

Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 9th June 2025 at 7.30pm

PRESENT: Cllr J Aries (Chair), Mrs J Wright (Clerk)

Bures St. Mary Parish Council: Cllr J McCrory

Bures Hamlet Parish Council: Cllr J Child, Cllr M Elder, Cllr J Chambers, Cllr S Manning

Cllr Aries welcomed new member Cllr John Child representing Bures Hamlet Parish Council to the meeting.

1/06/25 APPOINTMENT OF CHAIR

Cllr Aries duly elected as Chair.

2/06/25 APPOINTMENT OF VICE CHAIR

Cllr McCrory duly elected as Vice Chair.

3/06/25 APOLOGIES FOR ABSENCE

No apologies put forward.

4/06/25 REGISTER OF INTERESTS & DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non-Pecuniary' interests and dispensation requests.

No Register of Interests declared and no Dispensation requests put forward.

5/06/25 MINUTES

Minutes of the previous meeting of 10th March 2025 (previously circulated) were duly approved and signed as a correct record.

6/06/25 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

7/06/25 INSPECTOR'S ASSET & RISK ASSESSMENT REPORT

a) Wildlife Boxes Checklist: Cllr Manning presented her report. Checklist to be held on file. Hedgehog boxes not visible but all other wildlife boxes located and intact. Dean Manning had kindly offered 2 bat boxes. Blake Tree Care to install along with a blue tit box when next in the cemetery.

b) Risk Assessment Checklist: Cllr Manning presented her report to the meeting. Checklist to be held on file. All in good order. Some leaf fall but no litter.

c) Memorial Stability Checklist: Cllr Manning presented her report to the meeting. Checklist to be held on file. All memorials checked for stability. Any memorials found to be seriously unstable are to be laid down for safety reasons. Memorials identified as needing attention – Kemp, Collar, Anderson, Crossman. Contractor purchasing material to repair. Cllr Aries to check if the Dansie memorial needs to be laid down. 3 headstones stacked along the woodyard fence to be laid flat with inscriptions uppermost. Horne, Pilgrim, Cardy, Gilbert, Holt, Alleston, Hartley all now satisfactory and to be removed from the unstable memorial list.

Next Inspector: Cllr McCrory

8/06/25 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Tree works:** Dead holly tree along main drive removed by N Norton. Quotation from Blake Tree Care to prune back a Hawthorn and reduce height of a Yew to the rear of No. 14 Cuckoo Hill accepted £990 + VAT £198. Work scheduled for 23rd June. The Holly archway along main drive cut back by N Norton. BTS scheduled to trim back the trees in the new section which overhang the power lines.
- b) Rear fence repair:** JPB Landscapes to submit 2 quotations, one for a set number of rolls of stakes strung with wiring to repair the full length of the deteriorating rear boundary fence along the field line plus a second to replace the full length of the fence.
- c) Map replacements:** Cllr Aries has purchased the UV protection film to cover the inside of the map casing. Maps have been updated and ready for when protection film is fitted. The map in St Mary's Church was also in need of updating.
- d) Bench repairs:** The Warden memorial bench along the rear fence and 3 benches along the main drive to be re-treated. Cllr Aries, Chambers and Elder kindly agreed to follow up
- e) Front gate:** This has been painted by N Norton.
- f) Shed treatment:** Cllrs Aries, Chambers and Elder agreed to meet and re-treat the shed if weather was good on the 30th June/1st July.
- g) Contractor works:** (see attached) – all noted. Members considered the following quotations submitted by JPB Landscapes - to install shingle to rear gravel grids in the new section £308 – to install shingle to gravel grids at the shed £187. It was agreed to accept the first quotation at the moment. Graves still to be levelled and turfed in the autumn – see contractor works list. Some paths still required edging. Cllr Aries had edged around all flat ashes tablets

09/06/25 SITE MEETING

The notes from the last cemetery site meeting of the 17th May had been circulated. All matters raised at the site meeting were being considered elsewhere on this agenda.

10/06/25 AUDIT MATTERS

- a) External Audit Review:** The Clerk had received confirmation from External Auditors PKF Littlejohn that an external audit review will no longer be undertaken beginning financial year end 2024/25. There is no legal requirement for Committees to hold an external audit. Members were happy that an internal audit will be sufficient.
- b)** The findings of the Review of the Effectiveness of the system of internal control held on 7th October 2024 were considered and accepted with no matters of concern raised. Clerk to set a date for the next October review. Cllrs Aries, McCrory and the Clerk to attend.
- c)** The Internal Auditor's Report 2024/25 was noted with no matters raised.
- d)** All policies to be checked for neutral gender nouns prior to the next meeting. The following were reviewed and duly adopted:
- Standing Orders
 - Financial Regulations – these have been revised in line with NALC regulations.
 - Cemetery Fees and Conditions
 - Risk Assessment
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Health & Safety
 - Training & Development Policy

- e) The following were considered, amended as required and accepted:
Appointment of Internal Auditor and Fees for 2024/25 – members agreed B B Business Associates be appointed for one further year with fees remaining as per 2024/25
Approved accounts to be made available for sale for £2.
Insurance renewal - the Clerk had circulated the quotation from A & J Gallagher for year end 2024/25.prior to this meeting owing to the renewal date being 1st June 2025. Members had accepted the quotation under the 3 year Long Term Agreement with a renewal premium of £436.97.
Asset Register
Funeral Bond letter
Notice of Interment form
Memorial Application form
Grave Deed letter

11/06/25 FINANCE

Business Access A/C balance: £19,273.84 Community A/C balance: £2,133.67

- a) Finance & Budget Monitoring Report – circulated, noted and attached. Members suggested that at the next budget setting meeting the parish councils should be asked to review their decision to reduce the precepts to the two committees.
b) Bank Reconciliation dated 31st May 2025 circulated, noted and attached.
Corresponding bank statements circulated, noted and attached and duly signed by the Chair and a non-signatory member.
c) With reference to the Clerk's hourly rate and hours worked per week, Cllr Aries had prepared figures and circulated to members prior to the meeting as previously agreed.
Members considered the figures and all agreed to increase the Clerk's working hours from 3 to 4 hours per week from the 1st April 2025. The Clerk duly thanked the members for their consideration.
d) The Pension Regulator's Redecoration of Employer's Compliance has been duly completed.
- noted.

12/06//25 CORRESPONDENCE

Babergh District Council rates demand 2025/26 received - Nil demand.
Gravedigger Gary Smith's insurance renewal certificate received and held on file.

13/06/25 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS

Additional inscription of the late Betty Haywood
Interment of the late Patricia Pilgrim
Additional inscription of the late Patricia Pilgrim
Memorial of the late Sam Saer

14/06/25 BRIEF INFORMATION & EXCHANGE

None raised.

15/06/25 DATE OF NEXT MEETING:

Monday 8th September 2025 at Bures Community Centre, Nayland Road at 7.30pm.
Future dates agreed 2026: 12th January, 9th March, 8th June, 7th September

The meeting closed at 9.10pm

Signed:

Authority Chair:

Date:

3. Bures Joint Cemetery Authority minutes 09.06.2025