

12 November 2014

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 40 - 54

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 November 2014 at 4:00 pm.

Present: M. V. Davies (Chairman)

Cllrs.

F. Akhtar

M. J. P. Burns

T. Bowen

L. J. Butler

A. G. Morgan

C. J. Reed, MBE

40. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr P. J. Edmunds.

41. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

42. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed and signed as a true record of proceedings:

Ordinary Meeting - 8 October 2014

43. MATTERS ARISING

SCATTERING GARDENS

Further to Minute No. 38, point 2, the Secretary informed Members that the cost of repurchasing a lease should state £70 for 15 years and £140 for 30 years. Also since the meeting a request had been made to reserve a plaque space. After a brief discussion it was

RESOLVED that the cost for the repurchase of lease be noted and that families be allowed to reserve one plaque space next to a purchased plaque for the price of £35.

12 November 2014

44. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for September 2014 and the provisional report for October 2014 be noted.

45. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for October 2014, which revealed expenditure for the month amounted to £34,017.43.

RESOLVED that the information be noted.

46. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Members considered email correspondence received from the Clerk to Llanelli Town Council requesting the potential review of Standing Order 4.1 relating to the quorum for meetings. Following a lengthy discussion it was

RESOLVED that in addition to having four members present at meetings to constitute a quorum, at least one member of Llanelli Rural Council and one member of Llanelli Town Council had to be present to make up the quorum and that Standing Order 4.1 be amended with immediate effect.

47. INTERIM INTERNAL AUDIT REPORT FOR 2014/2015

Members considered the interim internal audit report from Auditing Solutions Ltd dated 6 November 2014. The report author confirmed that there were no issues that required attention and that the financial systems continued to operate effectively. During discussion Members queried the levels of interest that the Authority's accounts with Barclays were obtaining and the Secretary informed Members that the best rates were being achieved for the level of the Authority's investment.

RESOLVED that the report be accepted.

48. CHRISTMAS HOLIDAY ARRANGEMENTS

RESOLVED that in accordance with Minute No.45 (10 December 2003), this year's Christmas holiday arrangements at the cemetery be confirmed as detailed below, with two and a half days annual leave being added to employees' annual leave entitlement for 2014/2015.

Monday	22 December 2014 -	Normal working day
Tuesday	23 December 2014 -	Normal working day
Wednesday	24 December 2014 -	Christmas Eve (Finish at 12 noon)
Thursday	25 December 2014 -	Christmas Day
Friday	26 December 2014 -	Boxing Day
Saturday	27 December 2014 -	Non working day
Sunday	28 December 2014 -	Non working day
Monday	29 December 2014 -	Locally agreed holiday
Tuesday	30 December 2014 -	Normal working day

12 November 2014

Wednesday 31 December 2014 - Normal working day
Thursday 1 January 2015 - New Year's Day
Friday 2 January 2015 - Normal working day

49. SCATTERING GARDENS

Further to Minute No. 38, Members confirmed the date for the official opening ceremony of the scattering gardens as Thursday 15 January 2015 at 1:00 pm. The Chairman would carry out the official opening. Following discussion it was

RESOLVED that date be noted and that official invitations be sent to all Burial Authority Members.

50. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

51. LLANELLI CREMATORIUM – ANNUAL RENT REVIEW

Members considered the Secretary's report informing of the impending annual rent review and which confirmed the amount of rent payable to the Burial Authority from Llanelli Crematorium Ltd, with effect from 1 December 2014.

Following discussion it was

RESOLVED that the rent for the ensuing year be confirmed as £29,764 and that Llanelli Crematorium Ltd be notified accordingly.

52. STAFFING MATTERS

Members considered the Cemetery Manager's report to permanently vary working arrangements following the Easter bank holiday, whereby the Tuesday would be classified as a normal working day. Full consultation had been carried out with staff and no objections had been raised. Following discussion it was

RESOLVED that the new work pattern shall be implemented with immediate effect.

FURTHER RESOLVED that to compensate for the loss of the Tuesday following the Easter bank holiday, workforce annual leave entitlement shall be increased by one additional day.

53. OFFICE REFURBISHMENT

Further to Minute No. 108 (14 May 2014), Members considered the Cemetery Manager's report on the three tenders received for the planned office refurbishment. After a brief discussion it was

12 November 2014

RESOLVED that the tender received from Martin Taffetsauffer Building & Civil Engineering Contractor Ltd, Claire Chambers, 38 Inkerman Street, Llanelli for the sum of £52,615.87 plus VAT be accepted.

54. CHAPEL REFURBISHMENT

Further to Minute No. 26 and in light of the results of the tendering exercise for the office refurbishment referred to in Minute No. 53 above it was

RESOLVED that the sole tender received for the contract shall not be accepted and that the Cemetery Manager be authorised to liaise with the Burial Authority's consultant architect to arrange for the contract to be re-tendered in the interest of best value. Furthermore, the results of the re-tendering exercise shall be reported to Members at a future meeting for further consideration.

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The meeting concluded at 4:45 pm

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