

12 December 2007

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 56 - 74**

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 December 2007 at 4:00 pm.

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

**Cllrs.**

T. D. Bowen  
S. L. Davies  
D. J. Harries

M. Howells  
M. E. Prothero  
C. E. Richards

**56. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs T.J. Jones, A.G. Morgan and E. Smith.

**57. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**58. CONFIRMATION OF MINUTES**

**RESOLVED** that the following minutes (copies of which had been previously circulated) be confirmed (subject to the third line of Minute No. 50 (2) being amended to read "To date fourteen grave owners" and not "To date all sixteen grave owners" as stated therein):

Ordinary Meeting - 14 November 2007

**59. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure reports for October 2007 and the provisional report for November 2007 be noted.

**60. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for November 2007, which revealed expenditure for the month amounted to £16,945.94.

**RESOLVED** that the information be noted.

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**61. MEMORIAL TESTING FIGURES**

Consideration was given to the memorial testing figures for November 2007, which revealed that 351 memorials had been tested at stage 1 level and that 6 had failed.

**RESOLVED** that the information be noted.

**62. AUDIT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2007**

Members considered the Auditor's report received from BDO Stoy Hayward LLP, (copies having been previously circulated), in respect of the Burial Authority's accounts for 2006/2007. The report confirmed that the information contained in the annual return was in accordance with the Auditor General for Wales' requirements and no matters had come to the Auditor's attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

However, the report raised one other matter which did not affect the Auditor's opinion but which was drawn to the Burial Authority's attention nonetheless. The Burial Authority was recommended to review its Fidelity Guarantee insurance cover so that the amount was sufficient to cover the maximum amount of money held at any one time during the year. The Secretary confirmed that insurance cover was arranged via Llanelli Rural Council and that the amount of Fidelity Guarantee could be increased when the insurance policy was renewed later on in the year.

**RESOLVED** that the Auditor's report be accepted and that the Secretary arrange for the amount of Fidelity Guarantee cover to be increased when Llanelli Rural Council's insurance policy is renewed later in the year. Furthermore, that henceforth the amount of Fidelity Guarantee cover be reviewed on an annual basis as recommended.

**63. 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 2007/2008:

Monday	24	December	2007	Christmas Eve (finish at 12.00 noon)
Tuesday	25	December	2007	Christmas Day
Wednesday	26	December	2007	Boxing Day
Thursday	27	December	2007	Locally agreed holiday
Friday	28	December	2007	Normal working day
Saturday	29	December	2007	Non working day
Sunday	30	December	2007	Non working day
Monday	31	December	2007	New Year's Eve (normal working day)
Tuesday	1	January	2008	New Year's Day
Wednesday	2	January	2008	Resume normal work pattern

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

**RESOLVED** that the National Joint Council circular 04/07 confirming pay scales and allowances effective from 1 April 2007, be received and adopted.

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**65. APPLICATION FOR INCLUSION ON THE APPROVED LIST OF MEMORIAL MASONS**

Consideration was given to an application received from RGR Memorials, 4 Wold Farm Park, Broughton Road, Northamptonshire for inclusion on the list of "Approved List of Memorial Masons". The Secretary confirmed that the company was registered with the British Register of Accredited Memorial Masons and that the application was in order.

**RESOLVED** that the application be approved.

**66. PURCHASING ADJOINING GARDEN OF REMEMBRANCE PLOTS**

The Secretary reported to Members that a situation had arisen which challenged the Burial Authority's current practise of insisting that a wider headstone be erected when adjoining garden of remembrance plots were purchased. At present cemetery staff insisted that a wider headstone and double base were erected on adjoining plots so that no spaces were left in the garden of remembrance. Members were shown a sketch plan of a single headstone, which could be erected, on a double base with a vase as an alternative to installing a wider headstone. Members were asked to comment on the design and to confirm future policy in respect of the type of memorial designs that were acceptable to span adjoining plots. After a brief discussion it was

**RESOLVED** that it be reaffirmed that members of the public are permitted to purchase the plot adjoining their next of kin's, following an interment, but with the stipulation that the minimum of a double base plus single headstone and vase on the vacant part of the base be erected. However, if members of the public wished to continue erecting a single wider memorial to span adjoining plots then this is also acceptable.

