

14 November 2007

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 47 - 55

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 14 November 2007 at 4:00 pm.

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

Cllrs.

S. L. Davies
D. J. Harries

M. Howells
E. Smith

47. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs T.J. Jones, M.E. Prothero and C.E. Richards.

48. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

49. 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	-	10 October 2007
Special Meeting	-	24 October 2007

50. MATTERS ARISING

(1) UNIT 1 – LLANELLI DISTRICT CEMETERY

Arising out of Minute No. 41, the Secretary confirmed that the Chairman and Vice Chairman had inspected the furniture items left in the Unit by the former Licensee. Subsequently a purchase price of £450.00 had been agreed for the items.

RESOLVED that the information be noted.

14 November 2007

(2) VANDALISM AT LLANELLI DISTRICT CEMETERY

Arising out of Minute No. 45, Members were informed that of the twenty vandalised graves, contact details had been obtained for sixteen of the grave owners and letters had been subsequently sent out. To date all sixteen grave owners had given their consent for the Authority to proceed with reinstating their memorials to an upright position. In view of such, tenders for the reinstatement work would be issued to local memorial masons shortly. The Secretary stated that a letter of appreciation had been received from one of the grave owners, thanking the Authority for its gesture of goodwill and this was read out to Members.

The Secretary reported that WPC Lucy Bennett of Felinfoel Police Station had arranged for colleagues to carry out extra patrols of the cemetery grounds alongside the Authority's security officer. WPC Bennett requested that a set of the cemetery gate keys be kept at Felinfoel Police Station for emergency use. The keys would be used to gain access to the cemetery when the grounds were closed to the public.

Following discussion it was

RESOLVED that the Secretary's update report be noted and that a set of cemetery gate keys be issued to the Police at Felinfoel Police Station.

(3) CEMETERY OFFICE CLEANING CONTRACT

Arising out of Minute No. 46, Members were informed that Mr Simon Todd (the former office cleaner) had recommended Mr David Howells, to take over the Authority's cleaning arrangements.

The Secretary reported that staff had contacted Mr Howells, with a view of engaging his services on a three month trial period. Mr Howells had subsequently sent a letter to the Authority dated 5 November 2007, setting out his contractual terms and these were found to be acceptable as they were identical to the former service provider's terms. In view of such the cleaning contract charge would be held at £129.00 per month. The Secretary stated that a letter would be sent to Mr Howells, confirming that his services would be engaged for a temporary period of three months, with a view to entering into a permanent contract, following successful completion of the trial period.

Following discussion it was

RESOLVED that the action taken by the Secretary to engage the services of Mr David Howells of 50 Tanymarian, Mayhill, Swansea be noted.

51. INCOME AND EXPENDITURE REPORTS

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

14 November 2007

52. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for October 2007, which revealed expenditure for the month amounted to £25,104.41

RESOLVED that the information be noted.

Arising out of discussion of the above, Members requested that the Secretary review the present arrangements for sourcing the Authority’s fuel supplies, given that fuel pump prices had increased.

53. MEMORIAL TESTING FIGURES

Consideration was given to the memorial testing figures for September and October 2007, which revealed that 1011 memorials had been tested at stage 1 level and that 29 had failed.

RESOLVED that the information be noted.

54. 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.

55. PHOTOCOPIER LEASE AGREEMENT

The Secretary reported that due to an administrative error on the part of the current service provider’s financiers, the photocopier lease agreement had been cancelled by the service provider. It was therefore necessary to enter into a new agreement.

The duration of the new lease agreement would run over a shorter contract period of 33 months instead of the original contract period of 60 months. However, the service provider confirmed that the amount of money owed over the past 27 months since the inception of the original agreement would be written off. To date the Authority had been invoiced for £371.97 instead of the correct amount of £1296.00.

Members were informed that the new agreement comprised 11 quarterly instalments of £144.00, plus a one off arrangement fee of £100.00. This equated to a new contract value of £2055.97 as opposed to the original contract value of £2800.00, resulting in a saving of £824.03 to the Authority.

RESOLVED that a new lease agreement be agreed and signed with the current service provider, based on the terms outlined above.

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The meeting concluded at 4:20 pm
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