

13 January 2010

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 73 - 86

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 13 January 2010 at 4:00 pm.

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

Cllrs.

M. J. P. Burns	W. J. Lemon
S. M. Donoghue	A. G. Morgan
T. J. Jones	K. D. Rees

73. CHAIRMAN'S ANNOUNCEMENT

The Chairman wished Officers and Members a happy New Year.

74. APOLOGIES FOR ABSENCE

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

75. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

76. 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 - 9 December 2009

77. MATTERS ARISING

LLANELLI CREMATORIUM LTD – PAYMENT OF RENT

Further to Minute No. 71, the Secretary reported that in order to facilitate rent being paid by direct debit via the BACS payment system, special software would have to be purchased at significant cost. Other additional costs would also have to be incurred, and therefore the proposal put forward by Llanelli Crematorium Ltd was not cost effective for the Burial Authority to pursue.

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Following discussion it was

RESOLVED that Llanelli Crematorium Ltd be offered the facility to pay rent instalments by standing order instead of direct debit.

78. INCOME AND EXPENDITURE REPORTS

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

79. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for December 2009, which revealed expenditure for the month amounted to £17,611.16.

RESOLVED that the information be noted.

80. AUDIT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2009

Members considered the Auditor's report received from Mazars LLP, (copies having been previously circulated) in respect of the Burial Authority's accounts for 2008/09. 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 appointment of the internal auditor on an annual basis.

RESOLVED that the Auditor's report be accepted.

81. CEMETERY MAINTENANCE EQUIPMENT

The Cemetery Manager presented Members with a detailed report requesting funds to purchase cemetery maintenance equipment which had not been budgeted for in this financial year but which was crucial to the continued improvement of working practices and the maintenance of the cemetery grounds.

After a lengthy discussion regarding the use and suitability of the equipment it was

RESOLVED that the report be accepted and funds totalling £11,929 be vired from the contingency budget head to purchase a utility vehicle, two soil boxes, dressing mats, pressure washer and bowser.

82. ADVERSE WEATHER CONDITIONS

The Cemetery Manager reported upon the treacherous ground conditions encountered within the cemetery grounds during the severe cold weather of the last three weeks. Members were informed

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that a risk assessment had been conducted and it was felt that four grit boxes needed to be installed within the cemetery grounds to help combat against similar conditions in future. After a brief discussion it was

RESOLVED that the report be accepted and the cost of the grit boxes and rock salt totalling £1100.00 be met from the contingency budget head.

83. GREEN FLAG AWARD

Members were informed of the Green Flag award, which was a national scheme aimed at promoting and enhancing green spaces. The Burial Authority was considering applying for the award and had commissioned a report (copies having been previously circulated to Members) from an independent Green Space advisor on behalf of the Civic Trust. The report was provided free of charge and highlighted many positive features within the cemetery grounds, making it a viable candidate site to apply for the award.

After a brief discussion it was

RESOLVED that the report findings be accepted and that the Cemetery Manager be authorised to finalise preparations in order for the Burial Authority to apply for the award.

84. SPECIAL BUDGET MEETING

The Secretary informed Members that the special budget meeting would be held on Monday 1 February, at 4.00pm in the Council Chambers at Vauxhall Buildings, Vauxhall, Llanelli.

RESOLVED that the information be noted.

85. 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.

86. REVIEW OF CEMETERY FEES

Members considered the Cemetery Manager's report on fee restructuring and potential amendments to grave digging operations; the restructuring of fees in connection with memorial permits and increasing other cemetery fees by three percent for the new financial year commencing on 1 April 2010. Members were informed that with the opening of Section 11 and the prevailing ground conditions thereat it was proving difficult to provide grave depths for three interments in the same grave. Furthermore, the current fee regime did not reflect the true cost of digging to provide for grave depths for three interments in terms of the resources expended when excavating the grave and the amount of time taken to reach the desired depth.

Having fully considered the report, Members were prepared to standardise grave digging operations to a certain extent by dispensing with excavations for grave depth for single interments and to change the current policy so that in future all new grave plots be excavated to a minimum depth of two

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interments. However, despite the difficulties encountered in achieving a grave depth for three, this facility should still be retained for the bereaved but at a more realistic price in view of the extra work involved and it was

RESOLVED that:

- (1) Hence forth all new grave plots shall be excavated to a minimum depth of two interments with single depth excavations being dispensed with from operational practices;
- (2) Grave depth for three interments shall be retained but priced at a more competitive rate, the details of which are to be presented for further consideration at the special budget meeting scheduled for 1 February 2010 (to which Minute No. 84 refers);
- (3) The memorial permit fee be amended as follows:

New memorial, headstone only	- £100
New memorial, kerb set	- £120
Additional names cut on memorial	- £ 50
Memorials within Garden of Remembrance	- £ 70 ; and

- (4) All other cemetery fees be increased by three percent across the board as recommended in the report.

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The Meeting concluded at 4:55 pm
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