

# 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

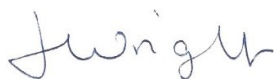
You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 13<sup>th</sup> March 2023 at 7.30pm.

### 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 9<sup>th</sup> January 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 S Sills  
**Inspector's Memorial Stability checklist report:** Cllr J. Aries  
**Next Inspector:** Cllr J Aries
6. **Matters arising which do not appear elsewhere on the agenda**
  - a) Trees:
    - 1) To report on Limes and Red Oak tree work
    - 2) To discuss Lime trees - height reduction and saplings
    - 3) To report on annual inspection and 3 year rolling programme
    - 4) To report on planting of mixed native hedge whips
  - b) Boundary fencing – woodyard section and St Edmunds Lane section
  - c) Pointing of main drive walls and extension area boundary wall
  - d) Wild flower meadow
  - e) Water standpipe repairs
  - f) Contractor works (see attached) - trial of NewWay weedspray
  - g) Map of all trees in Cemetery
  - h) Notices – funeral taking place

7. **Turning area**
  - a) Contractor vehicles in extension area
  - b) New field gate entrance
  - c) Boundary fence dilapidation
  - d) Need to extend the cemetery
8. **Finance and Audit 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) Follow up on BACS payments
  - d) Internal Audit Review 2022/23 agreed with PKF Littlejohn
  - e) Asset Checklist updated – bat, bird, owl and hedgehog boxes
10. **Correspondence**
11. **Interments/ashes interments/memorial applications**

Interment of the late David Vango  
Interment of the late Violet Boyce
12. **Brief information & exchange for next agenda items**
13. **Date of next meeting:** Next committee meeting: Monday 12<sup>th</sup> June 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: 11<sup>th</sup> September  
Future meeting dates to be agreed:



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
6<sup>th</sup> March 2023