

11 February 2009

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 87 - 96

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 11 February 2009 at 4:00 pm.

Present: Cllr. T. J. Jones (Chairman)

Cllrs.

S. L. Davies
C. C. Lucas

A. G. Morgan
K. D. Rees

87. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs T. D. Bowen, D. J. Davies and W. G. Thomas.

88. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

89. 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 January 2009
Special Meeting	-	27 January 2009

90. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for December 2008 and the provisional report for January 2009 be noted.

91. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for January 2009, which revealed expenditure for the month amounted to £20,110.04.

RESOLVED that the information be noted.

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92. MEMORIAL TESTING FIGURES

Consideration was given to the memorial testing figures for January, which revealed that no memorials had been tested. The Secretary reported that due to a member of staff being on sick leave and the large number of funeral services conducted during the month there had been no opportunity to proceed with the testing programme.

RESOLVED that the information be noted.

93. MANAGEMENT OF RISK

The Secretary provided Members with a detailed report on the management of risk, covering 11 areas and functions requiring risk evaluation. The accompanying action plan identified the existing controls in place for managing the risk areas, all of which were deemed satisfactory. The only slight area of concern was vandalism, which was a bit of an unknown quantity. However, the control measures introduced last year seemed to suggest a positive improvement. During discussion a question was raised over the number of items that were deemed a medium risk level (level 3 scores). Members were keen to know what preventative measures were in place so that these did not escalate to a higher risk level where action would be needed (level 4 scores). The Secretary confirmed that all hazards were being monitored by the Technical Services Officer and that existing control measures appeared satisfactory.

RESOLVED that the report be endorsed.

94. 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.

95. DOCUMENTARY FILM

Members considered a letter from Mr H requesting permission to film a documentary in the cemetery grounds. After a brief discussion it was

RESOLVED that the request be approved provided that out of respect for the bereaved no names on memorials be filmed.

96. STAFFING MATTERS

Consideration was given to the Secretary's report on staffing matters. After a lengthy discussion it was

RESOLVED that the recommendations contained in the report be accepted and the Secretary be authorised to proceed with the job advertisement for the new post of Cemetery Manager.

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FURTHER RESOLVED that the Chairman, Vice-Chairman and Secretary conduct the interviews with the outcome being reported to Committee in due course.

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The Meeting concluded at 4:40pm

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