

9 July 2008

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 13 - 25

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 9 July 2008 at 4:00 pm.

Present: Cllr. T. D. Bowen (in the Chair)

Cllrs.

M. J. P. Burns

W. J. Lemon

A. G. Morgan

13. APPOINTMENT OF CHAIRMAN PRO TEMPORE

RESOLVED that Cllr T.D. Bowen be appointed Chairman pro tempore.

14. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs C.C. Lucas, D.J. Davies, S.L. Davies, T.J. Jones 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.

Annual Meeting - 11 June 2008

17. MATTERS ARISING

Arising out of Minute No. 12, Members were provided with a progress report on staffing matters as well as cemetery ground maintenance and the Secretary enquired when it would be suitable to convene the cemetery site inspection.

RESOLVED that the site inspection be arranged at the Secretary's discretion.

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18. INCOME AND EXPENDITURE REPORT

RESOLVED that the income and expenditure report for May 2008 and the provisional report for June 2008 be noted.

19. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for June 2008, which revealed expenditure for the month amounted to £21,074.21.

RESOLVED that the information be noted.

20. INTERNAL AUDIT REPORT 2007/2008 – FINAL REPORT

Further to Minute No. 97 (20 February 2008), 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. 97 refers) and no matters needed addressing other than Members considering the status of extant Standing Orders and Financial Regulations and if appropriate updating them to reflect any recent legislative changes.

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

RESOLVED that the report be accepted.

21. STATEMENTS OF ACCOUNTS FOR YEAR ENDING 31 MARCH 2008

Consideration was given to the Statement of Accounts for the financial year 2007/2008, (copies of which had been previously circulated) and it was

RESOLVED that the Statement of Accounts be accepted.

22. AUDIT ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2008

Members considered the Audit Annual Return document for the financial year ending 31 March 2008, 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.

23. 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.

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24. SECTION 11 – EASMENT OVER LAND OWNED BY GRWP GWALIA CYF

Further to Minute No. 101 (11 April 2007), the Secretary reported the receipt of correspondence from Jennings Solicitors dated 20 June 2008. The correspondence included a draft easement agreement prepared by Grwp Gwalia Cyf for the Burial Authority’s consideration.

Having briefly explained the nature and need for the easement, the Secretary confirmed that a ear marked reserve of £1500 had been set aside in the budget to provide for its completion (this sum did not cover the Burial Authority’s legal costs) and it was

RESOLVED that Jennings solicitors be instructed to complete the easement with Grwp Gwalia Cyf in consideration of the sum of £1500, provided the agreement is deemed appropriate to meet the Authority’s needs.

25. REQUEST TO INSTALL MEMORIAL BENCH

Members considered a letter from Mrs D L requesting permission to install a memorial bench in the cemetery grounds. A brief discussion then ensued regarding an identified location for the bench and whether it was deemed a practical location.

RESOLVED that:

- (1) The request be approved;
- (2) Permission is given on the understanding that Mrs D L would install the bench at her own expense and would be responsible for future maintenance;
- (3) As a gesture of good will, the Burial Authority would install, the concrete foundation to receive the bench; and
- (4) The request would not prejudice similar requests in the future, with each request being considered on its own merits.

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The Meeting concluded at 4:25pm

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