

12 April 2006

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 85 - 92

At a Meeting of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 12 April 2006 at 4:00 pm.

Present: Cllr. C. E. Richards (Chairman)

Cllrs.

T. D. Bowen
D. J. Davies
M. Davies

M. Howells
M. E. Prothero
E. Smith

Apologies: Cllrs. D. J. Harries, T. J. Jones and C.C. Lucas.

85. CONFIRMATION OF MINUTES

RESOLVED that the following minutes (copies of which had been previously circulated) be confirmed:

Ordinary Meeting - 8 March 2006

86. INCOME AND EXPENDITURE REPORTS

The Secretary reported that an estimated £11,000 savings would be transferred into general reserves at the year end, and that a further £6,500 had been transferred to earmarked reserves for the funding of the new CCTV system.

Members also considered the increase in burials over the last three months resulting in additional income being received.

Thereupon Cllr. D.J. Davies enquired of the Authority's policy in respect of charging for stillbirths and requested that this be reviewed because of its sensitivity.

The Secretary advised that the current year's fees and charges had been set but the policy could be reviewed when setting next year's fees and charges, if members so desired.

RESOLVED that the income and expenditure report for February 2006 and the provisional report for March 2006 be noted.

FURTHER RESOLVED that the policy of charging for stillbirths be reviewed in January 2007.

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87. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for March 2006, which revealed expenditure for the month amounted to £22,530.19.

RESOLVED that the information be noted.

88. TRADE REFUSE COLLECTION

The Secretary reported that he had received written confirmation from Carmarthenshire County Council that charges for trade refuse collection would increase by 140% if the Burial Authority intended renewing the contract with the Council for the forthcoming year. This equated to a charge of £16.80 per bin lift. In view of the significant increase, an alternative quotation had been sought from Onyx Waste Management equating to a charge of £7.00 per bin lift, and Members views were sought on how best to proceed. Following discussion of the general contractual arrangements, it was

RESOLVED that:

- (1) The trade refuse collection contract with Carmarthenshire County Council be terminated forthwith and that the Secretary notify the County Council accordingly; and
- (2) A new trade refuse collection contract be negotiated with Onyx Waste Management.

89. SECTION 11

The Secretary reported that he had received correspondence from the Head of Consultancy, Carmarthenshire County Council, in respect of retention money held for the development of Section 11 at the cemetery. The County Council had overseen the contract for the development work on behalf of the Burial Authority.

Members were informed that the original contract had been awarded to Butterley Construction Ltd and a retainer of £4,516.80 plus VAT was set by the County Council.

Upon substantial completion of the development work, the Burial Authority agreed to pay the full tender amount to Butterley Construction Ltd, on the understanding that the retention money would cover the outstanding landscaping works, which had been priced at £3,125.00 in the tender submitted by the company. However, the company ceased trading shortly after this accord and consequently the Burial Authority had to re-tender for the completion of the landscaping works at additional cost.

In view of this, the Head of Consultancy was now recommending that the Burial Authority only release as retention the difference between the original value (£4,516.80) and the value for landscaping works (£3,125.00) equating to a figure of £1,391.80.

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The Secretary confirmed that the Head of Consultancy had since issued the final retention payment certificate and had notified Naismiths (the company now acting for Butterley Construction Ltd) of the amount now due. Following discussion, it was

RESOLVED that a cheque payment be raised for the balance of £1,391.80 plus VAT and made payable to “The Liquidator of Butterley Construction Ltd”.

90. INTERNAL AUDIT 2005/2006 – INTERIM REPORT

Members considered the interim report in respect of the Authority’s Internal Audit for 2005/2006, compiled by RBS Auditing Solutions Ltd.

The report concluded that the Burial Authority generally had effective systems in place to ensure that transactions were accurately reflected in the Statement of Accounts. No significant issues had been identified and the report author commended the Secretary and his staff on the quality of the documentation being maintained and provided to assist in the audit process. However, there were almost inevitably some minor points arising resulting in the following two recommendations:-

- (1) That detailed procedures should continue to be developed for the principal office based activities to ensure that in the long-term absence of key personnel, work could continue as normally as possible.
- (2) That the Burial Authority and its external accountants, should continue to monitor closely developments with the crematorium.

RESOLVED that the interim report for the Internal Audit 2005/2006 be received and accepted.

91. 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.

92. LLANELLI CREMATORIUM LTD

Members considered correspondence received from Jennings Solicitors dated 7 April 2006. After a brief discussion it was

RESOLVED that the information be noted and to await further developments.

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The meeting concluded at 4.35 pm

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