

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 8th January 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 11th September 2017 to be confirmed and signed (previously circulated)**
6. **Inspector's Asset & Risk Assessment report:** Cllr Alan Crowe
Next Inspector: Cllr Duncan Kennett
7. **Matters arising which do not appear elsewhere on the agenda**
 - a. Monitoring of boundary walls
 - b. Trees – a) Sequoia and Cedar
 - c. Benches
 - d. Scout Troop project
 - e. Contractor works (see attachment)

8. Correspondence

Jack Brown 2018 Certificate of Public Liability received and held on file

9. Interments/ashes interments/memorial applications

Ashes interment of the late Gladys Cook

Interment of the late Stephen Davies

Additional inscription of the late Ethna Holt

Ashes memorial of the late Gladys Cook

Additional inscription of the late Victor Sayer

Interment of the late Joyce Dingwall

10. 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.

11. Audit Matters

To note External Auditor's approval of 2016/17 Accounting Statements received with no matters arising

To report on Internal Audit Review meeting held on 4th October

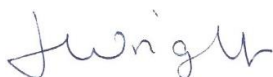
To note Asset Register updated

12. Brief information & exchange for next agenda items

13. Date of next meeting: Monday 12th March 2018 at The Committee Room, Bures Community Centre, Nayland Road at 7.30pm

Site meeting: Saturday 10th March 2018 at 10.00am

Future dates booked for 2018: 11th June, 10th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
2nd January 2018

