

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 March 2025 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. Minutes of the previous meeting of 13th January 2025 to be confirmed and signed (previously circulated)**
- 4. 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.
- 5. Inspector's Asset & Risk Assessment report: Cllr Elder**
Inspector's Memorial Stability checklist report: Cllr Elder
Wildlife Boxes checklist report: Cllr Elder
Next Inspector: Cllr Manning
- 6. Matters arising which do not appear elsewhere on the agenda**
 - a) Laurel hedge
 - b) Rear fence repair – chestnut stakes
 - c) To report on map replacements
 - d) Bench repairs
 - e) Saplings report - mulch
 - f) Update on Wildflower Meadow
 - g) To report on water standpipe issues
 - h) Contractor works (see attached) – to review JPB Landscapes contract - damaged bat box

- 7. Audit Matters**
 - a) To report on the Internal Audit Review areas for follow up with the parish councils
 - i) Savings provision
 - ii) Gov.uk Domain
 - iii) Dropbox facility
 - b) To confirm External Audit Review for 2024/25 is waiting on confirmation of auditor

- 8. 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 agree future finance reporting to parish councils
 - d) To discuss increasing the Clerk/RFOs hours of work per week
 - e) To confirm Kate Sarley to run 2025/26 payroll
 - f) To consider increasing insurance sums insured
 - g) To confirm implications of N.I. Secondary Threshold
 - h) To note Lloyds Bank letter re instant access accounts
 - i) To note removal of online signatory actioned

- 9. Correspondence**

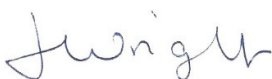
To report on Steventon memorial error by stonemason
To note reissue of exclusive rights/memorial inscription for the late Betty Haywood

- 10. Interments/ashes interments/memorial applications**

Interment of the late Ann Goddard
Interment of the late Paul Carter
Additional inscription of the late Paul Carter

- 11. Brief information & exchange for next agenda items**

- 12. Date of next meeting:** Next committee meeting: Monday 9th June 2025
at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future meeting dates agreed 2025: 8th September, 12th January 2026.
Site meeting 2025 – Saturday 17th May 2025 at 10am



Mrs Jenny Wright
Clerk to the Cemetery Authority
3rd March 2025