

12 December 2012

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 52 – 65

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 December 2012 at 4:00 pm.

Present: P. J. Edmunds (Vice Chairman (in the Chair))

Cllrs.

F. Akhtar

S. L. Davies

S. N. Lewis

52. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. L. A. Beer, T. Bowen, R. M. Davies and J. Williams.

53. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

54. 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 - 14 November 2012

55. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for October 2012 and the provisional report for November 2012 be noted.

56. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for November 2012, which revealed expenditure for the month, amounted to £22,957.97.

RESOLVED that the information be noted.

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57. CEMETERY RULES AND REGULATIONS

Members received the latest version (issue two) of the cemetery rules and regulations.

RESOLVED that issue two of the Cemetery Rules and Regulations be received and adopted.

58. MEMORIAL SAFETY POLICY AND PROCEDURES

Further to Minute No. 47, Members considered the revised Memorial Safety Policy and Procedures which reflected the changes brought about by BS8415 (Monuments within Burial Grounds and Memorial Sites – Specification).

RESOLVED that the Memorial Safety Policy and Procedures (version 12) be received and adopted.

59. INTERIM INTERNAL AUDIT REPORT FOR 2012/2013

Members considered correspondence received from Auditing Solutions Ltd dated 19 November 2012 (copies having been previously circulated), in respect of the interim internal audit report. The report author confirmed that there were no significant issues that required attention and that the financial systems continued to operate effectively.

RESOLVED that the information be noted.

60. 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.

61. LLANELLI CREMATORIUM LTD – RENT REVIEW

Further to Minute No. 50 Members considered correspondence received from the Director of Llanelli Crematorium Ltd in respect of the recent rent review and the payment terms specified by the Burial Authority.

Following discussion it was

RESOLVED that the Secretary arrange a meeting as soon as possible with the Director, Llanelli Crematorium Ltd, with a view to resolving all outstanding issues.

62. FUEL MILES VOUCHERS

Members considered the Secretary's report regarding fuel miles vouchers. Having considered the content of the report it was

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RESOLVED that the report proposal be accepted and that the future accumulation of fuel miles vouchers be periodically reported to committee for determination, the trigger point being a value limit of £50.00.

63. STAFFING MATTER

Members received a report from the Secretary on a staffing matter and it was

RESOLVED that the information be noted.

Arising out of discussion of the above Cllr. S. L. Davies expressed her thanks to the Administrative & Finance Officer and Administrative Officer for the temporary support provided over recent months.

FURTHER RESOLVED that Cllr. S. L. Davies' remarks be noted with pleasure.

64. EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Members considered a report from the Secretary which informed that Llanelli Rural Council had elected to participate in an EAP framework agreement procured by the Welsh Government for a trial period of 12 months. In view of this the scheme would be automatically extended to Burial Authority employees. Following discussion it was

RESOLVED that the information be noted.

65. SEASONAL GREETINGS

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

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The meeting concluded at 4:30 pm
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