

12 May 2010

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 118 – 131**

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 May 2010 at 4:00 pm.

**Present:** C. C. Lucas (Chairman)

**Cllrs.**

T. D Bowen	A. G. Morgan
M. J. P. Burns	K.D. Rees
S. L. Davies	J. Williams

**118. CHAIRMAN'S ANNOUNCEMENT**

The Chairman congratulated Cllr S.L. Davies on her recent appointment as the Chairman of Llanelli Rural Council for the ensuing year.

**119. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. S. M Donoghue, T. J. Jones and W. J. Lemon.

**120. MEMBERS' DECLARATIONS OF INTEREST**

Cllr S. L. Davies declared a personal interest in Minute No. 127 as Lance Corporal Dennis' mother was a family friend

**121. 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 April 2010

**122. MATTERS ARISING**

**STAFFING MATTERS**

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Further to Minute No. 116, Members were informed that the matter had been satisfactorily resolved. Furthermore, the Cemetery Manager's mobile phone number was now listed on the office answering machine as an out of hours emergency contact.

**RESOLVED** that the information be noted.

**123. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure report for March 2010 and the provisional report for April 2010 be noted.

**124. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for April 2010, which revealed expenditure for the month amounted to £34,359.14.

**RESOLVED** that the information be noted.

**125. INTERIM INTERNAL AUDIT REPORT FOR 2009 / 2010**

Members considered correspondence received from Auditing Solutions Ltd, dated 12 April 2010 (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 interim report be noted.

**126. INTERNAL AUDIT PROGRAMME**

Members considered email correspondence received from Auditing Solutions Ltd, dated 25 April 2010 outlining a five year strategic plan for the continued provision of internal audit services to the Burial Authority. After a brief discussion it was

**RESOLVED** that the plan be accepted and that Auditing Solutions Ltd's contract be renewed with immediate effect to cover the financial year periods 2010/11 to 2014/15 inclusive.

**127. CHAPEL MEMORIAL PLAQUE**

Cllr S. L. Davies declared a personal interest in the following matter as Lance Corporal Dennis' mother was a family friend.

Members considered a letter from County Cllr K. Thomas dated 22 April 2010 requesting the installation of a plaque to commemorate Lance Corporal David Llewellyn Dennis of the Light Dragoons who fell in action on 4 July 2009 whilst serving his country in Afghanistan. Members were informed that his ashes were due to be interred shortly within the cemetery grounds. After a brief discussion it was

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**RESOLVED** that the request be approved in principle subject to the interment taking place.

**FURTHER RESOLVED** that a service of dedication be arranged in conjunction with the family to commemorate the erection of the plaque in the cemetery chapel.

**128. 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.

**129. STAFFING MATTERS**

The Cemetery Manager presented Members with a comprehensive report on a recent training course that he and the groundsmen had participated in at the cemetery. Members were informed that as a result of the training there was a noticeable improvement in the dressing of graves prior to funerals.

**RESOLVED** that the information be noted.

**130. MEMORIAL BENCHES**

The Cemetery Manager presented Members with a report which sought approval to introduce an inspection procedure for privately owned memorial benches in the cemetery grounds and to develop a new policy for the future supply of memorial benches. It was proposed that new memorial benches be installed and maintained by the Burial Authority but purchased by the public. Following discussion it was

**RESOLVED** that the proposals outlined in the report be accepted.

**FURTHER RESOLVED** that the five requests received from families to install benches in the cemetery grounds and currently held on file be held in abeyance until the new installation policy had been developed and approved and that the families be notified accordingly.

**131. COLUMBARIA VAULTS**

Consideration was given to the Cemetery Manager’s report regarding the installation of columbaria vaults in Garden of Remembrance One. Following discussion it was

**RESOLVED** that the report be accepted.

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The meeting concluded at 4:35 pm  
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