

Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

38 The Paddocks

Bures CO8 5DF

Tel: 01787 227750

Email: buressparishcouncils@gmail.com

Notice of Cemetery Authority Meeting

Dear Member

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 11th September 2023 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 19th June 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 Ellerbeck**

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

- 6. Matters arising which do not appear elsewhere on the agenda**
- a) Trees:
 - 1) To agree when to apply for height reduction on lime trees
 - 2) To agree option for the Sequoia trunk
 - 3) To confirm dates for visual tree inspection and full tree inspection
 - 4) To agree when to trim St Edmunds Lane laurel hedge
 - b) Pointing of extension area boundary wall and St Edmunds Lane pillar
 - c) To discuss costs of clearing grasscuttings/cleaning memorials
 - d) Wild flower meadow
 - e) Bench repairs
 - f) Clearance of original compost heap
 - g) Updating of cemetery map
 - h) Contractor works (see attached)
- 7. Extended area & turning area**
- a) Boundary fence repairs
 - b) Teasel field fencing
 - c) Gravel grids for parking area
- 8. Budget**
To approve 2024– 2027 prepared 3 year budget plan
- 9. Audit Matters**
- a) To note still waiting on External Auditor's findings
 - b) To consider appointment of an Internal Auditor from interests received
 - c) To confirm date and time for an Internal Audit Review
- 10. Finance Matters**
- 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 update on transferring accounts to Lloyds Bank and amending signatories
 - d) To note HMRC payroll and Clerk's tax paid via online process
 - e) To note mid year VAT claim submitted to HMRC
- 11. Correspondence**
Gravediggers insurance details received and held on file
- 12. Interments/ashes interments/memorial applications**
Memorial of the late F & W Pilgrim
Memorial of the late George Sargeant
- 13. Brief information & exchange for next agenda items**
- 14. Date of next meeting:** Next committee meeting: Monday 8th January 2024 at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future meeting dates 2024: Monday 11th March, 17th June, 9th September



Mrs Jenny Wright
Clerk to the Cemetery Authority, 2nd September 2023