

12 April 2017

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 74 - 81

At a **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 April 2017 at 4:00 pm.

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

Cllrs.

M. V. Davies
S. M. Donoghue

J. S. Phillips
R. F. Price

together with Mr D. Gary Jones (Town Clerk)

74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. M. J. P. Burns and L. J. Stedman.

75. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

76. 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.

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**77. MATTERS ARISING
LLANELLI JOINT BURIAL AUTHORITY FUTURE STATUS AND REMIT**

Further to Minute No. 73, the Secretary informed Members that he had received the necessary legal advice and confirmed the Burial Authority's future remit would be best served by the creation of an advisory committee. The advisory committee would take the lead on policy developments, general burial and administrative matters as well as formulating an agreed budget for the cemetery service, and would then make specific recommendations to the parent councils in respect of all these aspects. A governance model would need to be created to give effect to this. The model would specify how the revised collaboration arrangement between the parent councils would operate, its purpose together with its permitted range of responsibilities and duties. This would be developed after the local elections in May 2017.

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In particular, the model would also specify the hosting arrangements for staff and the control and management of assets, the planned budgeting arrangements including the reallocation of general reserve balances from the Burial Authority's accounts to the parent councils.

In terms of extending the remit of the proposed advisory committee, this could be addressed at the same time by making reference to the new service area in the overarching governance model. Members were then informed that the parent councils had now taken on new grounds maintenance responsibilities connected with the asset transfer of a number of parks and playing fields from Carmarthenshire County Council on 1 April 2017. Temporary staffing support to cover the extended responsibilities was being met by utilising the cemetery workforce which was now working in tandem with the Rural Council's ground maintenance team. This temporary arrangement would hopefully pave the way for the permanent transfer of the cemetery workforce to the Rural Council as part of the arrangements in creating the advisory committee. It would also be necessary to resolve the accounting arrangements with the accounts sitting with the Rural Council going forward with the necessary recharges then being made to the Town Council for its agreed share and financial contribution to help fund the revised collaboration agreement. A paper-based billing system was currently being prepared but in the fullness of time, it was envisaged that job costing software would be procured in order to record work performed in the different service areas, the client for whom it was performed as well as a management reporting facility, which could generate invoices. The software would take advantage of modern technology with it being loaded on bespoke IT tablets to eliminate manual worksheets being compiled by the workforce. This would save time and costs.

The Town Clerk was then invited to comment and he confirmed that the Town Council had also received similar legal advice to that received by the Secretary and therefore the Town Council was happy to be guided by that advice. In view of such he didn't envisage having a specific role to perform on the advisory committee under the revised collaboration arrangements and confirmed his support for how matters would be taken forward.

RESOLVED that the information be noted and the Secretary carry on with the necessary preliminary work.

78. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for February 2017 and the provisional report for March 2017 be noted.

79. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for March, which revealed expenditure for the month amounted to £29,994.78.

RESOLVED that the information be noted.

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80. EXTERNAL AUDIT 2016 / 2017

Members considered correspondence received from Grant Thornton UK LLP on behalf of the Auditor General for Wales setting out the audit arrangements for the year ending 31 March 2017.

RESOLVED that the correspondence be noted.

81. CHAIRMAN'S ANNOUNCEMENT

The Chairman thanked Members for their work over the last year and wished them every success in the forthcoming elections.

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The Meeting concluded at 4:35 pm

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