

Bures Joint Cemetery Authority

Clerk:
Mrs. J. Wright
38 The Paddocks
Bures CO8 5DF
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Dear Councillor

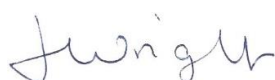
You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 12th March 2018 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

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
4. **Minutes of the previous meeting of 8th January 2018 and Notes of Site Meeting of 10th March 2018 to be confirmed and signed (previously circulated)**
6. **Inspector's Asset & Risk Assessment report:** Cllr Duncan Kennett
Next Inspector: Cllr David Lee
7. **Matters arising which do not appear elsewhere on the agenda**
 - a. Monitoring of boundary walls
 - b. Cuckoo Hill site boundary
 - c. Monitoring of trees
 - Sequoia and Cedar
 - tree root on top right hand drive
 - d. Benches
 - e. Moles
 - f. Cubs/Scouts project
 - g. Skip emptying
 - h. Contractor works (see attachment)

- 8. Grounds Maintenance contract**
To report on Grounds Maintenance contract and contract period until 2019
To review risk assessments and insurance documentation for contractor
- 9. Correspondence**
BDC Business Rates Nil demand
- 10. Interments/ashes interments/memorial applications**
Interment of ashes of the late Roy Hartley
Purchase of ashes plot – L & R Rutt
Purchase of ashes plot – Mr & Mrs R Horsley
Ashes memorial of the late Sally Marsden
Ashes memorial of the late Daisy Brooks
Interment re-open – the late Margaret Austin
- 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.
- 12. Audit Matters**
To report on Limited Assurance Review by PKF Littlejohn
Bank Mandate Change form forwarded to Barclays Bank and agreed
- 13. Brief information & exchange for next agenda items**
- 14. Date of next meeting:** Monday 11th June 2018 at The Committee Room,
Bures Community Centre, Nayland Road at 7.30pm
- Future dates booked for 2018: 10th September
Future dates to be agreed for 2019: 7th January, 11th March, 10th June,
9th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
3rd March 2018

