

13 May 2009

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 119 - 126

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 13 May 2009 at 4:00 pm.

Present: Cllr. T. J. Jones (Chairman)

Cllrs.

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

W. J. Lemon
C. C. Lucas
K. D. Rees

119. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs D. J. Davies, A. G. Morgan and W. G. Thomas.

120. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

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 - 8 April 2009

122. INCOME AND EXPENDITURE REPORTS

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

123. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for April 2009, which revealed expenditure for the month amounted to £20,056.46.

RESOLVED that the information be noted.

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124. TRAINING COURSES

The Secretary sought Members' approval to send the Cemetery Manager on the following training courses:-

- (1) Grey Water – 8 June 2009, Sandwell Training and Development Centre, West Bromwich;
- (2) A Grave Matter – 10 June 2009, Marriott Hotel, Swansea.

After a brief discussion it was

RESOLVED that the Cemetery Manager be authorised to attend the training courses.

125. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted the following matter 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.

126. CEMETERY INFRASTRUCTURE CHANGES AND IMPROVEMENTS

Members considered the Cemetery Manager's report on cemetery infrastructure changes and improvements. Despite the short time in post the Cemetery Manager had identified a number of issues that required attention, especially the control and eradication of Japanese knotweed and maintenance and drainage issues in section 11. With regard to the control of knotweed and maintenance issues, the Cemetery Manager presented two quotations for Member consideration. A further quotation was to be obtained prior to engaging the services of a grounds maintenance contractor.

Members were informed that remedial work to the drainage infrastructure in section 11 was also required and an element of the work was considered urgent as it had health and safety implications. Given the unforeseen circumstances no money had been identified within the budget to cover the associated costs. Therefore, the costs would have to be vired from the contingency budget head. Similarly, the costs for engaging a grounds maintenance contractor to deal with the Japanese knotweed infestation and maintenance of section 11 would also have to be vired from the contingency budget head.

Having considered the Cemetery Manager's report and following discussions it was

RESOLVED that the Cemetery Manager be authorised to:

- (1) Engage the services of Hortech Limited, Unit 16 Capel Hendre Estate, Capel Hendre, Carmarthenshire, SA18 3SJ, to provide assistance with the Japanese knotweed infestation and maintenance issues identified for section 11, unless a more competitive quotation is received in the meantime;

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(2) On the basis of Hortech Limited providing the most competitive quotation (once a further quotation had been obtained in the interest of best value), then the terms of engaging the company be accepted as follows:

- A fee of £1975 plus VAT for maintenance assistance.
- A fee of £375 plus VAT for the initial treatment of the Japanese knotweed, followed by a secondary course of treatment in September 2009 at a cost of £200 plus VAT.

Giving a total cost of £2550 plus VAT to be vired from the contingency budget head.

(3) In view of the knotweed treatment programme extending over a three year period, comprising two treatments per annum at a cost of £200 plus VAT per treatment, appropriate expenditure provision be included in the budget estimates for 2010 and 2011 respectively to cover the costs;

(4) The remedial drainage work identified for section 11 and which had health and safety implications, be commissioned as soon as practicable with an appropriate contractor and that the cost be vired from the contingency budget head and reported retrospectively to a future committee meeting; and in the meantime

(5) Carmarthenshire County Council be contacted over the drainage issues (given that it had acted as the Burial Authority's agent in managing the construction and development of section 11), to seek general advice and assistance and to establish whether the costs referred to in (4) above could be reclaimed, if it was felt that the issues identified were caused by contractor error or omission.

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The Meeting concluded at 4:45pm

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