

9 September 2015

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 12 - 22

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 9 September 2015 at 4:00 pm.

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

Cllrs.

M. V. Davies

R. E. Evans

L. J. Stedman

12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs T. Bowen, P. J. Edmunds and C. J. Reed, MBE.

13. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

14. 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:

Annual Meeting - 10 June 2015

15. MATTER ARISING

ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2015

Further to Minutes No. 9, the Secretary informed Members that the Annual Return for the year ending 31 March 2015 had been received from Mazars LLP (External Auditors) together with a copy of the Notice of Conclusion of Audit. The notice was required to be kept of public display for at least 14 days. The Secretary confirmed he had dated the notice to take effect from the 10 September 2015.

No qualifying issues were identified; however when the Annual Return was returned, the external audit certificate and auditor's report in section 3 had not been completed, stamped and signed by Mazars. To remedy this they had since forwarded a scan of the original document which had been duly completed along with a covering letter stating that this was acceptable and apologising for the oversight.

RESOLVED that the information be noted.

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16. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for May, June and July 2015 and the provisional report for August 2015 be noted.

17. SCHEDULE OF PAYMENTS

Consideration was given to the schedules of payments for June, July and August 2015, which revealed expenditure for the months amounted to £58,634.50, £57,811.07 and £16,588.19 respectively.

RESOLVED that the information be noted.

Arising out of discussion of the above and specifically in connection with payments annotated for work associated with the refurbishment of the chapel and cemetery office; the Chairman stated it would be desirable to organise a site visit to view the completed work as soon as the minor issues identified in the snagging list had been resolved.

18. INTERNAL AUDIT REPORT 2014/2015 – FINAL REPORT

Further to Minute No. 47 (12 November 2014), Members considered the final internal audit report, compiled by Auditing Solutions Ltd.

The report did not differ from the interim report (to which Minute No. 47 refers) and no matters needed addressing.

RESOLVED that the report be accepted.

19. MATTERS DETERMINED UNDER THE SCHEME OF DELEGATED POWERS

The Secretary informed Members that due to the July meeting being cancelled because it was inquorate the following decisions had been determined under the scheme of delegated powers:

(1) PHOTOCOPIER LEASE

The contract for the new photocopier lease had been awarded to Konica Minolta, Swansea for the lease rental of a Konica BIZHUB C284e photocopier in the sum of £776.46 per annum over a five year period.

(2) INSTALLATION OF BESPOKE MEMORIAL

The Cemetery Manager had been authorised to liaise with the family involved to come up with a design compromise because the original design did not comply with cemetery regulations.

The Cemetery Manager informed Members that he had spoken to the family and explained the different options available but to date they had not come to a firm decision.

RESOLVED that the action determined in items (1) and (2) above be noted and that a further progress report in respect of item (2) shall be reported to committee in due course.

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20. BURIAL ADMINISTRATION SERVICE - COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES

Members considered the Secretary's report which sought approval for the Cemetery Manager to conduct preliminary work in the form of audit visits on the burial administration service provided by Llangennech Community Council and Pembrey and Burry Port Town Council.

RESOLVED that the report be accepted and that the Cemetery Manager be authorised to conduct the audit visits.

FURTHER RESOLVED that the report findings shall be shared with the two councils once the matter has been reported to the Burial Authority to consider as part of an impact assessment on its own service arrangements. Provided there is no negative impact on the service, views from each council will then be sought as to how to proceed in potentially developing bespoke service support.

21. 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.

22. CEMETERY LAND ENCROACHMENT

Further to Minute No. 113 (13 May 2015) Members considered a letter received from Randell Lloyd & Martin Solicitors dated 23 July 2015 stating that their client would now move the fence in question and vacate the land. The letter also contained requests regarding the maintenance of the land. The Cemetery Manger confirmed that the land had not yet been vacated. After a lengthy discussion it was

RESOLVED that due to the length of time that had elapsed, the Burial Authority's solicitor be instructed to continue with court proceedings if immediate action to vacate the land was not taken.

FURTHER RESOLVED that the issue of maintenance be dealt with as a separate matter.

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The meeting concluded at 4:50 pm
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