

# Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

38 The Paddocks

Bures CO8 5DF

Tel: 01787 227750

Email: [ossiejen@sky.com](mailto:ossiejen@sky.com)

Dear Councillor

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 5<sup>th</sup> September 2016 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. **Public Forum – 15 minutes maximum public participation**  
3 minutes for individual contributions unless agreed by the Chairman
4. **Minutes of the previous meeting of 13<sup>th</sup> June 2016 to be confirmed and signed (previously circulated)**
5. **Inspector's Asset & Risk Assessment report:** Cllr Jennie McCrory  
**Next Inspector:** Cllr Jan Aries
6. **Matters arising from previous minutes**
  - a) Resurfacing of main drive
  - b) Headstone repairs
  - c) Fees and Conditions amendments
  - d) Removal of rose bush t/l Howell
  - e) Compliance of grave conditions t/l Ford & Clark
  - f) Benches clean
  - g) Contractor works: ivy, turf/level graves, overhang at top of main drive, gate latch, weedkill/rake paths, St Edmunds Lane steps, seeding of path edge, lime tree suckers, shed painting, bush suckers, grass cuttings, removal of saplings, field nettles

**7. Correspondence**

To note Cllr Barnham and Clerk to attend EALC Garden of Remembrance Workshop on 15<sup>th</sup> September 2016

To note Chairman and Clerk to attend EALC Cemetery Management & Compliance Course on 4<sup>th</sup> October 2016

To note gravestone damage reports in the local area - circulated

**8. Clerk's extra payment and working hours review**

To report on Chairman's recommendations – to approve

To approve amendments to Clerk's Contract of Employment to reflect increase in working hours

**9. Budget**

To approve 2017/18 – 2020 prepared 3 year budget plan

**10. Finance**

Finance & budget monitoring report – circulated

Bank reconciliation and verifying bank statements – circulated

To note Pensions Regulator Staging Date is 1<sup>st</sup> November 2016 – Clerk to complete Legal Duties

To note 2<sup>nd</sup> half year precept submitted to BHPC & BSMPC

To note 2<sup>nd</sup> VAT claim submitted to HMRC

**11. Audit Matters**

To note waiting on External Auditor's approval of 2015/16 Accounting Statements

To note Internal Audit Review meeting arrange for 11<sup>th</sup> October – Cllr Crowe, Cllr McCrory, Clerk and Internal Auditor agreed to attend

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

**13. Date of next meeting:** Monday 9<sup>th</sup> January 2017 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm

Future dates booked for 2017: 13<sup>th</sup> March, 12<sup>th</sup> June, 11<sup>th</sup> Sept



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
26<sup>th</sup> August 2016

