

8 March 2017

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 64 - 73

At a **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 8 March 2017 at 4:00 pm.

Present: Cllr. R. E. Evans (Chairman)

Cllrs.

L. J. Butler
M. V. Davies

C. C. Lucas
J. S. Phillips

together with Mr D. Gary Jones (Town Clerk)

64. CHAIRMAN'S ANNOUNCEMENT

The Chairman referred to the recent demise of committee member Cllr. C. J. Reed, MBE and as a mark of respect Members and Officers stood in silent tribute.

65. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. M. J. P. Burns, S. M. Donoghue, P. J. Edmunds, and R. F. Price.

66. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

67. 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	-	11 January 2017
Special Meeting	-	30 January 2017

68. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for December 2016 and January 2017 and the provisional report for February 2017 be noted.

8 March 2017

69. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for January and February 2017, which revealed expenditure for the months, amounted to £36,010.61 and £21,186.09 respectively.

RESOLVED that the information be noted.

70. MANAGEMENT OF RISK

The Secretary provided Members with a detailed report on the management of risk, covering 19 areas and functions requiring risk evaluation. Two areas were highlighted for action namely the transfer of financial arrangements and transfer of staff to the parent council(s) once the new delivery model for the cemetery service had been agreed. Following discussion it was

RESOLVED that the report be approved.

71. 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.

72 STAFFING MATTERS

Consideration was given to the Secretary's report regarding a staffing matter and it was

RESOLVED that the report and recommendation be accepted.

73. LLANELLI JOINT BURIAL AUTHORITY FUTURE STATUS AND REMIT

Further to Minute No. 61, the Secretary presented Members with a report on the future status and remit of the joint committee which highlighted a series of models that closely matched the collaborative arrangements required along with the legal powers currently available to the local council sector. Having considered the models Members were keen to retain the joint committee in some capacity going forward.

The Secretary informed Members that legal advice to support the report had also been sought but a response was still awaited. The Secretary then presented the list of actions set out in the report which would need to be addressed in order to determine the best delivery model for managing the cemetery service. These actions included the description of the model; legal powers; procurement and contracts; governance arrangements, finance and human resources.

Members were informed that once the new delivery model had been agreed its remit could be extended to cover the additional grounds maintenance duties required to service parks, play areas and playing fields following asset transfers by the two parent councils from Carmarthenshire County Council. This could be built into a new service level agreement which would govern the future working arrangements of the preferred delivery model. Issues to consider included the

8 March 2017

corporate branding and livery on vehicles for the extended service; pooling of resources and billing arrangements generated from job codes and staff time allocations. After a lengthy discussion it was

RESOLVED that the report be accepted together with the list of actions and the other issues highlighted for attention. Furthermore, that the legal advice being obtained shall be reported to a future committee meeting and that the preferred delivery model shall be taken forward on the basis of an advisory committee being created so that the management and administrative arrangements remained broadly similar to the current service model.

FURTHER RESOLVED that the Secretary commences the necessary preliminary work in order to address the actions and issues identified in the report with progress on matters being the subject of a further committee report.

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The Meeting concluded at 4:50 pm

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