

Bures Joint Cemetery Authority

Clerk:
Mrs. J. Wright
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Notice of Joint Cemetery Authority Meeting

The Press and Public are welcome to attend

Dear Member

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 6th September 2021 at Bures Community Centre, Nayland Road at 7.30pm.

Agenda

- 1. Apologies for Absence**
- 2. Register of Interests and Dispensation Requests**
To declare any 'Pecuniary' and Non pecuniary' interest
- 3. Minutes of the previous meeting of 7th June 2021 to be confirmed and signed (previously circulated)**
- 4. Public Forum – 15 minutes maximum public participation**
3 minutes for individual contributions unless agreed by the Chairman
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.
- 5. Inspector's Asset & Risk Assessment report: Cllr J McCrory**
Next Inspector: Cllr S Sills
- 6. Matters arising which do not appear elsewhere on the agenda**
 - a) Utility pole at St Edmunds Lane
 - b) Commonwealth War Grave
 - i) Gallipoli marker ii) Entrance signs iii) Re-dedication service
 - c) Damaged pillar
 - d) Signs – at risk, dogs, memorials
 - e) Picus test for Sequoia and Cedar trees
 - f) Monitoring report for all trees
 - g) Memorial bench for the late Patricia Thomson
 - h) Bird and bat boxes project
 - i) Bulb planting and ivy removal – Working party
 - j) Contractor works (see attached) – weeding of paths

7. Parking bay area

- a) To report on new storage shed
- b) To report on re-location of storage/map/waste facilities
- c) To report on water standpipe boxing
- d) To discuss installing a Visitor Parking sign

8. Management of Memorials

- a) To report on follow up on quotations from memorial stability test
- b) To report on the proposed memorial for the late G Garrod
- c) To report on the memorial surround of the late Doggett family
- d) To report on the upkeep of the Ford ashes memorial

9. Correspondence

Updated Certificate of Public Liability received from G Smith (Gravedigger)
Garden of Remembrance webinar training

10. 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 confirm resuming of fee charging following easing of restrictions
- d) To discuss options for investment and reserves
- e) To note 2nd half year precept requests to BHPC & BSMPC presented
- f) To note midyear VAT claim submitted

11. Budget

To approve 2022 – 2025 prepared 3 year budget plan

12. Audit Matters

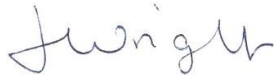
- a) To note waiting on External Auditors approval of 2020/21 Accounting Statements
- b) To note Internal Audit Review meeting to be held in October
– Cllrs McCrory & McAndrew to attend with Clerk and Internal Auditor

13. Interments/ashes interments/memorial applications

Memorial of the late Christopher Robinson
Ashes memorial of the late Daphne & Hector Harrington
Interment of the late Patricia Thomson
Interment of ashes of the late Norman Ford
Ashes memorial of the late Norman Ford
Ashes memorial of the late Alec and Kathleen Friend
Interment of ashes of the late Daphne Harrington
Memorial of the late Patricia Thomson & marker cross
Purchase of Grave Space 2 Row 6 – A. Thomson
Interment of ashes of the late Mary Fleming

14. Brief information & exchange for next agenda items

- 15. Date of next meeting:** Next committee meeting: Monday 10th January 2022 at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future dates to be agreed for 2022: 7th March, 6th June, 12th September

A handwritten signature in blue ink, appearing to read 'Jenny Wright'.

Mrs Jenny Wright
Clerk to the Cemetery Authority
30th August 2021