

# 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 9<sup>th</sup> January 2017 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 5<sup>th</sup> September 2016 to be confirmed and signed (previously circulated)**
5. **Inspector's Asset & Risk Assessment report:** Cllr Jan Aries  
**Next Inspector:** Cllr Alan Crowe
6. **Matters arising which do not appear elsewhere on the agenda**
  - a) Resurfacing of main drive
  - b) Headstone repairs
  - c) Waste disposal/skip hire
  - d) To report on Cemetery Workshops attended
  - e) Contractor works: ivy, level/turf graves, weedkill/rake paths, St Edmunds Lane steps, lime tree suckers, shed painting, bush suckers, winter maintenance, bench maintenance

**7. Correspondence**

To report on request from Rupert Tozer to tidy area around parents/sister's graves  
To note Draft Rateable Value on Business properties – Cemetery details unpublished  
To note receipt of Gravedigger's Certificate of Liability and Risk Assessment  
To note SLCC Cemetery & Churchyard survey – Clerk completed online  
To note forthcoming changes to the water industry from Anglian Water  
To note details of Insurance Act 2015 from Aon Insurance

**8. Finance**


Finance & budget monitoring report – circulated  
Bank reconciliation and verifying bank statements – circulated  
To confirm the Pensions Regulator Staging Date of 1<sup>st</sup> November 2016 and Clerk's completion of Legal Duties  
To confirm receipt of 2<sup>nd</sup> VAT claim reimbursement from HMRC

**9. Audit Matters**

To confirm External Auditor's approval of 2015/16 Accounting Statements with no matters arising  
To report on Internal Audit Review Checklist meeting of 11<sup>th</sup> October

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

- 11. Date of next meeting:** Monday 13<sup>th</sup> March 2017 at The Committee Room,  
Bures Community Centre, Nayland Road at 7.30pm  
Future dates booked for 2017: 12<sup>th</sup> June, 11<sup>th</sup> Sept  
To agree Annual Cemetery Site meeting for 11<sup>th</sup> March 2017 at 10am



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
30<sup>th</sup> December 2016

