

**12 March 2008**

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 98 - 112**

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 March 2008 at 4:00 pm.

**Present:** Cllr. T. J. Jones (Vice Chairman (in the Chair))

**Cllrs.**

T. D. Bowen  
S. L. Davies  
D. J. Harries

M. Howells  
M. E. Prothero  
C. E. Richards

E. Smith

**98. APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr. C. C. Lucas.

**99. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**100. 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.

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**101. MATTERS ARISING**

**CEMETERY CAR PARK – BRYNGOLAU**

Arising out of Minute No. 92 (2), the Secretary reported that the housing department of Carmarthenshire County Council had accepted responsibility for the lane and land adjacent to the parking strip at Bryngolau and would be resolving the problems highlighted by the Burial Authority as soon as possible.

**RESOLVED** that the information be noted.

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**102. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for January 2008 and the provisional report for February 2008 be noted.

**103. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for February 2008, which revealed expenditure for the month amounted to £17,609.99.

**RESOLVED** that the information be noted.

**104. MEMORIAL TESTING FIGURES**

Consideration was given to the memorial testing figures for February 2008, which revealed that no memorials had been tested. The Secretary stated that it was important to benchmark monthly results nonetheless and that Members scrutinise on-going performance. The Secretary reported that the cemetery supervisor had not informed management of any problems or difficulties prohibiting testing and therefore was unable to provide members with an explanation for the lack of progress. Following discussion it was

**RESOLVED** that clarification be sought from the cemetery supervisor as to why no memorial testing had been undertaken.

**105. MANAGEMENT OF RISK**

The Secretary provided Members with a detailed report on the management of risk, covering 11 areas and functions requiring risk evaluation. The accompanying action plan identified the existing controls in place for managing the risk areas, all of which were deemed satisfactory. The only slight area of concern was vandalism, which was a bit of an unknown quantity. However, the Secretary confirmed that additional control measures had been introduced which entailed closer liaison with the Police, who were carrying out evening patrols of the cemetery grounds whilst working alongside the Authority's patrol officer. During discussion a question was raised over the provision of safety equipment for the workforce. The Secretary confirmed that all necessary and essential protective equipment and clothing was provided as a matter of course.

**RESOLVED** that the report be endorsed and that a progress report on general security arrangements and the like be presented to Committee when deemed appropriate.

**106. LANCE CORPORAL RYAN LEE FRANCIS**

Further to Minute No. 92 (1), the Secretary reported that the Dedication Service for Lance Corporal Francis would be held on the 31 March 2008 at 11:30 am at Llanelli District Cemetery Chapel. Mr Gareth Evans of T. J. Lloyd Memorial Masons had been engaged to produce the memorial plaque to be erected in the cemetery chapel. General discussion then ensued during which permission was

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sought to incur expenditure on light refreshments and hospitality after the Dedication Service had concluded and other incidental costs associated with organising the event.

Following discussion it was

**RESOLVED** that the information be noted and that the Secretary be authorised to incur all actual and necessary expenditure associated with the event.

**107. MEMORIAL BENCH**

Members considered a letter from Mrs L. H requesting permission to install a memorial bench in the cemetery grounds. The Secretary confirmed that a suitable location had been identified.

**RESOLVED** that:

- (1) That the request be approved;
- (2) Permission is given on the understanding that Mrs H would install the bench at her own expense and would be responsible for future maintenance;
- (3) As a gesture of good will, the Burial Authority would install the concrete foundation to receive the bench; and
- (4) The request would not prejudice similar requests in the future, with each request being considered on its own merits.

**108. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960**

**RESOLVED** that in view of the confidential nature of the business to be transacted the following matters referred to in Minute Nos. 109, 110, 111 and 112 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.

**109. STAFFING MATTERS**

The Secretary presented Members with a report regarding the current bank holiday closure arrangements at the cemetery, which proposed changes to workforce leave patterns.

Following discussion, it was

**RESOLVED** that the report be accepted and that the Secretary be authorised to consult the workforce over the proposed changes.

**110. CLEANING CONTRACT**

Further to Minute No. 50 (3), the Secretary reported that D. H. had handed in his notice to terminate the cleaning contract with immediate effect. No explanation had been provided and the news came as a complete surprise. Members were informed that tenders had been requested from several local firms

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to take over the service and they were due to be returned by 20 March 2008. Once arrangements had been made with the Chairman to open the tenders, the outcome of the exercise would be reported to committee.

**RESOLVED** that the information be noted.

**111. CEMETERY OPENING TIMES**

The Secretary requested permission to bring forward the summer opening times due to Easter falling earlier than normal. Currently the cemetery closed at 5:00 pm despite the fact that the nights were drawing out and it was still light until after 6:00 pm.

**RESOLVED** that the request be supported and the cemetery opening times be extended to 6:00 pm with immediate effect.

**112. DUMPER TRUCK**

Further to Minute No. 88 and the Secretary's detailed report in respect of the Estimates of Income and Expenditure for 2008/2009, permission was sought to vire £7280 from cost code 4017 to 4100 to allow for the outright purchase of the dumper truck from the 2007/2008 budget.

**RESOLVED** that the virement proposal be approved.

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The Meeting concluded at 4:25 pm  
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