

8 December 2010

-LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 58 - 68

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 8 December 2010 at 4:00 pm.

Present: Cllr. A.G. Morgan (Chairman)

Cllrs.

T. D Bowen	W. J. Lemon
M. J. P. Burns	S. N. Lewis
S. M. Donoghue	J. Williams

58. APOLOGY FOR ABSENCE

An apology for absence was received from Cllr. C. A. Rees

59. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

60. 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 subject to Cllr J. Williams' apologies being recorded in the Minutes.

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61. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for October 2010 and the provisional report for November 2010 be noted.

62. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for November 2010, which revealed expenditure for the month, amounted to £19,832.15.

RESOLVED that the information be noted.

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63. STANDING ORDERS AND FINANCIAL REGULATIONS

Further to Minute No. 55 the Secretary informed Members that a review of the Burial Authority's Standing Orders and Financial Regulations had been completed. Standing Orders had, in the main, been expanded upon to include reference to:

- Urgent business;
- roles and duties of the Chairman; and a
- proposed new scheme of delegated powers to be granted to the Secretary.

Financial Regulations had been updated to include Carmarthenshire County Council's Contractor and Consultancy Framework. It had not been necessary to increase contract values for goods and services as part of the review. Following discussion it was

RESOLVED that

- (1) the Secretary's covering report be accepted, and
- (2) the Burial Authority's Standing Orders and Financial Regulations be updated so as to incorporate all the recommended changes outlined in the Secretary's report.

64. 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.

65. ADDITIONAL CEMETERY SIGNAGE

Further to Minute No. 20 the Cemetery Manager reported that the request made to Carmarthenshire County Council for additional cemetery signage from the junction at Halfway to the cemetery had been refused due to the high number of road signs already in place. However, the County Council agreed to consider erecting additional signage on the A484 approach from Trostre to the Farm Foods roundabout. The Cemetery Manager felt the cost of amending the existing road sign on the A484 to accommodate the cemetery was too expensive (£2,500) to justify proceeding with the order.

RESOLVED that the Cemetery Manager's report be noted and his recommendation not to proceed with the order accepted.

66. MEMORIAL BENCHES

Further to Minute No. 130 (12 May 2010) Members considered the Cemetery Manager's report for the supply of memorial benches. Having considered the proposals it was

RESOLVED that the supply of memorial benches to bereaved families be confirmed at £850 per bench for a ten year lease period. The cost will cover the initial purchase, installation and on-going maintenance of the bench with the lease being subject to the following terms and conditions:

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- the lease term is for ten years from the date of installation;
- the bench is not leased for the sole use of the lease holder;
- the lease holder will be offered the opportunity to renew the lease at the end of the original period;
- the lease may be transferred to a lease holder’s next of kin in accordance with the Burial Authority’s transfer procedures;
- the bench and plaque will be installed by cemetery staff within six weeks from completion of order;
- the bench may be temporarily removed from its location to receive maintenance at the management’s discretion;
- only plaques and flower containers supplied by the Burial Authority can be fitted to the bench;
- no further memorialisation of the bench will be permitted or within the near vicinity;
- the cemetery workforce will maintain the bench for the period of the lease;
- the location of the bench will be selected by the cemetery management;
- management reserves the right to reposition a bench to support cemetery maintenance, operations or re-development;
- the lease holder may not move or alter the bench in any way; and
- the Burial Authority will not be held responsible for loss or damage to the bench, plaques or flower containers.

67. BURIAL AUTHORITY BANKING SERVICES

The Secretary presented Members with an information report on a recent tendering exercise conducted by Llanelli Rural Council for banking services. The Burial Authority’s banking services were arranged under the umbrella of the Council’s banking service provision. Tenders had been sought from five banking institutions and the tender submitted by Barclays Bank in the sum of £1,600 per annum had been accepted resulting in an overall saving of £500 per annum on the current provider.

The Secretary stated that the contract period would be five years commencing on the 1 February 2011, with a break/review clause after two years subject to respective parties giving three months notice. There was an option to extend for a further two years at the end of the contract period if so desired.

Members were informed that arrangements would now be put in place to handle the migration of the Burial Authority’s bank accounts and transactions to Barclays.

RESOLVED that the information be noted.

68. SEASONAL GREETINGS

The Chairman wished everyone a Merry Christmas and a healthy and prosperous New Year.

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The meeting concluded at 4:35 pm
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