

9 October 2013

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 29 – 42

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 9 October 2013 at 4:00 pm.

Present:

Cllrs.

F. Akhtar

T. Bowen

M. J. P. Burns

M. V. Davies

V. J. Johns

C. J. Reed MBE

29. APPOINTMENT OF CHAIRMAN PRO TEMPORE

RESOLVED that Cllr. M. J. P. Burns be appointed Chairman pro tempore.

30. CHAIRMAN'S ANNOUNCEMENT

The Chairman referred to Cllr. P. J. Edmunds' indisposition and it was

RESOLVED that a card be sent to Cllr. Edmunds, extending the Burial Authority's best wishes for a speedy recovery back to full health.

31. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. P. J. Edmunds and T.J. Jones.

32. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

33. 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.

9 October 2013

34. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for August 2013 and the provisional report for September 2013 be noted.

35. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for September 2013, which revealed expenditure for the month amounted to £17,080.90.

RESOLVED that the information be noted.

36. AUDIT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2013

Further to Minute No. 27 Members received correspondence from Mazars LLP, enclosing the Burial Authority's certified Annual Return. The writer confirmed that all audit work had been completed.

The Secretary confirmed the required public notice informing of the conclusion of the audit had been displayed.

RESOLVED that the information be noted.

37. WELSH PURCHASING CARD

Members considered correspondence from the Welsh Government about it procuring a replacement contract for the Welsh Purchasing Card when the current contract expired with the Royal Bank of Scotland Group on 31 March 2014.

Members were informed the Welsh Government was preparing a contractual arrangement with a new supplier whereby it would contract as agent on behalf of the Welsh public sector for those organisations already using the purchasing card who wished to take up the new service. In order to do this a Call Off Contract would need to be entered into. The Burial Authority would need to authorise the Welsh Government to act as its agent by completing an authorisation ship which needed to be returned by 31 October 2013 and it was

RESOLVED that authorisation be given to the Welsh Government to act as the Burial Authority's agent for the purposes of entering into the Call Off Contract.

38. WAR GRAVES COMMISSION – CEMETERY SIGNAGE

Members considered correspondence from the Commonwealth War Graves Commission regarding a national project to erect bilingual signage within Local Authority cemeteries. The signs would be used for public information purposes to indicate the presence of War Commissioned Graves on site. The Cemetery Manager informed Members that there were currently 51 War Commissioned Graves at Llanelli District Cemetery. After a brief discussion it was

9 October 2013

RESOLVED that the national project be supported and permission be given to erect the signs on the cemetery entrance gates.

39. 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.

40. LLANELLI CREMATORIUM

Members considered correspondence from Lambert Smith Hampton following which the Secretary provided Members with a briefing on the legalities surrounding Llanelli Crematorium Limited's right to purchase the freehold interest in the land. Following discussion it was

RESOLVED that the Secretary engage the services of Lambert Smith Hampton to provide valuation advice on the understanding the cost shall be recharged in full to Llanelli Crematorium Limited and that preliminary discussions also be held with Jennings Solicitors over the provisions set out in the Lease. Furthermore, the Secretary shall contact the Director, Llanelli Crematorium Limited to inform her about the arrangements and to obtain written agreement from the company that it will pay the valuation fee in full.

41. CEMETERY MACHINERY - PROCUREMENT OF EXCAVATOR

Members considered the Cemetery Manager's report which provided three quotations for the purchase of a new excavator for the cemetery. After a brief discussion it was

RESOLVED that the quotation received from Cambrian Plant Sales, Riverside Works, Ely Bridge, Cardiff for the supply of a Volvo EC27C Excavator for the sum of £29,672 plus VAT be accepted. Furthermore, that the company's offer of £6,022 in part exchange for the Burial Authority's JCB excavator be accepted.

42. NEW BABY AND CHILDREN'S BURIAL AND REMEMBRANCE AREA - ENGAGEMENT OF ARCHITECTURAL SERVICES

Members considered the Cemetery Manager's report regarding the engagement of architectural services for the design and development of a new baby and children's burial and remembrance area adjacent to section 9 at the cemetery. After a brief discussion it was

RESOLVED that the quotation received from Nicole Jones, 6 Myrddin Crescent, Carmarthen for the sum of £2,880 be accepted.

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The meeting concluded at 5:30 pm
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