

## **Minutes of a meeting of the Bures Joint Cemetery Authority held at Bures Community Centre on Monday 17<sup>th</sup> June 2024 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 Chambers, Cllr S Manning, Cllr K McAndrew

### **1/06/24 APPOINTMENT OF CHAIR**

Cllr Aries duly elected as Chair.

### **2/06/24 APPOINTMENT OF VICE CHAIR**

Cllr McCrory duly elected as Vice Chair.

### **3/06/24 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Ellerbeck (holiday) and Cllr Koeck (holiday). Apologies accepted by those members present.

### **4/06/24 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.

### **5/06/24 MINUTES**

Minutes of the previous meeting of 11<sup>th</sup> March 2024 (previously circulated) were duly approved and signed as a correct record.

### **6/06/24 PUBLIC FORUM – 15 minutes maximum public participation**

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present.

### **7/06/24 INSPECTOR'S ASSET & RISK ASSESSMENT REPORTS**

**a) Risk Assessment Checklist:** Cllr McAndrew presented his report to the meeting and the checklist held on file. Mesh exposed at corner of turning area. Lime tree suckers needed removing. Bench at top right of main drive needed some repair and a clean. No sign warning of a severe bank drop at bottom of oldest section. Members considered the need and agreed that the disclaimer at the front entrance was sufficient. Approximately 50 chestnut stakes needed replacing to secure the rear field fence. Clerk to follow up on all items raised.

**b) Memorial Stability Checklist:** Cllr McAndrew presented his report to the meeting. All memorials checked for stability. A schedule of findings to be added to the current ongoing checklist. Any memorials found to be seriously unstable are to be laid down for safety reasons. Memorial of the late Dulcie Cardy has been repaired by the stonemason. Fairless memorial remains loose. Clerk to follow up with Cllr Aries.

**Next Inspector:** Cllr Aries.

### **8/06/24 SITE MEETING 15<sup>th</sup> JUNE**

The notes from the cemetery site meeting held on Saturday 15<sup>th</sup> June 2024 at 10am have been circulated to all members, placed on the website and held on file.

All items raised being followed up.

The Clerk agreed to investigate ownership of the main driveway walls. She would also follow up on Party Wall agreements if necessary.

## **9/06/24 MATTERS ARISING FROM PREVIOUS MINUTES**

### **a) Tree monitoring:**

**1) Sequoia trunk:** Cllr Aries has planted climbing honeysuckles at the base of the Sequoia with mesh to encourage the growth. Further mesh to be added.

**2) Tree Inspection:** Still waiting on a report from Blake Tree Care regarding the comprehensive tree inspection due April. Clerk to follow up. She would also in particular check with Blake Tree Care on the condition of the tree along the top right drive.

Gallagher Insurance confirmed that tree felling/lopping of trees, if deemed a threat to life will not be applied as an extension to cover in the current policy.

**b) Wild flower meadow:** Area in the oldest section of the cemetery on the St Edmunds Lane side of the path well established as a wild flower meadow. Size of area has been increased, scarifying regularly done and poppy seeds scattered.

**c) Maps:** Maps have been updated and new copies made to replace the damaged ones. Ron Wright has built a noticeboard accessible via inside the shed to replace the existing casing. The map lays down and thus allows new entries to be added without the need to remove it from the noticeboard. Fading of entries to be monitored. Map held in church choir vestry still to be updated.

**d) Lawn cemetery grave regulations:** Several grave owners were not taking note of the lawn cemetery regulations. Some graves had tributes extending the full length of the grave. Members agreed that all tributes should either be removed or moved back inline with the headstone. Chair and Clerk have followed up with some grave deed holders and action is being taken to improve the situation.

**e) Contractor works:** (see attached) – all noted. Grass collector being used in the extension area and is a great improvement. County and district councils have reversed their policies on use of Glyphosate allowing it to be used in moderation when needed. Members agreed a similar approach for the cemetery paths only. Graves to be levelled and re-turfed in the autumn. Any remaining floral tributes to be moved back to around the headstones. Any glass vases/ornaments are removed and stored in the shed. Spoil heap still needs clearing from the teasel field. Two upright posts on rear field fence loose. Angle irons to be installed to secure the fence.

