

# 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 12<sup>th</sup> January 2026 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED**

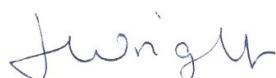
### Agenda

- 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 8<sup>th</sup> September 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 Aries**  
**Inspector's Memorial Stability checklist report: Cllr Aries**  
**Wildlife Boxes checklist report: Cllr Aries**  
**Next Inspector: Cllr Child**
- 6. Matters arising which do not appear elsewhere on the agenda**
  - a) Tree Condition Report June 2024 – to update on outstanding tree works
  - b) To agree the need for a visual tree inspection in 2026
  - c) Update on rear fence
  - d) To report on UV glazing for map casing
  - e) Turning off of water standpipes
  - f) Update on bench treatment
  - g) Update on shed treatment
  - h) Wildflower meadow
  - i) To report on contractor works (see attached list) – path edging, grave turfing

- 7. Audit Matters**
  - a) To report on the Internal Audit Review held on 24<sup>th</sup> November (notes circulated)
  - b) To accept BB Associates Ltd increase of fees for 2025/26 internal audit
  - c) To confirm acceptance of BB Business Associates Ltd Engagement Letter for Internal Audit Service 2025/26
  
- 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 note outcome of request to parish councils for an increase of precept
  - d) To confirm agreement of increase for HMRC management
  - e) To note successful appeal against penalty for not filing PAYE return on time
  
- 9. Correspondence**

To note receipt of JPB Landscapes Certificate of Employers Liability
  
- 10. Interments/ashes interments/memorial applications**

Ashes interment of the late Paul Baker  
Additional inscription of the late Ann Goddard  
Memorial of the late Paul Baker  
Ashes interment of the late Jacqueline Halstead  
Interment of the late Janette Lindsey Smith
  
- 11. Brief information & exchange for next agenda items**
  
- 12. Date of next meeting:** Next committee meeting: Monday 9<sup>th</sup> March 2026 at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road  
Future meeting dates agreed 2026: 8<sup>th</sup> June, 7<sup>th</sup> September  
To agree date for a site meeting – Saturday 6<sup>th</sup> June 2026



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
4<sup>th</sup> January 2026