

**14 October 2009**

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 42 - 55**

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 14 October 2009 at 4:00 pm.

**Present:**

**Cllrs.**

T. D. Bowen

W. J. Lemon

M. J. P. Burns

A. G. Morgan

S. M. Donoghue

K. D. Rees

J. Williams

**42. APPOINTMENT OF CHAIRMAN PRO TEMPORE**

**RESOLVED** that Cllr S. M. Donoghue be appointed Chairman pro tempore.

**43. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs S. L. Davies, T. J. Jones and C. C. Lucas.

**44. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**45. 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 - 9 September 2009

Special Meeting - 17 September 2009

**46. MATTERS ARISING**

Further to Minute No. 41 the Secretary confirmed that the matter had been fully discharged.

**RESOLVED** that the information be noted.

**14 October 2009**

**47. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure report for August 2009 and the provisional report for September 2009 be noted.

**48. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for September 2009, which revealed expenditure for the month amounted to £25,013.51.

**RESOLVED** that the information be noted.

**49. LOCAL GOVERNMENT PAY SCALES 2009/2010**

**RESOLVED** that the National Joint Council circular 2/09 confirming pay scales and allowances effective from 1 April 2009, be received and adopted.

**50. LLANELLI CREMATORIUM LTD – RENT REVIEW**

Members considered the Secretary's report informing of the impending annual rent review and which confirmed the amount of rent payable to the Burial Authority from Llanelli Crematorium Ltd, with effect from 1 December 2009.

Members were informed that given the negative position of the 'all items' index figure of the Index of Retail Prices, there would be no increase to the existing rent and it was

**RESOLVED** that the report be noted.

**51. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Further to Minute No. 34, the Secretary presented his covering report (a copy of which had been previously circulated) which reviewed extant standing orders and financial regulations. Appended to the report were the latest model sets of standing orders and financial regulations provided by the Society of Local Council Clerks and Members were requested to consider adopting them as the Burial Authority's latest versions.

Members were informed that the new sets of documents were an improvement on the Authority's existing versions in so far as they were clearer to read and interpret; they also reflected current legislation and were more succinct.

Following discussion it was

**RESOLVED** that the Secretary's covering report be accepted and that the model sets of standing orders and financial regulations appended to the report be received and adopted.

14 October 2009

**52. WELSH PURCHASE CARD – ADDITIONAL CARD HOLDER REQUEST**

The Secretary informed Members of the need to issue the Cemetery Manager with a Welsh Purchase Card. Following discussion it was

**RESOLVED** that the request be approved.

**53. CEMETERY REGULATIONS FOR MEMORIAL MASONS**

Members considered a draft policy document prepared by the Cemetery Manager in respect of introducing new cemetery regulations to control the activities and workmanship of memorial masons when working in the cemetery grounds. Members were informed of the need to exert more effective control in monitoring and regulating work activities in order to improve standards.

The Cemetery Manager stated that most other public cemeteries had defined policies in place and recommended that a series of additional controls needed to be introduced namely: a registration and appointment system; clearer guidelines on memorial criteria covering general installation standards, design and colours; standards of workmanship and testing procedures; and a compliance procedure to safeguard against unsafe and unacceptable work practices.

Members having considered the draft policy document and following discussion over the merits of the scheme it was

**RESOLVED** that the policy document be received and adopted and that the new control measures be introduced following the briefing of memorial masons and funeral directors about the new arrangements and once they had been provided with a copy of the new procedures.

**54. APPLICATION FOR INCLUSION ON THE APPROVED LIST OF MONUMENTAL MASONS**

Members considered an application received from Mr J. J. Lewis of 111 Gnoll Park Road, Neath for inclusion on the Burial Authority’s approved list of monumental masons. Members were informed that all necessary insurance documentation was in place and the application was in order and it was

**RESOLVED** that the application be approved.

**55. INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT (ICCM) CONFERENCE**

Further to Minute No. 23 the Cemetery Manager provided Members with an overview of the ICCM conference recently held in Kenilworth, Warwickshire. Following general discussion, whereupon Members thanked the Cemetery Manager for his report it was

**RESOLVED** that the information be noted.

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The Meeting concluded at 5:10 pm  
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