

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 13th January 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 9th September 2024 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
Next Inspector: Cllr Manning
- 6. Matters arising which do not appear elsewhere on the agenda**
 - a) To report on works from tree inspection and laurel hedges
 - b) Rear fence repair – chestnut stakes
 - c) To report on map replacements
 - d) Bench repairs
 - e) St Edmunds Lane boundary verge clearance
 - f) Wood Yard boundary hedge
 - g) Update on Wildflower Meadow
 - h) Contractor works (see attached) – to review JPB Landscapes contract

- 7. Audit Matters**
 - a) To report on the Internal Audit Review held on 7th October (notes circulated)
 - b) To confirm signed agreement of BB Business Associates Ltd Engagement Letter for Internal Audit Service 2024/25
 - c) To confirm whether or not to request an External Audit for 2024/25

- 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 confirm acceptance of NALC Clerk's Salary Pay Award 2024-25 with salary increase backdated to 1st April 2024.
 - d) To discuss Lloyds advisory letter on the new Community Account
 - e) To note the Business Banking Resolution Service to close
 - f) Mid year VAT claim processed and received

- 9. Correspondence**

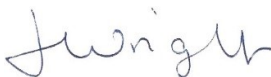
To note receipt of Gary Smith Garden Services Ltd Certificate of Employers Liability
To note receipt of JPB Landscapes Certificate of Employers Liability
Grave deed transfer of the late John and Rebecca Bunch

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

Interment of the late Leslie Saer
Ashes interment of the late Brian & Myra King

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

- 12. Date of next meeting:** Next committee meeting: Monday 10th March 2025 at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future meeting dates agreed 2025: 9th June, 8th September, 12th January 2026.
Site meeting 2025 – Saturday 7th June 2025 at 10am



Mrs Jenny Wright
Clerk to the Cemetery Authority
6th January 2025