

# 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 12<sup>th</sup> June 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. **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 13<sup>th</sup> March 2017 to be confirmed and signed (previously circulated)**
6. **Inspector's Asset & Risk Assessment report:** Cllr Leigh Alston  
**Next Inspector:** Cllr Jan Aries
7. **Matters arising which do not appear elsewhere on the agenda**
  - a) Headstone stability and repairs (3)
  - b) Cemetery skip area and gate access
  - c) Monitoring of boundary walls
  - d) Monitoring of trees
  - e) Agreed and signed Grounds Maintenance Contract 2017 - 2019
  - f) Benches – 3 disposed of, 3 re-stained plus discuss tree close to bench
  - g) Cemetery maps
  - h) Contractor works: boundary fencing, standpipe repair, ivy on trees, St Edmunds Lane railing, noticeboard, front & rear gates clean, Laurel hedge area tidy, driveways raked, grave spring flowers replanted, cemetery shed lock replaced, field nettles cleared

**8. Correspondence**

To report on request from Sam Currie for main drive trees to be cut back or removed.  
To report on findings following receipt of letter stating dissatisfaction with strimming and disturbance of flowers on grave of the late W & J Powell.  
To follow up on letter from the Moore family offering a donation towards the Cemetery upkeep.  
To report on request from Sue Fakes to improve condition of grave of t/l M Deaves

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

Ashes memorial application – t/l Edna Crook  
Interment re-open t/l Lynn Morgan  
Interment of ashes t/l Edna Crook  
Interment t/l Daphne Harding Patey  
Interment t/l Lucy Fisher  
Interment of ashes t/l Peggy Richards  
Interment of ashes t/l Maureen Whiter  
Interment of ashes t/l George Gullen  
Full memorial application t/l Daphne Harding Patey

**10. Finance**

- a) Finance & budget monitoring report – circulated
- b) Bank reconciliation and verifying bank statements – circulated
- c) To note Bank Mandate Change completed – signatories: Cllr Lee, Cllr Aries & Cllr Barnham and to clarify cheque signing
- d) To note year end 2016/17 Clerk's salary & tax completed
- e) To note Clerk's pay award in line with NALC recommendations
- f) To note VAT claim for 2016/17 submitted to HMRC
- g) To note half year precept requests to BHPC & BSMPC presented

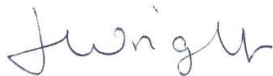
**11. Audit Matters**

- (a) To consider, approve and sign Annual Governance Statement 2016/17
- (b) To approve by resolution, sign and date Annual Accounting Statement 2016/17
- (c) Audit items to approve:
  - Internal Auditor's Report 2016/17 and follow up on any matters raised
  - Appointment of Internal Auditor and Fees for 2017/18
  - Date for Internal Audit Review Checklist
  - Accounts available for sale for £2
  - Asset Register
  - Insurance Renewal Premium
  - Financial Regulations
  - Standing Orders
  - Cemetery Fees and Conditions
  - Risk Assessments
  - Model Publication Scheme
  - Complaints Procedure
  - Equality Policy

- (d) Other items to approve:  
Funeral Bond letter  
Notice of Interment form  
Memorial Application form  
Grave Deed letter

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

- 13. Date of next meeting:** Monday 11<sup>th</sup> September 2017 at The Committee Room,  
Bures Community Centre, Nayland Road at 7.30pm  
Future dates booked for 2018: 8<sup>th</sup> January, 12<sup>th</sup> March, 11<sup>th</sup> June, 10<sup>th</sup> September



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
5<sup>th</sup> June 2017