

# Bures Joint Cemetery Authority

Clerk:

Mrs. J. Wright

38 The Paddocks

Bures CO8 5DF

Tel: 01787 227750

Email: [buresparishcouncils@gmail.com](mailto:buresparishcouncils@gmail.com)

## Notice of Cemetery Authority Meeting

Dear Member

You are hereby summoned to attend the meeting of Bures Joint Cemetery Authority on Monday 19<sup>th</sup> June 2023 at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED**

### Agenda

1. **Appointment of Chair**
2. **Appointment of Vice-chair**
3. **Apologies for Absence**
4. **Register of Interests and Dispensation Requests**  
To declare any 'Pecuniary' and Non pecuniary' interest
5. **Minutes of the previous meeting of 13<sup>th</sup> March 2023 to be confirmed and signed (previously circulated)**
6. **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.
7. **Inspector's Asset & Risk Assessment report:** Cllr J Aries  
  
**Inspector's Memorial Stability checklist report:** Cllr J. Aries  
**Next Inspector:** Cllr E Ellerbeck
8. **Site meeting 17<sup>th</sup> June**  
To report on any matters raised at the site meeting not elsewhere on the agenda

**9. Matters arising which do not appear elsewhere on the agenda**

- a) Trees:
  - 1) To discuss Lime trees - height reduction and saplings
  - 2) To report on annual inspection and 3 year rolling programme
  - 3) To report on mixed native hedge whips
- b) Pointing of main drive walls and extension area boundary wall
- c) Wild flower meadow
- d) Updating of cemetery map
- e) Water standpipe repairs
- f) Scouts bench clean
- g) Contractor works (see attached)

**10. Extended area & turning area**

- a) New field gate entrance
- b) Boundary fence dilapidation
- c) Teasel field fencing
- d) Pea shingle for parking area

**11. Audit Matters**

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 10<sup>th</sup> October 2022
- b) To note the Internal Auditor's report 2022/23 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2022/23
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2022/23
- e) Policies to review and adopt:
  - Standing Orders
  - Financial Regulations
  - Cemetery Fees and Conditions (updated June 22)
  - Risk Assessment
  - Publication Scheme
  - Complaints Procedure
  - Equality & Diversity
  - Privacy Notice
  - Health & Safety (new)
- f) Matters to agree and approve
  - Appointment of Internal Auditor and Fees for 2023/24
  - Date for Internal Audit Review Checklist
  - Accounts available for sale for £2
  - Asset Register
  - Insurance Renewal Premium
  - Funeral Bond letter
  - Notice of Interment form
  - Memorial Application form
  - Grave Deed letter

**12. 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 discuss/accept wall pointing quotation
- e) To note Funeral Services and Stonemasons paying fees by BACS
- f) To note year end 2022/23 HMRC Clerk's salary & tax completed

**13. Correspondence**

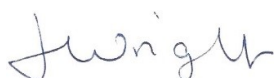
Concerns raised by resident regarding damages and grass cuttings  
Discovery of bone fragment sent for analysis  
Scouts visit to Bures Cemetery and the War Grave of K P Carr

**14. Interments/ashes interments/memorial applications**

Memorial of the late S & D Nevill & B Lawson  
Memorial of the late Christopher Ayers  
Interment of the late Pamela Steventon  
Interment of the late Catherine Dawson  
Interment of the late Reginald Dolling  
Memorial of the late Rowland Grindell

**15. Brief information & exchange for next agenda items**

- 16. Date of next meeting:** Next committee meeting: Monday 11<sup>th</sup> September 2023  
at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road  
Future meeting dates to be agreed: 2024: Monday 8<sup>th</sup> January, 11<sup>th</sup> March,  
17<sup>th</sup> June, 9<sup>th</sup> September



Mrs Jenny Wright  
Clerk to the Cemetery Authority  
12<sup>th</sup> June 2023