

14 November 2012

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 41 – 51**

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 14 November 2012 at 4:00 pm.

**Present:** L. A. Beer (Chairman)

**Cllrs.**

T. Bowen	P. J. Edmunds
S. L. Davies	S. N. Lewis
R. M. Davies	C. C. Lucas

**41. APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr. J. Williams.

**42. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**43. 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 - 10 October 2012

**44. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for September 2012 and the provisional report for October 2012 be noted.

**45. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for October 2012, which revealed expenditure for the month, amounted to £51,444.48.

**RESOLVED** that the information be noted.

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**46. NATURAL BURIAL AREA**

Further to Minute No. 40, Members considered the Cemetery Manager's report on the provision of a natural burial area in Llanelli District Cemetery. Following a lengthy discussion it was

**RESOLVED** that

- (1) The report together with the proposed regulations, costs and fees be accepted and taken forward for adoption;
- (2) the wooded area adjacent to section 1 in the cemetery grounds be earmarked to create the natural burial area;
- (3) the Cemetery Manager arrange for the site to be prepared including the provision of appropriate screening to boundaries; and
- (4) the area of land be surveyed to calculate the positioning and total number of burial plots.

*Cllr. T. Bowen joined the meeting.*

**47. MEMORIAL SAFETY MANAGEMENT – POLICY AND PROCEDURES**

Following the recent revision of BS8415 (Monuments within Burial Grounds and Memorial Sites – Specification), Members considered the Cemetery Manager's report on the impact this would have on the application of the Burial Authority's memorial safety policy. After a lengthy discussion it was

**RESOLVED** that

- (1) The report be accepted and the Burial Authority adopt the revised British Standard;
- (2) the Authority's extant memorial safety policy and procedures be duly amended and re-presented to a future meeting for adoption.

*Cllr. S. L. Davies withdrew from the meeting midway through discussion of Minute No. 47 above.*

**48. 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 2012/2013.

Monday	24 December	2012	-	Christmas Eve (Finish at 12 noon)
Tuesday	25 December	2012	-	Christmas Day
Wednesday	26 December	2012	-	Boxing Day
Thursday	27 December	2012	-	Locally agreed holiday
Friday	28 December	2012	-	Normal working day
Saturday	29 December	2012	-	Non working day
Sunday	30 December	2012	-	Non working day
Monday	31 December	2012	-	Normal working day
Tuesday	1 January	2013	-	Bank Holiday
Wednesday	2 January	2013	-	Normal working day

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**49. 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.

**50. 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 2012.

Following discussion it was

**RESOLVED** that the rent for the ensuing year be confirmed as £28,214 and that Llanelli Crematorium Ltd be notified accordingly.

**FURTHER RESOLVED** that the facility to pay by monthly instalments be withdrawn.

*Cllr. C. C. Lucas withdrew from the meeting.*

**51. CEMETERY INFRASTRUCTURE IMPROVEMENTS**

Further to Minute No. 114 (24 May 2012), Members considered the Secretary's report on the proposed cemetery infrastructure improvements.

In support of the report, Pembroke Design Ltd (consultant architects for the project) had also prepared a tender evaluation report and had recommended that the lowest tender be accepted and following discussion it was

**RESOLVED** that

- (1) The recommendation contained in the tender report to accept the lowest tender received from Lloyd and Gravell Ltd, 43 Myrtle Hill, Ponthenri, Llanelli for the sum of £99,768.50 be accepted.
- (2) The sum of £14,335 be transferred from general reserve balances to meet the anticipated shortfall of money required to complete the specified works and in order to cover all professional fee associated with the project.

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The meeting concluded at 5:00 pm  
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