

Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

38 The Paddocks

Bures CO8 5DF

Tel: 01787 227750

Email: ossiejen@sky.com

Dear Councillor

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 13th June 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. **To note Member changes**
3. **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 7th March 2016 to be confirmed and signed (previously circulated)**
5. **Inspector's Asset & Risk Assessment report:** Cllr David Lee
Next Inspector: Cllr Jennie McCrory
6. **Grounds maintenance contract**
To note agreed and signed Grounds Maintenance Contract 2016/17
To note Risk assessments and insurance documentation received
7. **Matters arising from previous minutes**
 - a) Resurfacing of main drive
 - b) Cemetery shed
 - c) Tree root
 - d) Boundary wall
 - e) Headstone stability report
 - f) Contractor works: ivy, Xmas wreaths, 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

8. Correspondence

To note BTS signed authorisation for tree works at cemetery
To note 1 roll of artificial grass matting ordered and received
To note Rateable Value details online October 2016
To note Pensions Regulator Staging Date is 1st November 2016

9. Finance

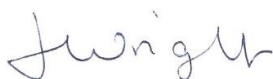
Finance & budget monitoring report – circulated
Bank reconciliation and verifying bank statements – circulated
To note year end 2015/16 Clerk's salary & tax completed
To approve new NALC pay award for Clerks
To note VAT claim for 2015/16 submitted to HMRC
To note half year precept requests to BHPC & BSMPC presented

10. Audit Matters

(a) To approve Annual Governance Statement 2015/16
(b) To approve and sign year end accounts 2015/16
(c) Audit items to approve and note:
To agree Asset Register
To agree Insurance Renewal Premium
To approve accounts available for sale for £2
To note date agreed for Internal Audit Review Checklist – 11th October
To approve Internal Auditor and Fees and to note Internal Auditor's report & follow up
To approve Financial Regulations and Standing Orders
To approve Cemetery Fees and Conditions
To approve Risk Assessments
To approve Model Publication Scheme
To approve Complaints Procedure

11. Brief information & exchange for next agenda items

12. Date of next meeting: Monday 12th September 2016 at The Committee Room,
Bures Community Centre, Nayland Road at 7.30pm
Future dates booked for 2017: 9th January, 13th March, 12th June, 11th Sept



Mrs Jenny Wright
Clerk to the Cemetery Authority
3rd June 2016

