

Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

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Notice of Cemetery Authority Meeting

Dear Member

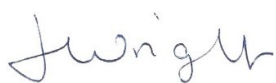
You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 12th September 2022 at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

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 6th June 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 S Koeck**
Inspector's Memorial Stability checklist report: Cllr S Koeck
Next Inspector: Cllr J McCrory
- 6. Matters arising which do not appear elsewhere on the agenda**
 - a) Trees:**
 - 1) To report on recommendation for removal of Cedar and Sequoia
 - 2) To report on insurance claim
 - 3) To report on Full Tree Survey
 - 4) To discuss need for a Tree Safety Policy
 - 5) To report on removal of Leylandii – memorials in boundary – signage
 - 6) To report on Woodland Trust native hedge offer
 - b) Commonwealth War Grave entrance signs**
 - c) Scouts project - bat boxes – clean benches**
 - d) To report on autumn bulb planting**
 - e) To report on ivy removal**
 - f) To consider warning signage for steep bank in oldest section**
 - g) Contractor works (see attached) - weedspraying trial of NewWay**
- to note paint spillage

- 7. Turning area and Parking Bay area**
To report on actions for the turning area
 - a) Temporary access for service vehicles only
 - i) New gate entrance
 - ii) Boundary fence dilapidation
 - b) Splay to protect corner graves at parking bay
 - c) Matting shingle
 - d) Future grave position in extended area
- 8. Management of Memorials**
 - a) To approve Application to erect a Memorial form
 - b) To report on follow up with grave deed holders re unstable memorials
 - c) To report on the memorial surround of the late Doggett family
 - d) To report on ashes memorial of the t/l Steventon
- 9. 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 note 2nd half year precept requests to BHPC & BSMPC presented
 - d) To confirm outsourcing HMRC Employer site
 - e) To note midyear VAT claim submitted
 - f) To note Asset Register updated
- 10. Budget**
To approve 2023 – 2026 prepared 3 year budget plan
- 11. Audit Matters**
 - a) To note still waiting on External Auditor's findings
 - b) To confirm date and time for Internal Audit Review - 3rd or 10th October
- 12. Correspondence**
Request for an interment in grave the late Huby Pilgrim 1937 A88
Pensions Regulator acknowledgement of redeclaration of compliance
Bures NHP Business Survey – Clerk completed
Gravedigger's insurance certificate received
- 13. Interments/ashes interments/memorial applications**
Ashes interment of the late Selwyn Pryor
- 14. Brief information & exchange for next agenda items**
- 15. Date of next meeting:** Next committee meeting: Monday 9th January 2023
at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Dates agreed for 2023: 13th March, 12th June, 11th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
5th September 2022