

8 September 2010

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 25 – 36

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 8 September 2010 at 4:00 pm.

Present: A. G. Morgan (Chairman)

Cllrs.

T. D. Bowen	C. C. Lucas
M. J. P. Burns	C. A. Rees
S. M. Donoghue	K. D Rees
W. J. Lemon	J. Williams

25. APOLOGIES FOR ABSENCE

No apologies for absence were received.

26. MEMBERS' DECLARATIONS OF INTEREST

Cllr. J. Williams declared a personal and prejudicial interest in Minute No 36 because she was a personal friend of the complainant.

27. 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 - 14 July 2010

28. MATTERS ARISING

(1) CEMETERY SIGNAGE

Arising out of Minute No. 20, the Secretary reported the order for the directional road signs had been delayed. A further meeting with County Highways Officers was deemed necessary as it appeared that the Authority's requirements may have been misinterpreted.

However, enquiries had been made with the County Council about erecting additional signage at the road junction at Halfway and Trostre roundabout. Proposals for Halfway would be reported to a future meeting. However, a road sign could not be erected at Trostre roundabout because it was already operating at full capacity.

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RESOLVED that the information be noted.

(2) GARDEN OF REMEMBRANCE 4

Arising out of Minute No. 23, the Secretary reported that work on extending the garden had commenced today.

RESOLVED that the information be noted.

29. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for June and July 2010 and the provisional report for August 2010 be noted.

Arising out of discussion of the above, Members commented on how the installation of the columbaria vaults had enhanced Garden of Remembrance 1 and requested that the Cemetery Manager draw up a scheme to smarten the appearance of some of the foundation slabs located at the lower end of the garden. Furthermore, that the garden boundary wall be re-designed so as to improve its aesthetic appearance and general visibility. The wall was prone to accidental damage because of unwitting motorists reversing their vehicles into it because of the road camber.

30. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for July and August 2010, which revealed expenditure for the months, amounted to £27,556.55 and £25,241.38 respectively.

RESOLVED that the information be noted.

31. INTERNAL AUDIT REPORT 2009/2010 – FINAL REPORT

Further to Minute No. 125 (12 May 2010), Members considered the final internal audit report, compiled by Auditing Solutions Ltd.

The report did not differ from the interim report (to which Minute No. 125 refers) and no matters needed addressing.

The report author commented that as no significant issues arose no action plan was necessary.

RESOLVED that the report be accepted.

32. ACCOUNTS & AUDIT (WALES) REGULATIONS

Members considered correspondence received from Mazars LLP dated 23 July 2010, regarding recent changes to the Accounts & Audit (Wales) regulations, which affected how the annual accounts and audit process was to be carried out.

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The main change was a requirement for audited bodies to approve the Annual Return after the audit had been completed, rather than before submitting it for audit as was currently the case.

Members were informed that the change did affect the 2009/10 audit but the announcement came after the Annual Return had been printed and sent out by Mazars. Given that the Burial Authority had already approved the Annual Return and had returned it to Mazars for audit no action could be taken at this stage. Mazars would carry out the audit and would then return the Annual Return documentation to the Burial Authority for re-approval. The re-approval would need to be minuted and the new minute reference and Chairman's signature added in both sections 1 and 2 of the document. The Annual Return would be redesigned for 2010/11 to reflect the new arrangement.

RESOLVED that the information be noted.

33. 1911 RAILWAY STRIKE RIOTS COMMITTEE

Members considered a letter from Cllr Caiach (member of Llanelli Rural Council) dated 13 July 2010 on behalf of the railway strike committee. The letter requested the Burial Authority to nominate a representative to serve on the committee to help plan commemorative celebrations in 2011 in connection with the deaths of two men who were killed by soldiers during the strike in 1911. The men were buried in Llanelli District Cemetery. The letter also requested that an interpretation panel highlighting where the two men were buried be erected in the cemetery grounds.

Members also considered a report prepared by the Cemetery Manager regarding advice provided to the railway strike committee following his attendance at a recent committee meeting. The report addressed the condition of the graves of the two men and the memorial sets occupying the grave spaces.

Having considered the points raised in both Cllr Caiach's letter and the Cemetery Manager's report it was

RESOLVED that

- (1) the request to nominate a Burial Authority representative to attend meetings be declined because sufficient representation was already in place owing to the fact that both Llanelli Town and Llanelli Rural Councils had previously appointed representatives to serve on the railway strike committee;
- (2) future requests for help or advice made by the railway strike committee affecting Llanelli District Cemetery be formally directed to the Burial Authority committee for determination;
- (3) as a means of demonstrating the Burial Authority's support for the general commemoration plans it will attempt to contact the surviving relatives of the two deceased men whose graves are located in the cemetery grounds with a view to it paying for the refurbishment of both the memorial sets located on the respective graves. The cost of which is estimated at £1400 (£700 per memorial). This offer is made without prejudice to any future similar request that the Burial Authority may receive;
- (4) the request to install historical interpretation panels be noted given the Burial Authority's intention to provide the same but on a more general basis encapsulating a broader range of historical content in partnership with Llanelli Historical Society; and

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- (5) the Secretary of the railway strike committee be notified by letter of the above resolutions with a copy of same being provided to Cllr Caiach for information.

34. 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.

35. MEMORIAL MASON

Members considered an application from Mr S. W. to be added to the Burial Authority's list of approved memorial masons.

RESOLVED that the application be approved in principle subject to Mr S. W. increasing his company's public liability insurance cover to £5,000,000 so as to comply with cemetery rules and regulations and that Mr S. W's company be added to the approved list upon production of proof of same by supplying the cemetery office with a revised copy of the insurance schedule reflecting the change.

36. STAFFING MATTER

Cllr. J. Williams declared a personal and prejudicial interest in the following matter because she was a personal friend of the complainant and took no part in proceedings and withdrew from the meeting prior to discussion of the item.

Members considered the Secretary's covering report in respect of a complaint he had dealt with made against a member of staff, together with a bundle of associated correspondence. The complaint had not been upheld. However, given the protracted correspondence entered into with the complainant the matter had been referred to Members in order for it to be finally determined.

Having considered the Secretary's covering report and having carefully considered all of the correspondence received, Members concluded that the complaint had been fully and properly investigated in accordance with the complaints procedure. They noted that the complaint was not upheld and concurred with the original decision. Furthermore, the complainant had been informed previously of the decision and how to lodge an appeal under the complaints procedure. No appeal had been lodged and nor was any external redress sought by the complainant referring the complaint to the Public Services Ombudsman for Wales, because of dissatisfaction with how the complaint had been dealt with or indeed because of the general outcome. The complaints procedure had been exhausted and so Members agreed that no further action could be taken by the Burial Authority and so the matter was now closed and in view of such it was

RESOLVED that

- (1) the actions taken by the Secretary in dealing with the complaint and associated correspondence be fully endorsed and that the Secretary be authorised to conclude matters as directed by Members; and

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- (2) a letter be sent from the Chairman on behalf of the Burial Authority to the complainant advising that no further action is to be taken and that the matter is now closed. The letter shall advise the complainant of the right of seeking further redress by contacting the Public Services Ombudsman for Wales should the complainant be dissatisfied with the decision.

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The meeting concluded at 5:30 pm
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