

# Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

38 The Paddocks

Bures CO8 5DF

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Dear Councillor

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 11<sup>th</sup> June 2018 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' interests
- 3. Appointment of new member**
- 4. Public Forum – 15 minutes maximum public participation**  
3 minutes for individual contributions unless agreed by the Chairman
- 5. Minutes of the previous meeting of 12<sup>th</sup> March 2018 to be confirmed and signed (previously circulated)**
- 6. Inspector's Asset & Risk Assessment report: Cllr David Lee**  
**Next Inspector: Cllr Jennie McCrory**
- 7. Matters arising which do not appear elsewhere on the agenda**
  - a. Cuckoo Hill site boundary
  - b. Monitoring of headstones
  - c. Monitoring of trees - Sequoia and Cedar
  - d. Pathways for extension area
  - e. Moles
  - f. Storage of top soil
  - g. Cubs/Scouts project
  - h. Contractor works (see attachment)
- 8. Correspondence**
- 9. Interments/ashes interments/memorial applications**  
Interment of t/l Stanley Watts  
Interment of t/l James MacMillan  
Interment of t/l Stephen Dexter  
Memorial re t/l Lucy Fisher

**10. Finance**

- a) Finance & budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated - for signing
- c) To note year end 2017/18 HMRC Clerk's salary & tax completed
- d) To note Employment Briefing E01-18 2018-19 National Clerk's Salary Award implemented from 1<sup>st</sup> April 2018
- e) To note VAT claim for 2017/18 submitted to HMRC
- f) To note half year precept requests to BHPC & BSMPC presented

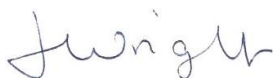
**11. Audit Matters**

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 4<sup>th</sup> October 2017
- b) To approve by resolution and sign the Annual Governance Statement 2017/18
- c) To consider, approve by resolution, sign and date Annual Accounting Statement 2017/18
- (d) Audit items to approve:
  - Internal Auditor's Report 2017/18 and follow up on any matters raised
  - Appointment of Internal Auditor and Fees for 2018/19
  - Date for Internal Audit Review Checklist
  - Accounts available for sale for £2
  - Asset Register
  - Insurance Renewal Premium
  - Financial Regulations
  - Standing Orders
  - Cemetery Fees and Conditions
  - Risk Assessments
  - Model Publication Scheme
  - Complaints Procedure
  - Equality Policy
- (e) Other items to approve:
  - Funeral Bond letter
  - Notice of Interment form
  - Memorial Application form
  - Grave Deed letter

**12. Data Protection**

**13. Brief information & exchange for next agenda items**

- 14. Date of next meeting:** Monday 11<sup>th</sup> June 2018 at The Committee Room,  
Bures Community Centre, Nayland Road at 7.30pm  
Future dates booked for 2018: 10<sup>th</sup> September  
Future dates booked for 2019: 7<sup>th</sup> January, 11<sup>th</sup> March, 10<sup>th</sup> June, 9<sup>th</sup> September



Mrs Jenny Wright, Clerk to the Cemetery Authority, 3<sup>rd</sup> June 2018

