

Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

38 The Paddocks

Bures CO8 5DF

Tel: 01787 227750

Email: buresparishcouncils@gmail.com

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 10th January 2022 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 6th September 2021 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**
Next Inspector: Cllr M Baker
6. **Matters arising which do not appear elsewhere on the agenda**
 - a) Utility pole at St Edmunds Lane
 - b) Commonwealth War Grave
 - i) Re-dedication service
 - ii) Entrance signs
 - c) Online cemetery map to be made available
 - d) Tree monitoring:
 - i) To report on Picus tests for Sequoia and Cedar trees plus follow up
 - ii) To discuss tree survey quotations
 - e) Signs and benches
 - i) Limited visitor parking sign
 - ii) Thomson memorial bench + cover
 - iii) Cleaning of benches
 - f) Bird and bat boxes project
 - g) To report on Bulb planting
 - h) To report on ivy removal
 - i) Contractor works (see attached) – winter maintenance –
 - a) To discuss quotation for edging paths and cutting back of conifers
7. **Turning area**
To report on follow up with grave owner of R6 (1)
To discuss quotation to extend turning area

8. **Parking bay area**
 - a) To report on new storage shed
 - b) To report on re-location of storage/map/waste facilities
 - c) To report on water standpipe boxing
9. **Management of Memorials**
 - a) To report on follow up on quotations from memorial stability test
 - b) To report on memorial stability risk assessment form
 - c) To report on the memorial surround of the late Doggett family
10. **Grounds Maintenance Contracts**

Review of JPB Landscapes contract - termination date 31st March 2024
11. **Correspondence**

Defra consultation on amendments to the Environmental Permitting Regulations 2016 – circulated and response submitted – Chair to report
2021-2022 JPB Landscape Ltd insurance certificates received and held on file
Recording of burial entries of the late Deaves family
12. **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.
13. **Audit Matters**
 - a) External Auditors approval of 2020/21 Accounting Statements received with no matters arising
 - b) To confirm External Audit Review request for 2021/22
 - c) To report on Internal Audit Review meeting held 4th October 2021
14. **Interments/ashes interments/memorial applications**

Purchase of Ashes grave space No. 11 Row A3 – M & C Heath
Purchase of Ashes grave space No. 13 Row P8 – E Griffiths
Purchase of Ashes grave space No. 14 Row P8 – S Whyllie
Memorial additional inscription for the late Ivan Goddard
Memorial repair and clean of the late Leonard & Elizabeth Garrod
Interment of the late Sheila Carter
Additional inscription of the late George Austin
Interment of the late Janet Thornton
Interment of the late Derek Davy
15. **Brief information & exchange for next agenda items**
16. **Date of next meeting:** Next committee meeting: Monday 7th March 2022
at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future dates to be agreed for 2022: 6th June, 12th September