**67. NON-STANDARD GARDEN OF REMEMBRANCE MEMORIAL**

Members considered a request from Mr Graham Williams, Memorial Mason to install a non-standard garden of remembrance memorial. The memorial would cover a double plot and would be the same height and width as a normal memorial but the design included three face plates, with two of the plates set at obtuse angles to the centre plate.

**RESOLVED** that the request be approved.

**68. LANCE CORPORAL RYAN LEE FRANCIS**

The Chairman informed Members that he had contacted the family of the late Ryan Lee Francis and they were pleased with the Burial Authority's suggestion to erect a memorial plaque in the cemetery chapel in memory of their son who was sadly killed whilst serving his country in Iraq. It was also proposed to hold a dedication service to mark the occasion. After a brief discussion it was

**RESOLVED** that the Secretary make the necessary arrangements to purchase and install a suitable memorial plaque, having first consulted the family of Lance Corporal Francis over its design and to discuss the service arrangements.

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**69. MEMORIAL BENCHES**

Members considered two letters, one from Mr D. C. Jones and one from Mrs M. Beecher requesting permission to install memorial benches in the cemetery grounds. The Secretary confirmed that locations had been identified, but reminded Members that if the requests were approved and the Authority subsequently agreed to install concrete foundation bases to receive the benches (in accordance with past practise); then the cost of the foundation bases would have to be met from general reserves as no budget provision was currently available. Following discussion it was

**RESOLVED** that:

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

**70. CEMETERY CAR PARK**

Members considered a letter received from Mr P. Silcox, Funeral Director regarding the difficult parking conditions endured by mourners attending funerals at the cemetery. Carmarthenshire County Council had given an undertaking to tarmac the lower car park located behind the offices when they sold off the land at the rear of Bryngolau which accommodated the Authority's former car park. Despite repeated assurances by the County Council the car park had not been resurfaced two years after they gave their assurances in writing. After a lengthy discussion it was

**RESOLVED** that the Secretary sends a letter of complaint to the Housing Department and copied to the Chief Executive at Carmarthenshire County Council expressing dismay that the work has not been carried out and to insist on a deadline for the work to be completed.

**71. 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.

**72. LLANELLI CREMATORIUM LTD**

Members considered a letter received from Mrs Jopling, the Managing Director of Llanelli Crematorium Ltd dated the 19 November 2007. Mrs Jopling enquired whether her company could pay the year's annual rental on a monthly basis instead of one lump sum payable in advance.

Following discussion, it was

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**RESOLVED** that without prejudice and on the basis that the rent for the previous year had been paid in full then Llanelli Crematorium Ltd be permitted to pay by monthly instalments in advance, on the proviso that if the company defaults on future payments then the full balance of the rent due for the year would become immediately payable.

**73. VANDALISM AT LLANELLI DISTRICT CEMETERY**

Further to Minute No.50 (2) the Secretary reported the outcome of tenders received from local memorial masons to reinstate the twenty vandalised memorials as follows:

- 1) £2485.13 inc VAT
- 2) £1823.60 inc VAT
- 3) £2350.00 inc VAT

Following discussion it was

**RESOLVED** that the tender received from Stonecraft Memorials, Unit 22, Llanelli Workshops, Trostre, Llanelli in the sum of £1823.60 be accepted and that it be noted that the reinstatement work will be completed by 14 December 2007.

Arising out of discussion of the above the Chairman referred to the reinstatement of the memorial on grave reference 3-12-45. Stonecraft Memorials had advised that the headstone had been manufactured from Grantex, which was a plaster and enamel conglomerate. It had a hollow construction and could not be pinned or anchored in accordance with NAMM standards. However adhesives could be used to reconstruct the memorial in an upright position.

Given the circumstances, this was deemed acceptable and the Secretary had spoken with and subsequently written to the memorial owner, advising on the action proposed to reinstate the family memorial. The family understood the difficulties and issues surrounding the reinstatement of the memorial, especially the aesthetic appearance of it once it had been glued together and also the probability of the memorial failing a safety inspection test in the future because of its composition. The memorial would probably crack or break when performing a full controlled push test. However, given that the memorial was hollow and lighter in weight than other lawn type memorials, the risk of serious or fatal injury to persons as a result of it possibly toppling over was greatly reduced. This would be taken into consideration when carrying out future periodic inspection tests on the memorial, if the family chose not to replace it.

**74. SEASONAL GREETINGS**

The Chairman wished Members and Officers a Merry Christmas and a healthy and happy New Year.

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The meeting concluded at 4:40pm  
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