

Bures Joint Cemetery Authority

Clerk:
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Notice of Joint Cemetery Authority Meeting

Please note this is a Virtual Zoom Meeting

Members of the Public should contact the Clerk to arrange an invitation to join in

The Press and Public are welcome to attend

Dear Member

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 7th September 2020 at 7.30pm.

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 8th June 2020 to be confirmed and signed (previously circulated)**
4. **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.
5. **Inspector's Asset & Risk Assessment report: Cllr J Aries**
Next Inspector: Cllr M Baker
6. **Matters arising which do not appear elsewhere on the agenda**
 - a) Boundary of Cuckoo Hill site
 - b) Utility pole at St Edmunds Lane
 - c) Trees:
 - 1) deadwood in Leylandii
 - 2) damaged conifer branch
 - 3) overhanging branches in ashes section
 - d) Suggestion for wild flower banks
 - e) Alternatives to use of glyphosate
 - f) Contractor works (see attached)

- 7. Creation of new storage area/parking bay**
 - a) To discuss options for removal of shed to create new storage area/ parking bay – see Cllr McAndrew’s suggested plan
 - b) To discuss options for creating a vehicle turning area in extension area – see Cllr McAndrew’s suggested plan

- 8. Management of Memorials**
 - a) To report on unstable memorials/signs
 - b) To report on memorial stability test
 - c) To report on memorial map recording
 - d) Regulations for ashes plots

- 9. Correspondence**

Covid-19 Business surveys and impact on business

- 10. Finance**
 - a) Finance & budget monitoring report – circulated
 - b) Bank reconciliation and verifying bank statements – circulated and for signing by Chairman and a non-signatory member
 - c) To consider when to resume charging burial fees
 - d) To approve updated Standing Orders and Financial Regulations as per NALC recommendations
 - e) To note Employment Briefing National Clerk’s Salary Award implemented from 1st April 2020
 - f) To note second half year precepts presented to BHPC and BSMPC

- 11. Budget**

To approve 2021 – 2024 prepared 3 year budget plan

- 12. Audit Matters**
 - a) To note waiting on External Auditors approval of 2019/20 Accounting Statements
 - b) To note Internal Audit Review meeting to be held in October – Cllrs McCrory & McAndrew to attend with Clerk and Internal Auditor

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

Interment of ashes of the late Maeve White

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

- 15. Date of next meeting:** Monday 11th January 2021 at the Committee Room, Bures Community Centre, Nayland Road at 7.30pm
Future dates agreed for 2021: Site meeting 6th March, 8th March, 7th June, 6th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
1st September 2020

