

13 April 2016

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 73 - 81

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 13 April 2016 at 4:00 pm.

Present: Cllr. M. J. P. Burns (Chairman)

Cllrs.

M. V. Davies

R. E. Evans

L. J. Stedman

73. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. T. Bowen, R. M. Davies, P. J. Edmunds and C. J. Reed, MBE.

74. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

75. 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 - 9 March 2016

**76. MATTERS ARISING
CEMETERY LAND ENCROACHMENT**

Further to Minute No. 70, Members were provided with a brief update report which confirmed the individual had all but removed the fencing erected laying claim to the cemetery land except for a very small section which adjoined the individual's property and the boundaries of both the cemetery land and the adjacent road.

The Cemetery Manager stated he intended to erect an access gate at this location in place of the fencing but initial attempts to contact the individual to discuss the proposal had been unsuccessful.

RESOLVED that the information be noted.

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77. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for February 2016, and the provisional report for March 2016 be noted.

78. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for March 2016, which revealed expenditure for the month amounted to £35,659.43

RESOLVED that the information be noted.

79. BURIAL SERVICE COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES

Further to Minute No. 49(1), the Cemetery Manager presented Members with a progress report on collaboration opportunities following a recent meeting with the sub-committee of Pembrey and Burry Port Town Council. The sub-committee was overseeing the task of determining the future management of its burial administration service.

Members were reminded the town council was presented with a report setting out four options for working in collaboration and it wanted to formally consider options three and four in more detail with a view of selecting one of the options to take forward. The options entailed:

- Option Three - The Burial Authority could produce as a one off exercise new policies and procedural documentation on behalf of the town council and also provide staff training and mentoring roles prior to implementation of the new policies and procedures.
- Option Four – The Burial Authority could provide the town council with a complete service to manage and operate the cemetery administration service such as: creation and maintenance of electronic registers; managing the issue and transfer of exclusive rights of burial; manage the funeral diary and authority to bury; liaising with local funeral directors and memorial masons; meeting bereaved families and counselling where necessary; issue digging orders and managing the memorial permit system.

In order to move progress, it was agreed the Cemetery Manager would provide a cost appraisal for the supply of various activities and functions together with other related information including copies of the Burial Authority's policy documents and general rules and procedures. It was envisaged the town council would then confirm how it intended to work in collaboration with the Burial Authority and it was

RESOLVED that all the relevant requested information be passed to Pembrey and Burry Port Council and to await further developments.

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

RESOLVED that in view of the confidential nature of the business to be transacted the following matter 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.

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81. CEMETERY LAND TO THE REAR OF BRYNSIRIOL, DAFEN

Further to Minute No. 71, Members considered e-mail correspondence received from a local resident concerning the valuation request in connection with the potential purchase of a small parcel of cemetery land. After a short discussion it was

RESOLVED that the local resident shall be notified that the Burial Authority will not contemplate the potential sale of the land unless there is an agreement in place to obtain a professional valuation, the cost of which is to be met in full by the local resident irrespective of whether or not the Burial Authority is ultimately minded to sell the land.

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The meeting concluded at 4.45 pm
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