

# Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

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## Notice of Cemetery Authority Meeting

### Please note this is a Virtual Zoom Meeting

**Press and Members of the Public should contact the Clerk to arrange an invitation to join**

Dear Member

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 9<sup>th</sup> January 2023 at 7.30pm.

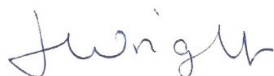
### Agenda

- 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 12<sup>th</sup> September 2022 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 J McCrory  
**Inspector's Memorial Stability checklist report:** Cllr J McCrory  
**Next Inspector:** Cllr S Sills
- 6. Matters arising which do not appear elsewhere on the agenda**
  - a) Trees:**
    - 1) To report on works to Cedar and Sequoia
    - 2) To report on Tree Survey – Lime and Red Oak trees
    - 3) To report on annual inspection and 3 year rolling programme
    - 4) To report on removal of Leylandii and new saplings
  - b) Boundary fencing for oldest sections**
  - c) Pointing of main drive walls**
  - d) Wild flower meadow**
  - e) Commonwealth War Grave entrance signs**
  - f) Bat and owl boxes**
  - g) To report on ivy removal**
  - h) Water standpipe repairs**
  - i) Contractor works (see attached) - trial of NewWay weedspray, St Edmunds Lane bank clearance**

- 7. Turning area and Parking Bay area**
  - a) New gate entrance
  - b) Boundary fence dilapidation
  - c) Pea shingle for paths
- 8. Finance and Audit Matters**
  - a) To note External Auditor's report for 2021/22 Accounting Statement received with no matters arising
  - b) To report on Internal Audit Review held on 10<sup>th</sup> October 2022
  - c) Finance & budget monitoring report – circulated
  - d) Bank reconciliation and verifying bank statements – circulated and for signing by the Chairman and a non-signatory member.
  - e) To accept NALC 2022-23 Clerk's National Salary Award
  - f) To review Cemetery Conditions
  - g) To agree a further External Audit Review for 2022/23
- 9. Grounds Maintenance Contracts**
  - a) Review of JPB Landscapes contract- termination date 31<sup>st</sup> March 2024
- 10. Correspondence**

Risk Management Guidance for Councils on Tree Maintenance – circulated  
Springett family history of burials request – Clerk forwarded details from records
- 11. Interments/ashes interments/memorial applications**

Interment of ashes of the late Christopher Ayers  
Purchase of ashes grave space for Ayers family  
Interment of the late Hugh Thornton  
Interment of ashes of the late Brian and Sharon Pacey
- 12. Brief information & exchange for next agenda items**
- 13. Date of next meeting:** Next committee meeting: Monday 13<sup>th</sup> March 2023  
at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road  
Site meeting date; Saturday 10<sup>th</sup> June 2023  
Committee meeting dates agreed: 12<sup>th</sup> June, 11<sup>th</sup> September



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