

12 November 2008

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 46 - 57**

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 November 2008 at 4:00 pm.

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

**Cllrs.**

T. D. Bowen  
M. J. P. Burns  
W. J. Lemon

C. C. Lucas  
A. G. Morgan  
K. D. Rees

**46. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs D. J Davies and S. L. Davies.

**47. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**48. 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 - 8 October 2008

**49. MATTERS ARISING**

Arising out of Minute No. 45, the Secretary reported that Jennings' Solicitors had been consulted over the impending rent review of Llanelli Crematorium. Members were then provided with an explanation of the review process and it was revealed that no further legal input was required unless the rent review was referred to arbitration. After a brief discussion it was

**RESOLVED** that the information be noted and that the Secretary be authorised to commence the rent review based on the legal advice received and in accordance with the provisions set out in the Lease dated 9 May 2001, made between the Burial Authority and Llanelli Crematorium Limited.

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**50. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for September 2008 and the provisional report for October 2008 be noted.

**51. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for October 2008, which revealed expenditure for the month amounted to £17,142.84.

**RESOLVED** that the information be noted.

**52. MEMORIAL TESTING FIGURES**

Consideration was given to the memorial testing figures for October 2008, which revealed that 187 memorials had been tested to stage two level, with five failures.

**RESOLVED** that the information be noted.

**53. MEMORIAL TEST FORCE – NEW MEMORIALS**

The Secretary reported that currently the Burial Authority tested memorials installed before November 2003 using a 35kg pressure test force but tested new memorials and memorials installed after November 2003 using a 50kg test force. The 50kg test force was originally adopted based on work and research conducted by the now defunct 'Memorial Safety Advisory Group' (MSAG) established by the former Home Office (now the Ministry of Justice). Whilst this figure had never been revoked by MSAG it has not appeared in any industry guidance, nor has it been used by cemetery practitioners in England or Wales, when performing tests. The test force of 35kg was recognised as the only standard when testing both existing and new memorials.

The Secretary stated that while it was acceptable for the Burial Authority to test to the higher level of 50kg, it would be prudent to conform to the accepted and recognised industry practice of using a 35kg pressure test force for testing cemetery memorials. For the avoidance of doubt, memorials requiring assessment by a structural engineer (as defined in the Authority's procedures) would not be affected by the proposed change as they were subject to separate testing arrangements.

**RESOLVED** that the test force be reduced to 35kg with immediate effect and the Authority's 'inspection and maintenance of graves' procedures document (version 13, 6 September 2006) be amended to reflect the change.

**54. 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 2008/2009:

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Wednesday	24 December	2008	Christmas Eve (finish at 12.00 noon)
Thursday	25 December	2008	Christmas Day
Friday	26 December	2008	Boxing Day
Saturday	27 December	2008	Non working day
Sunday	28 December	2008	Non working day
Monday	29 December	2008	Locally agreed holiday
Tuesday	30 December	2008	Normal working day
Wednesday	31 December	2008	New Year's Eve (normal working day)
Thursday	1 January	2009	New Year's Day
Friday	2 January	2009	Resume normal work pattern

**55. 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.

**56. SECURITY FENCING – FUEL TANK COMPOUND**

Members were requested to vire funds from the Authority's contingency budget (cost code 4435) to its buildings and ground maintenance budget (cost code 4066) to purchase security fencing to form a secure compound around the new fuel tank, located by the shed and general store to the rear of the cemetery office.

Unlike the old tank (which was housed in a lockable store) the new tank was located outside in the open. Whilst it had a few security features to prevent the possible theft of fuel, it was recommended that the area surrounding the tank be cordoned off to deter opportunist thieves from tampering with the tank in a bid to steal fuel.

Quotations had been sought for the supply of two different lengths of palisade fencing with either a galvanised or powder coated finish. The Secretary stated that there was little price difference between the two different types of finish on offer. Members felt the powder coated finish would provide the better option in terms of protection and aesthetics and accordingly considered four quotations for the supply of same for a 2100mm high fence as follows:

- £
1. 2306.00
  2. 3195.00
  3. 2749.25
  4. 3232.50

After a brief discussion it was

**RESOLVED** that:

- (1) the quotation submitted by West Wales Fencing, 28/30 Pengry Road, Loughor, Swansea for the supply of a 2100mm high palisade fence with powder coated finish at a sum of £2306.00 excluding VAT be accepted;

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- (2) the virement proposal as outlined in the body of the minute be approved to cover the purchase and installation costs of the fencing; and as a means of providing additional security
- (3) the Secretary and Chairman be granted plenary powers to investigate and purchase a steel mesh cage (or similar) to encapsulate the fuel tank.

**57. LOCAL GOVERNMENT PAY SCALES AND ALLOWANCES**

**RESOLVED** that the National Joint Council circular 2/08 showing interim pay scales and allowances at a rate of 2.45% (plus an additional £100 per annum on spinal column points 4, 5 & 6) effective from 1 April 2008, be received and adopted.

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The Meeting concluded at 4:20pm

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