

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 8th January 2024 at The Garrad 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' interest
- 3. Minutes of the previous meeting of 11th September 2023 to be confirmed and signed (previously circulated)**
- 4. 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.
- 5. Inspector's Asset & Risk Assessment report: Cllr Manning**

Inspector's Memorial Stability checklist report: Cllr Manning
Next Inspector: Cllr McCrory

6. Matters arising which do not appear elsewhere on the agenda

a) Trees:

- 1) Lime tree reduction
 - 2) Laurel hedge maintenance
 - 3) Sequoia trunk – climbing plant
 - 4) To confirm dates for visual tree inspection and full tree inspection
- b) To discuss costs of clearing grasscuttings/cleaning memorials/blower**
- c) Wild flower meadow**
- d) Teasel field boundary fence**
- e) Gravel grids**
- f) Water standpipe repairs**
- g) Contractor works (see attached) – missing watering can**

7. Finance and Audit Matters

- a) To report on Internal Audit Review held on 30th October 2023**
- b) Finance & budget monitoring report – circulated**
- c) Bank reconciliation and verifying bank statements – circulated and for signing by the Chairman and a non-signatory member**
- d) To discuss appointing PKF Littlejohn to hold an External Audit Review 2023/24**
- e) To update on closure of Barclays Bank accounts and set up of Lloyds accounts**
- f) To confirm system of Tax/NI payments to HMRC**
- g) To confirm NALC Salary Pay Award 2023-24**

8. Grounds Maintenance Contracts

- a) Review of Authority contractor's contract- termination date 31st March 2024**

9. Correspondence

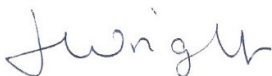
Resident's raised concerns regarding damage to turfing on grave
Resident's raised concerns on the use of 'friendly' chemicals
Letter advising of BHIB Councils Insurance name change to Clear Councils

10. Interments/ashes interments/memorial applications

Ashes interment of the late George Dawson
Interment of the late John Synnak
Interment of the late Gordon Harrod
Ashes memorial of the late Julie Brice
Memorial of the late Angela and Gordon Harrod
Ashes interment of the late Kwai Jerome

11. Brief information & exchange for next agenda items

- 12. Date of next meeting:** Next committee meeting: Monday 11th March 2024
at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future meeting dates 2024: Monday 17th June, 9th September



Mrs Jenny Wright
Clerk to the Cemetery Authority, 2nd January 2024