

8 February 2012

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 75 - 84

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 8 February 2012 at 4:00 pm.

Present: Cllr L. J. Butler (Vice Chairman (in the Chair))

Cllrs.

M. J. P Burns
M. V. Davies
W. J. Lemon

A. G. Morgan
C. A. Rees
K. D. Rees

75. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs S. M. Donoghue, C. C. Lucas and J. Williams.

76. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

77. 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 subject to Cllr K. D. Rees' apologies being recorded for the December meeting.

Ordinary Meeting - 14 December 2011
Special Meeting - 23 January 2012

78. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for November and December 2011 and the provisional report for January 2012 be noted.

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79. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for December 2011 and January 2012, which revealed expenditure for the months, amounted to £20,079.94 and £30,931.24 respectively.

RESOLVED that the information be noted.

80. AUDIT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2011

Members received correspondence from Mazars LLP enclosing the Burial Authority's certified Annual Return. The writer confirmed that all audit work had been completed.

The Secretary confirmed the required public notice informing of the conclusion of the audit had previously been displayed. The Secretary then referred to the date for approving the Annual Return being brought forward by three months for the year ending 31 March 2012 and for all future audits thereafter. In future the initial certification of the Annual Return by the Responsible Financial Officer (the Secretary) and confirmation by the Burial Authority must be completed by 30 June. Furthermore, Mazars LLP required a copy of the Annual Return and supporting documents to be sent to them by Tuesday 3 July 2012, for the next audit. The date change would facilitate future audits being undertaken so the Burial Authority could formally approve the Annual Return (Section 3) by 30 September.

It was suggested the Burial Authority's meeting schedule might need to be varied to accommodate the date changes in order to comply with the revised legislative provisions.

RESOLVED that the information be noted.

81. TREE AND HEDGEROW DONATION

The Cemetery Manager informed Members he had recently made an application on behalf of Llanelli Rotary Club to the Jubilee Planting Scheme for a quantity of trees and hedgerows. The application was successful and 420 saplings had been awarded. Furthermore Llanelli Rotary Club would like to offer the Burial Authority a number of saplings for the cemetery on proviso of a long term maintenance programme being put in place.

Following discussion it was

RESOLVED that the donation be accepted with thanks.

82. LLANELLI CREMATORIUM - COMMEMORATIVE PLAQUE

Members were informed that email correspondence had been received from a member of the public complaining that the commemorative plaque erected at Llanelli Crematorium in recognition of the partnership between the Burial Authority and Llanelli Crematorium Ltd in bringing a crematorium facility to Llanelli had been removed.

In recent months the Cemetery Manager had been in dialogue with the company Director to ascertain the reason for its removal and indeed whether it would be re-erected. Initial discussion was positive

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with it being confirmed the plaque would be refitted following redecoration of the premises, but probably in a different location, outside.

The Cemetery Manager having recently made contact with the company over progress was regrettably told by the Director, the plaque would now not be refitted. This was disappointing news and no valid reason was provided.

Following discussion it was

RESOLVED that a letter be sent to the Director, Llanelli Crematorium Ltd requesting that in the interest of goodwill the commemorative plaque be re-erected.

83. 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.

84. CEMETERY INFRASTRUCTURE PROPOSALS

The Cemetery Manager gave a detailed report on the need for the installation of a new road along with a supplementary drainage system to service Section 9 of the Cemetery together with proposals to demolish and rebuild a larger JCB storage building including a new compound.

The Technical Officer for Llanelli Rural Council attended the meeting to comment on the quotation received from Pembroke Design Ltd for providing professional services in connection with the anticipated works. He was of the opinion the quotation was very reasonable and provided value for money. Members were informed the company had been asked to supply a quotation in its capacity as Llanelli Rural Council's consultant architect. Members were reminded that the majority of funding for the work had been vired from the former CCTV earmarked reserve (Minute No. 65 refers).

Following discussion it was

RESOLVED that

- (1) The report be accepted.
- (2) The quotation received from Pembroke Design Ltd, 16 Meyrick Street, Pembroke Dock in the sum of £7,995 or 9.87% of the total construction cost, whichever is higher, be accepted.
- (3) More detailed estimates be prepared for further consideration by the committee prior to proceeding further with the proposals.

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The meeting concluded at 4:45 pm
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