

13 July 2011

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 14 – 27

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 13 July 2011 at 4:00 pm.

Present: Cllr. J. Williams (Chairman)

Cllrs.

L. J. Butler	W. J. Lemon
M. V. Davies	C. C. Lucas
S. M. Donoghue	A. G. Morgan

14. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs M. J. P. Burns, C. A. Rees and K.D. Rees.

15. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

16. 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 - 8 June 2011

17. MATTERS ARISING

(1) CEMETERY LAND

Further to Minute No.7, the Cemetery Manager informed Members that he had continued to liaise with AJW to re-affirm the Burial Authority's decision. He stated that no satisfactory progress had been achieved and therefore it was intended to serve a letter on AJW confirming the matter would now be formally escalated.

RESOLVED that the information be noted.

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(2) CEMETERY BOUNDARY

Further to Minute No 12, and in response to Members questions as to how quickly the hedgerow could be re-planted, the Cemetery Manager informed Members that as it was intended to use Hawthorn this could not be done until October 2011.

RESOLVED that the information be noted.

18. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for May 2011 and the provisional report for June 2011 be noted.

19. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for June 2011, which revealed expenditure for the month amounted to £27,190.09.

RESOLVED that the information be noted.

20. STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2011

Consideration was given to the Statement of Accounts for the financial year ending 31 March 2011 (copies of which had been previously circulated).

The Secretary drew Members' attention to the Burial Authority's list of fixed assets which had been re-stated by the Authority's accountants to reflect the definition of the Fair Value at which Fixed Assets were to be included in the Annual Return.

The Secretary referred to a letter received from Accounting Solutions date 30 June 2011, which stated that although guidance had always made it clear that such assets should be included in both the Asset Register and the Accounts at cost, the practice had developed of using current insurance values as a measure of Fair Value.

The author of the letter referred to 'The Accounts and Audit Regulations 2011'. Whilst the regulations only applied to England, it was assumed that the clarification provided in the regulations would also apply in Wales since the change was not one of law but a restatement of current practice. The regulations made it clear that Fair Value should always equate to cost except where original cost was not known. In such instances it was acceptable to use the first available valuation in lieu of cost.

Following discussion it was

RESOLVED that the content of the letter be noted and in view of such the Statement of Accounts be accepted.

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21. AUDIT ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2011

Members considered the Audit Annual Return document for the financial year ending 31 March 2011 and it was

RESOLVED that the general preparation of the document which included a summary of the Statement of Accounts in Section 1 and the Annual Governance Statement provided in Section 2 be approved accordingly.

22. ICCM CONFERENCE, KENILWORTH – 3-5 OCTOBER 2011

Due to the unavailability of the Chairman and Vice-Chairman to attend this year's conference it was

RESOLVED that the Cemetery Manager along with Cllr A.G Morgan (last year's Chairman) be authorised to attend the conference, along with one other Member, with the place being offered to one of the absent Members from today's meeting (to which Minute No.14 above refers).

23. JCB STORAGE SHED

The Cemetery Manager presented a progress report on plans to extend the JCB storage shed. Members were informed that although planning permission was in place to extend the building, recently large cracks had developed in the rear and side elevations probably as a result of subsidence due to shrinkage of the clay soil.

Normal rectification work would require underpinning the foundation and inserting new mortar and reinforcing bars to the coursing of the block work. It was estimated that a repair budget of around £5,000 would be required.

Given the prevailing circumstances, the Cemetery Manager recommended that consideration be given to demolishing the shed and erecting an agricultural steel frame building with metal sheeting and block work. This would require a revised planning application and tenders would be needed for a design and build package, if it was pursued.

The cost estimate of building a new storage shed had not been identified but the total budget available for extending the existing facility stood at £21, 800. This could be used to off-set the cost of a new build scheme, if required.

Following discussion of the options available and the fact that the structural integrity of the building had not been seriously compromised, it was

RESOLVED that:

- (1) Further information on costs for a new build be presented to a future meeting for consideration; and in the meantime
- (2) the Cemetery Manager shall carry out a risk assessment of the building by monitoring the cracking and if the situation is likely to deteriorate to a point where the building becomes unsafe, appropriate measures be taken to remove the risk of harm to people and property.

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24. COLOUR RESTRICTIONS ON MEMORIAL HEADSTONES

Members considered a report from the Cemetery Manager proposing to remove the existing colour restrictions on memorials and to allow natural stone colours to be used within the lawn and traditional sections within the cemetery. After a brief discussion it was

RESOLVED that the report be accepted but in allowing greater customer choice, the Cemetery Manager shall exercise discretion in this matter to ensure that colour choices remain tasteful to cemetery aesthetics and in this regard if any colour choices appear to be inappropriate they shall be referred back to Committee for further consideration.

25. PROCUREMENT OF UTILITY VEHICLE

The Cemetery Manager presented a report requesting Members to consider different procurement options for the acquisition of a utility vehicle to replace the existing dumper truck. The Cemetery Manager felt that using the dumper truck was not suitable in a cemetery environment.

Normally when procuring vehicles, the Burial Authority's financial regulations would be followed with tenders being sought. However, having assessed various makes and models of utility vehicles, the Cemetery Manager was of the opinion that the most appropriate model was a 'John Deer Pro Gator' utility vehicle. The model was designed for heavy golf course and sports field applications where protection of the grass surface was imperative. Occasionally a pre-owned vehicle becomes available (realising significant cost savings) but such vehicles were highly sought after in the ground maintenance industry. In order to secure the purchase of a second hand or ex-demonstrator vehicle, the tender process could not be followed because an immediate decision would be required in order to place an order for the vehicle, whilst obviating the need to obtain competitive prices on a like to like basis from other suppliers.

Members were informed that sourcing a pre-owned vehicle in this manner, to the specifications required might be difficult. Should this prove to be the case, then normal procurement procedures would be followed, with tenders sought for a new utility vehicle. A new vehicle would cost in the region of £25,000. Regardless of the procurement path to be followed, the dumper truck would be traded in part exchange. Its current value was estimated at £7,500.

Following discussion it was

RESOLVED that:

- (1) The Secretary be granted delegated powers, following consultation with the Chairman and Vice-Chairman of Committee, to purchase a pre-owned or ex-demonstrator utility vehicle if such a vehicle becomes available on the open market;
- (2) normal procurement procedures shall be followed if ultimately a new vehicle has to be purchased; and
- (3) the dumper truck be offered in part exchange regardless of the procurement method adopted.

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26. 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.

27. DIFFERENT COLOUR MEMORIAL

RESOLVED the request received from TJL to install a different coloured memorial as described in his letter dated 4 July 2011 be approved accordingly.

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The meeting concluded at 4:55 pm
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