

Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

38 The Paddocks

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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 17th June 2024 at The Garrad 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. **Minutes of the previous meeting of 11th March 2024 to be confirmed and signed (previously circulated)**
6. **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.
7. **Inspector's Asset & Risk Assessment report:** Cllr McAndrew
Inspector's Memorial Stability checklist report: Cllr McAndrew
To report on repair of memorials – Fairless, Cardy
Next Inspector: Cllr Aries
8. **Site meeting 15th June**
To report on any matters raised at the site meeting not elsewhere on the agenda
9. **Matters arising which do not appear elsewhere on the agenda**
 - a) Trees:
 - 1) Sequoia trunk – climbing plant
 - 2) To report on tree inspections
 - b) To report on Wild flower meadow
 - c) To report on map noticeboard revamp
 - d) To report on compliance of lawn cemetery regulations
 - e) Contractor works (see attached) – to discuss use of glyphosate

10. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 30th October 2023
- b) To note the Internal Auditor's report 2023/24 and to follow up on any matters raised
- c) Policies to review and adopt:
 - Standing Orders
 - Financial Regulations
 - Cemetery Fees and Conditions
 - Risk Assessment
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity
 - Privacy Notice
 - Health & Safety
 - Training
- d) Matters to agree and approve
 - Appointment of Internal Auditor and Fees for 2024/25
 - 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. 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 year end 2023/24 HMRC Clerk's salary & tax completed
- d) To note change of signatory mandate request completed

12. Correspondence

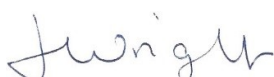
Babergh District Council Business Rates Demand 2024/25 – Nil demand
A log of burial entries for the late Newman family requested – forwarded

13. Interments/ashes interments/memorial applications

Memorial of the late David and Margaret Keeble
Memorial of the late John and Violet Boyce
Memorial of the late Kwai Jerome
Memorial of the late Pamela Steventon

14. Brief information & exchange for next agenda items

- 15. Date of next meeting:** Next committee meeting: Monday 9th September 2024 at 7.30pm at the Garrad Room, Bures Community Centre, Nayland Road
Future meeting dates to be agreed 2025: Monday 13th January, 10th March, 9th June, 8th September



Mrs Jenny Wright Clerk to the Cemetery Authority, 10th June 2024