

# Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

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## Notice of Cemetery Authority Meeting

Dear Member

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 6<sup>th</sup> June 2022 at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED**

### Agenda

- 1. Appointment of Chair**
- 2. Appointment of Vice-chair**
- 3. Apologies for Absence**
- 4. Register of Interests and Dispensation Requests**  
To declare any 'Pecuniary' and Non pecuniary' interest
- 5. Minutes of the previous meeting of 7<sup>th</sup> March 2022 to be confirmed and signed (previously circulated)**
- 6. Public Forum – 15 minutes maximum public participation**  
3 minutes for individual contributions unless agreed by the Chair  
The public are invited to give views and question the Committee on issues on this agenda, or raise issues for consideration of inclusion at future meetings.
- 7. Inspector's Asset & Risk Assessment report: Cllr K McAndrew**  
**Inspector's Memorial Stability checklist report: Cllr K McAndrew**  
**Next Inspector: Cllr J McCrory**
- 8. Matters arising which do not appear elsewhere on the agenda**
  - a) Commonwealth War Grave entrance signs**
  - b) Trees:**
    - i) To report on Tree Inspection report on Sequoia and Cedar
    - ii) To report on costs of work on Sequoia and Cedar
    - iii) To report on /Full Tree Survey
    - iv) To report on removal of Leylandii
    - v) To report on Woodland Trust tree offer
  - c) Laminating maps**
  - d) Scouts projects i) Bird and bat boxes**
  - e) To report on Bulb planting**
  - f) To report on ivy removal**
  - g) Contractor works (see attached)**

**9. Turning area and Parking Bay area**

To report on agreed actions for the turning area

- a) Installation of posts and chainlink
- b) Widening of path
- c) Temporary access for service vehicles only
  - i) suggest new gate entrance
  - ii) Boundary fence dilapidation
- d) To move bench
- e) Splay to protect corner graves at parking bay

**10. Management of Memorials**

- a) To report on follow up with grave deed holders re unstable memorials
- b) To report on the memorial surround of the late Doggett family
- c) To report on ashes memorial of the t/l Steventon
- d) LTN64 Tombstones & Memorials - circulated

**11. 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.
- c) To note year end 2021/22 HMRC Clerk's salary & tax completed
- d) To note VAT claim for 2021/22 submitted to HMRC
- e) To note half year precept requests to BHPC & BSMPC presented

**12. Audit Matters**

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 24<sup>th</sup> October 2021
- b) To note the Internal Auditor's report 2021/22 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2021/22
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2021/22
- e) Policies to review and adopt:
  - Standing Orders (updated)
  - Financial Regulations
  - Cemetery Fees and Conditions (updated March 22)
  - Risk Assessments
  - Publication Scheme
  - Complaints Procedure
  - Equality & Diversity Policy
  - Privacy Notice
  - Training & Development Policy
- f) Matters to agree and approve
  - Appointment of Internal Auditor and Fees for 2022/23
  - Date for Internal Audit Review Checklist
  - Accounts available for sale for £2
  - Asset Register
  - Insurance Renewal Premium
  - Funeral Bond letter
  - Notice of Interment form
  - Memorial Application form – to be updated
  - Grave Deed letter

**13. Correspondence**

Office of Statistics Annual Business Survey completed online  
Business Rates Demand 2022/23 – Nil Demand  
Pensions Regulator re-enrolment opened 9<sup>th</sup> May 2022 – submitted online

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

Memorial of the late Susan Daniels  
Purchase of grave space 5 Row R5 – J Wright  
Memorial of the late Timothy Underwood  
Interment of the late George Sargeant  
Interment of the late Rowland Grindell

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

**16. Date of next meeting:** Next committee meeting: Monday 12<sup>th</sup> September 2022  
at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road  
Dates to be agreed for 2023: Monday 9<sup>th</sup> January, 13<sup>th</sup> March,  
12<sup>th</sup> June, 11<sup>th</sup> September



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
30<sup>th</sup> May 2022