

Bures Joint Cemetery Authority

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

Dear Member

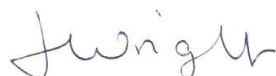
You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 6th January 2020 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

THE PRESS AND PUBLIC ARE CORDIALLY INVITED

Agenda

1. **Apologies for Absence**
To note Vacancy on Committee - BSMPC
2. **Register of Interests and Dispensation Requests**
To declare any 'Pecuniary' and Non pecuniary' interest
3. **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 Committee on issues on this agenda, or raise issues for consideration of inclusion at future meetings.
4. **Minutes of the previous meeting of 9th September 2019 to be confirmed and signed (previously circulated)**
5. **Inspector's Asset & Risk Assessment report:** Cllr M Baker
Next Inspector: Cllr C Ellis
6. **Matters arising which do not appear elsewhere on the agenda**
 - a) Boundary of Cuckoo Hill site
 - b) Tree work to lime trees
 - c) Bench re-varnish
 - d) Revamp of field gate
 - e) To report on monitoring of boundary walls
 - f) To report on Cubs bulb planting project
 - g) Contractor works (see attached)

- 7. Cemetery Management & Compliance and Management of Memorials**
To report on follow up from the course information
To report on memorial stability test
To report on memorial map recording
- 8. Grounds Maintenance Contracts**
Contracts for review March 2020 with a termination date 31st March 2021
- 9. Correspondence**
To note correspondence re memorial of the late G Gullen
To note information on War Grave and GWGC sign
- 10. Finance**
 - 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 approve amended Fees and Conditions following the new Children's Funeral Fund for England 2019
 - d) To consider making a donation to the Cubs project
 - e) To consider earmarking funds for future boundary wall maintenance
- 11. Audit Matters**
To note External Auditor's approval of 2018/19 Accounting Statements received with no matters arising
To report on Internal Audit Review meeting of October 28th
- 12. Interments/ashes interments/memorial applications**
Memorial t/l Elizabeth Warner - Colchester Funeral Care
Interment of ashes t/l George Austin – Sudbury Co-op Funeral Service
Interment of the late Timothy Underwood – Sudbury Co-op Funeral Service
Memorial t/l Peregrine Simson – Hunnaball Memorials, Ipswich
Interment of t/l Angela Harrod – Sudbury Co-op Funeral Service
- 13. Brief information & exchange for next agenda items**
- 14. Date of next meeting: Site Meeting Saturday 7th March 2020 at 10.00am**
Monday 9th March 2020 at the Committee Room, Bures Community Centre, Nayland Road at 7.30pm
Future dates for 2020: 9th March, 8th June, 7th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
29th December 2019