

9 March 2016

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 60 - 72**

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 9 March 2016 at 4:00 pm.

**Present:** Cllr. M. J. P. Burns (Chairman)

**Cllrs.**

T. Bowen  
M. V. Davies

R. E. Evans  
C. J. Reed, MBE

**60. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. P. J. Edmunds and L. J. Stedman.

**61. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**62. 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 - 13 January 2016  
Special Meeting - 26 January 2016

**63. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure report for December 2015, January 2016 and the provisional report for February 2016 be noted.

**64. SCHEDULE OF PAYMENTS**

Consideration was given to the schedules of payments for January and February 2016, which revealed expenditure for the months amounted to £28,138.63 and £16,198.94 respectively.

**RESOLVED** that the information be noted.

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**65. COMMONWEALTH WAR GRAVES COMMISSION**

The Secretary presented Members with correspondence received from the Technical Manager (Horticulture), Commonwealth War Graves Commission (CWGC) reviewing the annual maintenance fee paid to the Burial Authority. The writer explained a review of the agreement had not been undertaken for a number of years. Following a recent visit to the cemetery by the CWGC's regional supervisor, the cemetery's overall maintenance was classed as good and therefore no additional work was required to the grounds. In view of this CWGC proposed to cancel the current annual agreement and future payments would cease unless the Burial Authority contacted CWGC to object to the proposal.

The CWGC was keen to correctly account for all expenditure particularly during this long period of austerity. Although not stated in the correspondence the implication was the money would be targeted to those cemeteries in greater need of financial support and where perhaps grounds maintenance standards needed to improve and it was

**RESOLVED** that the Burial Authority agree to the cancellation of the current agreement given the prevailing circumstances. However, in accepting the proposal to withdraw the nominal amount of financial support, the Cemetery Manager shall enter into discussions with the Technical Manager (Horticulture), Commonwealth War Graves Commission to garner a better understanding of how the money will be reallocated to support other cemeteries deemed to have greater need for financial support.

**66. MANAGEMENT OF RISK**

The Secretary provided Members with a detailed report on the management of risk, covering 19 areas and functions requiring risk evaluation. Following discussion, it was

**RESOLVED** that the report be accepted.

**67. VIREMENT OF GENERAL RESERVES**

**(1) PRINCE'S TRUST COMMUNITY PROJECT**

Members considered the Cemetery Manager's report on the planting project that the Prince's Trust had proposed to undertake in the cemetery grounds. After a lengthy discussion it was

**RESOLVED** that the report be accepted and £2,000 be transferred to Ear Marked Reserves to support the scheme.

**(2) REMEMBRANCE GARDEN 3 AND SECTION 11 DRAINAGE**

Members considered the Cemetery Manager's report on the drainage in Garden of Remembrance 3 and Section 11 and it was

**RESOLVED** that the report be accepted and £15,000 be transferred to Ear Marked Reserves to support the planned drainage works.

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**68. BURIAL ADMINISTRATION SERVICE – COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES**

Further to Minute No. 49 (2), the Secretary provided Members with an update report on the latest developments and it was

**RESOLVED** that the information be noted and the Secretary and Cemetery Manager be authorised to meet with the Members of Pembrey and Burry Port Town Council to help progress matters further.

**69. 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.

**70. CEMETERY LAND ENCROACHMENT**

Further to Minute No. 49 (3), the Cemetery Manager provided Members with an update report on the latest developments and it was

**RESOLVED** that the information be noted.

**71. CEMETERY LAND TO THE REAR OF BRYNSIRIOL, DAFEN**

Members considered correspondence received from a local resident concerning the potential purchase of a small parcel of cemetery land. After a short discussion it was

**RESOLVED** that no objection be made to the proposal in principle and that the Secretary be authorised to enter into preliminary discussions with the resident over the potential sale.

**72. STAFFING MATTER**

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

**RESOLVED** that:

1. The report be accepted.
2. A sub committee comprising Cllrs. M. J. P Burns (Chairman), R. E. Evans and C. J. Reed, MBE be appointed to deal with the matter if deemed necessary.
3. A contingency budget of £5,000 for adhoc external grounds maintenance support shall be included in the 2016/2017 annual budget with the money being vired from cost code 4001/103 to 4114/103.

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The meeting concluded at 5:15 pm  
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