## **10/06/24 AUDIT MATTERS**

**a)** The findings of the Review of the Effectiveness of the system of internal control held on 30<sup>th</sup> October 2023 were considered and accepted with no matters of concern raised. Clerk to set a date for the next October review. Cllrs McCrory, McAndrew and the Clerk to attend.

**b)** The Internal Auditor's Report 2023/24 was noted with any matters raised duly followed up.

**c)** The Clerk referred back to Minute reference 08/01/2024 (7d) where members agreed not to proceed with an External Audit Review for year end 2023/24. Therefore only the Internal Auditor's report has been presented at this meeting. This has been noted on the Cemetery Authority website.

**d)** The following were reviewed and duly adopted:

Standing Orders

Financial Regulations – these have been revised in line with NALC regulations.

Cemetery Fees and Conditions – the following to be included – 'If a flat tablet is chosen then the Cemetery Authority recommends it is based on a plinth to remain visible'

Risk Assessment

Publication Scheme

Complaints Procedure

Equality & Diversity Policy

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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 2023/24  
Approved accounts to be made available for sale for £2.  
Insurance renewal - the Clerk had circulated 2 quotations for year end 2024/25.prior to this meeting owing to the renewal date being 1<sup>st</sup> June 2024. Members had previously agreed to accept A J Gallagher & Company with a 3 year Long Term Undertaking and a renewal premium of £436.97.  
Asset Register  
Funeral Bond letter  
Notice of Interment form  
Memorial Application form  
Grave Deed letter

### **11/06/24 FINANCE AND AUDIT MATTERS**

**Business Access A/C balance: £18,099.65**

**Community A/C balance: £3,522.05**

- a) Finance & Budget Monitoring Report – circulated, noted and attached.

It was noted that the draft budget will be prepared for approval at the September meeting. The Chair asked members to consider how the unspent £1,000 Project fund could be used. The Clerk suggested that the Retention Buffer for 2024/25 should be raised to £5,000 to match the two parish council buffers. To be discussed further at the September meeting.

- b) Bank Reconciliation dated 9<sup>th</sup> June 2024 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached and duly signed by the Chairman and a non-signatory member.

- c) Clerk's salary and tax completed for financial year end 2023/24 – noted

- d) A mandate variation request completed to remove Cllr Baker and add Cllr Manning as a Lloyds Bank signatory

- e) The Wave water statement for months of March to June 2024 showed an unusually high water charge. The Clerk confirmed that she had had the meter checked and this appeared to relate to a water leakage with the stopcock subsequently being turned off. All now appeared satisfactory. A Wave Direct Debit form was duly signed by 2 signatories to allow easier payment of the quarterly invoices.

### **12/06//24 CORRESPONDENCE**

Babergh District Council Business Rates Demand 2024/25 – Nil demand – circulated

A log of burial entries for the late Newman family requested and forwarded by the Clerk

### **13/06/24 INTERMENTS/ASHES INTERMENTS/MEMORIAL APPLICATIONS**

The Clerk reported the following interments/memorial applications since the last meeting:

Memorial of the late David and Margaret Keeble

Memorial of the late John and Violet Boyce

Memorial of the late Kwai Jerome

Memorial of the late Pamela Steventon

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**14/06/24 BRIEF INFORMATION & EXCHANGE**

It was noted that the wooden posts around the grave of the late Patricia Thomson may have been stained by the family. Cllr Aries would check as it may now be necessary to stain the posts on the other side of path to match.

**15/06/24 DATE OF NEXT MEETING:**

Monday 9<sup>th</sup> September 2024 at Bures Community Centre, Nayland Road at 7.30pm.  
Future dates agreed 2025: Monday 13<sup>th</sup> January, 10<sup>th</sup> March, 9<sup>th</sup> June, 8<sup>th</sup> September

The meeting closed at 8.45pm.

Signed:

Authority Chair:

Date: