

9 November 2011

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 45 - 57

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 9 November 2011 at 4:00 pm.

Present:

Cllrs.

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

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

45. APPOINTMENT OF CHAIRMAN PRO TEMPORE

RESOLVED that Cllr. A. G Morgan be appointed Chairman pro tempore.

46. APOLOGIES FOR ABSENCE

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

47. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

48. 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 - 12 October 2011

49. MATTERS ARISING

(1) NATURAL BURIAL AREA – SITE VISIT

Further to Minute No. 42, the Secretary informed Members that the site visit was due to take place on the 23 November 2011.

RESOLVED that the information be noted.

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(2) LAND ENCROACHMENT

Further to Minute No. 44, the Secretary informed Members that the matter was now in the hands of Carmarthenshire County Council's legal department.

RESOLVED that the information be noted.

50. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for September 2011 and the provisional report for October 2011 be noted.

51. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for October 2011, which revealed expenditure for the month, amounted to £26,989.73.

RESOLVED that the information be noted.

52. EXTERNAL AUDITOR'S OPINION

Members considered the letter received from Mazars LLP, stating its opinion on the Authority's Annual Return for the year ended 31 March 2011. No qualifying issues were identified and the only matter raised was a wish to receive a copy of the Annual Return in future on which to base an opinion instead of the original document received.

RESOLVED that Auditor's opinion be noted and that Section 3 of the Annual Return (Certification and Approval) be duly signed and the document returned to Mazars LLP so that the remainder of Section 3 (External Audit Certificate) may be completed in order to conclude the audit.

53. 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 days annual leave being added to employees' annual leave entitlement for 2011/2012.

Friday	23 December	2011	-	Normal working day
Saturday	24 December	2011	-	Christmas Eve
Sunday	25 December	2011	-	Christmas Day
Monday	26 December	2011	-	Boxing Day
Tuesday	27 December	2011	-	Bank Holiday (In Lieu of Christmas Day)
Wednesday	28 December	2011	-	Locally agreed holiday
Thursday	29 December	2011	-	Normal working day
Friday	30 December	2011	-	Normal working day
Saturday	31 December	2011	-	New Year's Eve
Sunday	1 January	2012	-	New Year's Day
Monday	2 January	2012	-	Bank Holiday (In Lieu of New Year's Day)
Tuesday	3 January	2012	-	Normal working day

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54. 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.

55. LLANELLI CREMATORIUM LTD – 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 2011.

Following discussion it was

RESOLVED that the rent for the ensuing year be confirmed as £27,488 and that Llanelli Crematorium Ltd be notified accordingly.

56. MEMORIAL MASON

Members considered an application from S M Ltd to be added to the Burial Authority’s list of approved memorial masons. The Cemetery Manager informed Members everything was in order with the application and it was

RESOLVED that the application be approved.

57. STAFFING MATTERS

Consideration was given to the Cemetery Manager’s report on staffing matters. After a brief discussion it was

RESOLVED that the report be accepted.

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The meeting concluded at 4:30 pm
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