

Bures Joint Cemetery Authority

Clerk:
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Notice of Joint Cemetery Authority Meeting

Please note this is a Virtual Zoom Meeting

Members of the Public should contact the Clerk to arrange an invitation to join in

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 11th January 2021 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 September 2020 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 M Baker**
Next Inspector: Cllr C Ellis
6. **Matters arising which do not appear elsewhere on the agenda**
 - a) Utility pole at St Edmunds Lane
 - b) Commonwealth War Grave Gallipoli marker
 - c) Chestnut tree in ashes section
 - d) Wild flower banks
 - e) Alternatives to use of glyphosate
 - f) Winter maintenance works – to discuss and agree laurel quotations
 - g) Contractor works (see attached)

- 7. Parking bay/ turning circle**
 - a) To discuss quotations for removal of shed to create new storage area/ parking bay
 - b) To discuss quotations for creating a vehicle turning area in extension area
- 8. Management of Memorials**
 - a) To report on unstable memorials/signs
 - b) To report on memorial stability test
 - c) To report on memorial map recording
- 9. Correspondence**

Offer of a supply of top soil from Sportsground
- 10. Grounds Maintenance Contracts**

Review of contracts - termination date 31st March 2021
- 11. Finance**
 - a) Finance & budget monitoring report – circulated
 - b) Bank reconciliation and verifying bank statements – circulated and for signing by Chairman and a non-signatory member
 - c) To review when to resume charging burial fees
 - d) To confirm Clerk's Salary Award implemented from 1st September 2020 in line with BSMPC and BHPC
 - e) To consider a Terms of Reference for the Authority
 - f) To note contractors insurance details updated
- 12. Audit Matters**
 - a) To note External Auditors approval of 2019/20 Accounting Statements received with no matters arising
 - b) To note a similar Audit Review to be undertaken for 2020/21.
 - c) To report on Internal Audit Review meeting held on 23rd November
 - d) To approve letter for residents making pre-funeral arrangements
 - e) To discuss and approve Cemetery conditions and Exclusive Rights letter
- 13. Interments/ashes interments/memorial applications**

Memorial for the late Maeve White
Interment of ashes of the late Julie Brice
Memorial for the late Elizabeth Pilgrim
Memorial for the late Anthony Pilkington
- 14. Brief information & exchange for next agenda items**
- 15. Date of next meeting:** Site meeting – Saturday 6th March 2021 at 10.00am
Next committee meeting: Monday 8th March 2021 at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road at 7.30pm
Future dates agreed for 2021: 7th June, 6th September



Mrs Jenny Wright
Clerk to the Cemetery Authority, 3rd January 2021

