

# 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 11<sup>th</sup> September 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 12<sup>th</sup> June 2017 to be confirmed and signed (previously circulated)**
5. **Inspector's Asset & Risk Assessment report:** Cllr Jan Aries  
**Next Inspector:** Cllr Carol Barnham
6. **Matters arising which do not appear elsewhere on the agenda**
  - a) Monitoring of headstone stability
  - b) Monitoring of boundary walls
  - c) Trees – a) Sequoia and Cedar b) Trees adjacent No. 14 Cuckoo Hill
  - d) Cemetery maps
  - e) Pathway inspection
  - f) Benches
  - g) Amendment to Grave Deed letter
  - h) Contractor works (see attachment)

**7. Correspondence**

To note response from Alan Moore regarding bench donation  
To note responses from family of the late J & P Powell re flower heads issue  
To note changes to insurance renewal invitation - circulated

**8. Interments/ashes interments/memorial applications**

Interment of Frances Margaret Burbidge  
Replacement memorial with added inscription for Peggy Eileen Richards  
Interment of ashes of John Goody

**9. Budget**

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

**10. Finance**

a) Finance & budget monitoring report – circulated  
b) Bank reconciliation and verifying bank statements – circulated. As per the Internal Auditor's recommendation the bank reconciliation and corresponding bank statements to be signed by the Chairman and a non-signatory member  
Clerk to report on Financial Briefing held at EALC – notes circulated  
To note 2<sup>nd</sup> half year precepts submitted to BSMPC & BHPC

**11. Audit Matters**

To note waiting on External Auditor's approval of 2016/17 Accounting Statements  
To note Internal Audit Review meeting arranged for 4<sup>th</sup> & 5<sup>th</sup> October at 6pm  
– Cllr Crowe & Cllr McCrory to attend one session with Clerk and Internal Auditor  
Asset Register updated to reflect benches disposed of – 4 in total agreed following bench inspection

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

**13. Date of next meeting:** Monday 8<sup>th</sup> January 2018 at The Committee Room,  
Bures Community Centre, Nayland Road at 7.30pm  
Future dates booked for 2018: 12<sup>th</sup> March, 11<sup>th</sup> June, 10<sup>th</sup> September



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
3<sup>rd</sup> September 2017

