gravedigger's insurance certificate
- 10. Interments/ashes interments/memorial applications**
Memorial of the late Frances Burbidge
Memorial of the late Roy Hartley
Memorial of the late Caroline & James Macmillan
Memorial of the late Stephen Davies
Interment of the late Ernest Kemp
Interment of the late Basil Pilgrm
Purchase of adjacent Grave Space - Mrs S Ashdown
- 11. Finance**
a) Finance & budget monitoring report – circulated
b) Bank reconciliation and verifying bank statements – circulated - for signing
c) To note 2nd half year precepts submitted to BSMPC & BHPC
- 12. Budget**
To approve 2019/20 – 2021 prepared 3 year budget plan
- 13. Audit Matters**
To note waiting on External Auditor's approval of 2017/18 Accounting Statements
To note Internal Audit Review meeting arranged for 3rd October at 6pm
– Cllr Crowe & Cllr McCrory to attend with Clerk and Internal Auditor
- 14. Data Protection**
To report on information received to date and follow up
To report on improvements to joint parish councils website
- 15. Brief information & exchange for next agenda items**
- 16. Date of next meeting:** Monday 7th January 2019 at The Committee Room,
Bures Community Centre, Nayland Road at 7.30pm
Future dates booked for 2019: 11th March, 10th June, 9th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
3rd September 2018