

11 November 2015

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 23 - 35**

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 11 November 2015 at 4:00 pm.

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

**Cllrs.**

T. Bowen  
L. J. Butler

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

**23 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs M. V. Davies, R. M. Davies, P. J. Edmunds, T. J. Jones and L. J. Stedman.

**24. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**25. 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 2015

**26. MATTERS ARISING**

**(1) INSTALLATION OF BESPOKE MEMORIAL**

Further to Minute No. 19 (2), the Secretary informed Members the Cemetery Manager had met with the family concerned and had reached a compromise on the design of the memorial, which the family were happy with.

**RESOLVED** that the information be noted.

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**(2) BURIAL ADMINISTRATION SERVICE – COLLABORATION OPPORTUNITIES WITH NEIGHBOURING AUTHORITIES**

Further to Minute No. 20, the Secretary informed Members that the Cemetery Manager was due to visit Pembrey and Burry Port Town Council on the 12 November 2015 to conduct the audit visit.

**RESOLVED** that the information be noted.

**(3) CEMETERY LAND ENCROACHMENT**

Further to Minute No. 22, and in reply to a question about progress, the Secretary informed Members no progress had been made since the last update report. This was due to the unavailability of the Solicitor acting on behalf of the Burial Authority. However, officers were attempting to expedite the matter as quickly as possible.

**RESOLVED** that the information be noted.

**27. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for August and September 2015 and the provisional report for October 2015 be noted.

**28. SCHEDULE OF PAYMENTS**

Consideration was given to the schedules of payments for September and October 2015, which revealed expenditure for the months, amounted to £45,772.13 and £58,958.71 respectively.

**RESOLVED** that the information be noted.

**29. INTERIM INTERNAL AUDIT REPORT FOR 2015/2016**

Members considered the interim internal audit report from Auditing Solutions Ltd. The report author confirmed that there were no issues that required attention and that the financial systems continued to operate effectively.

**RESOLVED** that the report be accepted.

**30. EXTERNAL AUDITOR**

The Secretary presented Members with correspondence received from the Wales Audit Office informing that the new External Auditor would be Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT. The firm would be responsible for the Burial Authority's Annual Return for 2015-16, 2016-17 and 2018-19.

**RESOLVED** that the information be noted.

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### 31. CHRISTMAS HOLIDAY ARRANGEMENTS

**RESOLVED** that in accordance with Minute No.45 (10 December 2003), this year's Christmas holiday arrangements at the cemetery be confirmed as detailed below, with two and a half days annual leave being added to employees' annual leave entitlement for 2015/2016.

Monday	21 December 2015 -	Normal working day
Tuesday	22 December 2015 -	Normal working day
Wednesday	23 December 2015 -	Normal working day
Thursday	24 December 2015 -	Christmas Eve (Finish at 12 noon)
Friday	25 December 2015 -	Christmas Day
Saturday	26 December 2015 -	Boxing Day
Sunday	27 December 2015 -	Non working day
Monday	28 December 2015 -	Bank Holiday (In Lieu of Boxing Day)
Tuesday	29 December 2015 -	Locally agreed holiday
Wednesday	30 December 2015 -	Normal working day
Thursday	31 December 2015 -	Normal working day
Friday	1 January 2016 -	New Year's Day

### 32. CEMETERY VISIT

The Secretary informed Members that the Office and Chapel refurbishments were now complete.

**RESOLVED** that the Cemetery Manager liaise with Members to arrange a suitable date for a visit to inspect the completed projects.

### 33. 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.

### 34. LLANELLI CREMATORIUM – ANNUAL 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 2015.

Following discussion it was

**RESOLVED** that the rent for the ensuing year be confirmed as £29,994 and that Llanelli Crematorium Ltd be notified accordingly.

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**35. CANTEEN WELFARE FACILITIES**

Further to Minute No. 114 (14 May 2015) Members considered the Cemetery Manager's report on quotations received for the provision of a new welfare facility. After a lengthy discussion it was

**RESOLVED** that the quotation from Spacemaker Modular & Portable Buildings Ltd, Raven Street, Hull, East Yorkshire for the amount of £8,290 excluding VAT be accepted pending planning approval and that the cost be met from general reserves.

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The meeting concluded at 4:40 pm  
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