

10 June 2009

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 1 - 15

At the **Annual Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 10 June 2009 at 4:00 pm.

Present: Cllr. C.C. Lucas (Vice Chairman (in the Chair))

Cllrs.

T. D. Bowen
M. J. P. Burns
S. L. Davies

S. M. Donoghue
W. J. Lemon
K. D. Rees

J. Williams

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs T. J. Jones and A. G. Morgan.

2. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

3. APPOINTMENT OF CHAIRMAN

Prior to appointing a Chairman, Cllr. C.C. Lucas welcomed Cllrs S.M. Donoghue and J. Williams on to the committee. The committee thereupon proceeded to appoint a Chairman, and following the motion of Cllr. J Williams, seconded by Cllr. S.L. Davies, it was

RESOLVED that Cllr. C.C. Lucas be appointed Chairman.

4. CHAIRMAN'S ANNOUNCEMENT

Cllr. C.C. Lucas extended his appreciation and thanks to Members for appointing him as Chairman for the ensuing year.

5. APPOINTMENT OF VICE CHAIRMAN

Following the motion of Cllr T. D. Bowen, seconded by Cllr J. Williams, it was

RESOLVED that Cllr. T.J. Jones be appointed Vice Chairman.

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6. 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 - 13 May 2009

7. MATTERS ARISING

Arising out of Minute No.126 (13 May 2009) the Secretary confirmed that a third quotation had been obtained. However the quote was more expensive than that provided by Hortech Limited, and therefore Hortech Limited had been awarded the contract for the work.

RESOLVED that the information be noted.

8. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for April 2009 and the provisional report for May 2009 be noted.

9. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for May 2009, which revealed expenditure for the month amounted to £16,307.68.

RESOLVED that the information be noted.

10. STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2009

Consideration was given to the Statement of Accounts for the financial year ending 31 March 2009, (copies of which had been previously circulated) and it was

RESOLVED that the Statement of Accounts be accepted.

11. HEALTH AND SAFETY POLICY AND PROCEDURES

Consideration was given to the adoption of new Health and Safety Policy and Procedures, produced by Peninsular Business Services. After a brief discussion it was

RESOLVED that the new procedures be adopted.

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12. AUTHORISED SIGNATORY TO THE BURIAL AUTHORITY'S BANK ACCOUNT

Members were requested to approve the Cemetery Manager as an additional authorised signatory to the Authority's bank account to facilitate and expedite transactions.

RESOLVED that the request be approved.

13. CONCRETE FOUNDATION PADS – SECTION 11

Members considered the Cemetery Manager's report regarding a proposal to introduce a new design of concrete foundation pad for new memorials in Section 11. Members were informed that the foundation pad was identical to the National Association of Memorial Masons (NAMM) standard foundation design. After a brief discussion it was

RESOLVED that the proposal be accepted.

14. DILAPIDATED MEMORIALS

Members considered the Cemetery Manager's report recommending the removal of dilapidated and dangerous memorials in the cemetery. Members were informed of the provisions of the Local Authorities Cemeteries Order 1977, which gave power to the Burial Authority to remove dilapidated memorials and also the notification arrangements required to be served prior to embarking on such a removal programme. After a brief discussion it was

RESOLVED that the report be accepted.

15. UNAUTHORISED MEMORIALS AND TRINKETS

Members considered the Cemetery Manager's report regarding the escalating problem of unauthorised memorials, trinkets and in some cases solar lighting being left on and around certain grave spaces. Members were informed that the unauthorised memorials and trinkets were severely disrupting ground maintenance and that a programme of removal was recommended so that the cemetery regulations were enforced. After a brief discussion it was

RESOLVED that the content of the report be noted and that a removal programme be authorised with the work being conducted with care and sensitivity.

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The Meeting concluded at 4:25pm

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