

11 June 2008

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 1 - 12

At the **Annual Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 11 June 2008 at 4:00 pm.

Present: Cllr. C. C. Lucas (Chairman)

Cllrs.

T. D. Bowen
M. J. P. Burns
D. J. Davies
T. J. Jones

W. J. Lemon
A. G. Morgan
K. D. Rees
W. G. Thomas

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr S. L. Davies.

2. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

3. APPOINTMENT OF CHAIRMAN

Prior to appointing a Chairman, Cllr. C. C. Lucas welcomed new Members on to the committee and also wished Cllr. T. J. Jones a happy 64th birthday. He then thanked Members and Officers for their support during his term of office. The committee thereupon proceeded to appoint a Chairman, and following the motion of Cllr D. J. Davies, seconded by Cllr. A. G. Morgan, it was

RESOLVED that Cllr. T. J. Jones be appointed Chairman.

4. CHAIRMAN'S ANNOUNCEMENT

Cllr. T. J. Jones extended his appreciation and thanks to Members for appointing him Chairman for the ensuing year.

5. APPOINTMENT OF VICE CHAIRMAN

Following the motion of Cllr. D. J. Davies, seconded by Cllr. T. D. Bowen, it was

RESOLVED that Cllr. C. C. Lucas be appointed Vice Chairman.

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6. 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 - 21 May 2008

7. INCOME AND EXPENDITURE REPORT

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

8. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for May 2008, which revealed expenditure for the month amounted to £14,234.68.

RESOLVED that the information be noted.

9. MEMORIAL TESTING FIGURES

Consideration was given to the memorial testing figures for May 2008, which revealed that due to mitigating reasons no memorials had been tested.

RESOLVED that the information be noted.

10. ICCM CONFERENCE, KENILWORTH – 29 SEPTEMBER TO 1 OCTOBER 2008

RESOLVED that the Chairman, Vice-Chairman and Secretary be authorised to attend the conference.

11. 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.

12. STAFFING MATTERS

The Secretary provided Members with an overview of current staffing arrangements and the condition of the cemetery grounds. A combination of long term sickness absence and other related managerial issues were having a detrimental impact on grounds maintenance. Certain areas were overgrown to unacceptable levels.

Lengthy discussion ensued on how best to deal with the prevailing circumstances in both the short and long term. The Secretary reported that following consultation with the Chairman, he had arranged for

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grounds maintenance contractors to provide temporary support. The contractors were due on site on Friday 20 June 2008, and a work plan had already been agreed, whereby several sections would be cut back and trimmed. The Secretary confirmed that a managerial review meeting had also been arranged with key personnel in a bid to resolve the current resource issue. Current work practices would be examined with a view to implementing more efficient and effective ways of working. However, longer term proposals would be subject to a further report to committee in due course once an evaluation of working practices had been concluded.

Members commented that they had received a number of complaints from members of the public over the state of the grounds and were anxious that a solution be found as quickly as possible. They were particularly keen to resolve staffing arrangements and were happy to endorse the recruitment of temporary or seasonal staff if this was deemed appropriate. Members also felt that a site inspection of the cemetery grounds in the not too distant future would be beneficial especially for new Members serving on the committee.

Following further general discussion it was ultimately

RESOLVED that:

- (1) The short term action taken by the Secretary to recruit grounds maintenance contractors be endorsed.
- (2) The fee submitted by T & M Gardening & Landscaping Services in the sum of £920.00 plus VAT for carrying out the work be accepted.
- (3) A further report on staffing arrangements and working practices be presented in due course.
- (4) A site inspection of the cemetery grounds be arranged as soon as possible.

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The Meeting concluded at 5:05pm

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