

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 7th January 2019 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. 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 10th September 2018 to be confirmed and signed (previously circulated)**
- 5. Inspector's Asset & Risk Assessment report: Cllr Jennie McCrory**
Next Inspector: Cllr Mychelle Baker
- 6. Matters arising which do not appear elsewhere on the agenda**
 - a. Trees – Sequoia and Cedar
 - b. Skip issues
 - c. Topsoil/spoil heap storage
 - d. Amendment of maps
 - e. Benches
 - f. Headstone issues
 - g. Scout Troop projects
 - h. Contractor works (see attachment)
 - i. Removal of marker crosses from graves

7. Quotations

To discuss 2 quotations for new pathways in extension area
To discuss quotations for Lleylandii hedging along left boundary

8. Grounds Maintenance Contract

Contracts for renewal 31st March 2019 – to review and advertising

9. Correspondence

To report on WW1 Centenary Primary School visit to cemetery
Jack Brown 2019 Certificate of Public Liability received and held on file
Information on The Aviva Community Fund – grants for environment projects

10. Interments/ashes interments/memorial applications

Interment of the late Basil Pilgrim
Memorial for the late Stephen Dexter
Interment of the late Iris Cox
Interment of the late Congetta Kemp
Purchase of ashes plot A3 space 16
Interment of the late Robin Springett
Memorial for the late Basil Pilgrim
Memorial for the late Stanley Watts
Interment of the late Elizabeth Wilkinson
Memorial of the late Ernest Kemp
Interment of the late John Vaughan

11. 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 report on Barclays Bank account information update request
- d) To report on Barclays Bank Mandate Change
- e) To note order for new Burial Grant Book

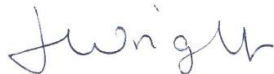
12. Audit Matters

To note External Auditor's approval of 2017/18 Accounting Statements received with no matters arising
To report on Internal Audit Review meeting held on 3rd October 2018
To approve amended Standing Orders in line with NALC recommendations
To note burial records being deposited at Suffolk Record Office

13. Brief information & exchange for next agenda items

14. Date of next meeting: Monday 4th March 2019 (revised date) at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm

To agree site meeting: Saturday 2nd March 2019 at 10.00am (revised date)
Future dates booked for 2019: 10th June, 9th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
2nd January 2019