

8 November 2006

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 37 - 44

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 8 November 2006 at 4:00 pm.

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

Cllrs.

C. Edwards
D. J. Harries

M. Howells
E. Smith

Apologies: Cllrs D.J. Davies, T.J. Jones, M. Prothero and C. E. Richards.

37. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed as a true record of proceedings

Ordinary Meeting - 11 October 2006

38. MATTERS ARISING

LLANELLI CREMATORIUM LTD

Further to Minute No. 36, Members were informed that Jennings Solicitors were proceeding with the Authority's instructions and that the matter would be determined within the week. The Secretary also confirmed that Llanelli Crematorium Limited had been billed for next year in accordance with previous instructions.

RESOLVED that the information be noted.

39. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for September 2006 and the provisional report for October 2006 be noted.

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40. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for October 2006, which revealed expenditure for the month amounted to £27,459.85.

RESOLVED that the information be noted.

41. CHRISTMAS HOLIDAY ARRANGEMENTS

RESOLVED that in accordance with Minute No. 45 (10 February 2004), this year's Christmas holiday arrangements at the cemetery be confirmed as detailed below, with two days annual leave being added to employees' annual leave entitlement for 2006/2007:

Friday	22	December	2006	-	Normal working day
Saturday	23	December	2006	-	Non working day
Sunday	24	December	2006	-	Christmas Eve
Monday	25	December	2006	-	Christmas Day
Tuesday	26	December	2006	-	Boxing Day
Wednesday	27	December	2006	-	Locally agreed holiday
Thursday	28	December	2006	-	Normal working day
Friday	29	December	2006	-	Normal working day
Saturday	30	December	2006	-	Non working day
Sunday	31	December	2006	-	New Year's Eve
Monday	1	January	2007	-	New Year's Day
Tuesday	2	January	2007	-	Normal working day

42. 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.

43. TRADE REFUSE COLLECTION SERVICE

The Secretary reported that the Authority was experiencing problems with the trade refuse collection service. The refuse collection vehicle was too large to negotiate the narrow cemetery road infrastructure. The refuse company had performed a risk assessment and concluded that from now on the refuse must be collected from one central point near the main entrance.

As an attempt to overcome the problem enquiries had been made with other trade refuse collection companies (including Carmarthenshire County Council, the former service provider). Regrettably, all the companies identified the same problem with the size of the refuse vehicle, which was now standard for the industry.

Members discussed options for change but they were rejected because of the negative impact on service and on the grounds of cost and efficiency. Given the prevailing circumstances, the only viable option was for the Authority to purchase towable trade refuse bins. These could be left insitu in the cemetery grounds and towed to the central collection point behind the Authority's dumper truck as and when necessary. The Secretary stated that owing to the specification of the

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bins they could only be sourced from one manufacturer and a quotation for the supply of nine 1100 litre bins was presented for Members' consideration. Members were informed that there was no budget provision for the purchase of the bins so the expenditure would have to be met from general reserves. However, if the Authority proceeded to purchase the bins, there would be a cost saving on the trade refuse contract. There would be a reduction in the total number of bin lifts per annum and the charge for bin rental would no longer apply.

Following discussion it was

RESOLVED that the quotation based on the bin specification received from Egbert H. Taylor & Company Limited, Ryelands Lane, Elmley Lovett, Droitwich, for the supply of nine bins at £358.70 per unit and two bin tow links at £32.00 per unit (all exclusive of VAT) be accepted.

FURTHER RESOLVED that the Secretary provide for information purposes details of the cost savings identified in the trade refuse collection contract at the next meeting, as a result of purchasing the bins.

44. CEMETERY OFFICE CLEANING CONTRACT

Members were informed that the cleaning contract had been reviewed owing to price increases. Furthermore, the contract did not provide for the cleaning of the cemetery chapel nor the public toilets.

The Secretary stated that it was desirable to negotiate a new agreement with these additional elements included in the contract and invited Members to consider quotations received from three local cleaning companies, one of which being the current service provider.

Following discussion it was

RESOLVED that:

- (1) The cleaning contract be awarded to Simon Todd Commercial Cleaning Specialist, 28 Cilmaengwyn Road, Pontardawe, Swansea for the sum of £129 per month and that notice be served on the current service provider; and
- (2) The company's offer to provide an initial one off spring clean including a thorough clean and polish of the wooden floor in the cemetery chapel at a cost of £95.00 also be accepted.

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The meeting concluded at 4:30 pm

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