

Bures Joint Cemetery Authority

Clerk:
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Notice of Joint Cemetery Authority Meeting

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 7th June 2021 at Bures Community Centre, Nayland Road at 7.30pm.

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 8th March 2021 and notes from site meeting of 1st May 2021 to be confirmed and signed (previously circulated)**
6. **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.
7. **Inspector's Asset & Risk Assessment report:** Cllr K McAndrew
Next Inspector: Cllr J McCrory
8. **Matters arising which do not appear elsewhere on the agenda**
 - a) Utility pole at St Edmunds Lane
 - b) Commonwealth War Grave Gallipoli marker
 - c) Bird and bat boxes project
 - d) Wild flower banks/bulb planting
 - e) Damaged pillar
 - f) Brown bin initiative/sponsorship
 - g) Picus test
 - h) Dog sign for front and rear entrances
 - i) Bird scarer and tree branch removal
 - j) Christmas tributes/lights
 - k) Any other matters arising from site meeting of 1st May
 - l) Contractor works (see attached)

9. Parking bay/ turning circle

- a) To report on progress of works
- b) To report on re-location of storage/map/waste facilities
- c) To discuss options for new storage shed

10. Management of Memorials

- a) To report on memorial stability test
- b) To report on unstable memorials/memorial repairs
- c) To approve any memorial works required

11. Correspondence

To report on Valuation Office request for 10 year cemetery information
To note BDC Business Rates Demand 2021-22 received showing Nil payment due

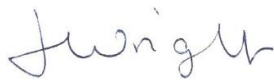
12. Finance

- 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.
- c) To discuss finances and options for investment
- e) To note year end 2020/21 HMRC Clerk's salary & tax completed
- d) To note VAT claim for 2020/21 submitted to HMRC
- f) To note half year precept requests to BHPC & BSMPC presented

13. Audit Matters

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 23rd November 2020
- b) To note the Internal Auditor's report 2020/21 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2020/21
- d) To consider, approve by resolution, sign and date Annual Accounting Statement 2020/21
- e) Policies to review and adopt:
 - Standing Orders
 - Financial Regulations
 - Cemetery Fees and Conditions
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Training & Development Policy
- f) Matters to agree and approve
 - Appointment of Internal Auditor and Fees for 2021/22
 - 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

- 14. Interments/ashes interments/memorial applications**
Additional inscription of the late Joan Kendall
Additional inscription of the late Laura Goody
Interment of ashes of the late Kate and John Friend
Interment of the late Kevin O'Grady
Scattering of ashes of the late Molly and John Edmondson
- 15. Brief information & exchange for next agenda items**
- 16. Date of next meeting:** Next committee meeting: Monday 6th September at 7.30pm at the Committee Room, Bures Community Centre, Nayland Road
Future dates to be agreed for 2022: 10th January, 7th March,
6th June, 12th September



Mrs Jenny Wright
Clerk to the Cemetery Authority
1st June 2021