

13 September 2006

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 21 - 30

At the **Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 13 September 2006 at 4:00 pm.

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

Cllrs.

D. J. Davies

D. J. Harries

M. Howells

C. C. Lucas

M. E. Prothero

C. E. Richards

E. Smith

Together with Mr Jason Edwards and Miss Simone Kingsland, Positive IT.
Mr James Hogg, Jennings Solicitors.
Mr Philip Boon.

Apologies: Cllrs C. Edwards and A. S. Peters.

21. CEMETERY SECURITY ARRANGEMENTS

Further to Minute No. 13, the Chairman welcomed Mr Jason Edwards and Miss Simone Kingsland of Positive IT to the meeting, along with Mr Phillip Boon who had previously presented a petition to the Burial Authority.

Mr Edwards and Miss Kingsland then proceeded with a demonstration of visual elements of CCTV camera recording, demonstrating the picture quality in day and night mode.

Mr Edwards stated that the cameras could not run on solar power all year round as previously reported, and suggested that a minimum of four wind turbines with battery backup be erected as an alternative source of power for the CCTV system.

Members were informed that the diameter of each of the wind turbine blades measured 1.5 metres, with a total combined span of 3 metres. The erection of the wind turbines would also be subject to receiving planning permission from Carmarthenshire County Council, as the turbines would be mounted on 6 metre poles.

Following a lengthy question and answer session it was

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RESOLVED that the Chairman, Vice Chairman and Secretary observe the operation of a working wind turbine, prior to determining whether to proceed along the lines suggested by the company representatives.

Mr Edwards, Miss Kingsland and Mr Boon then withdrew from the meeting.

22. CONFIRMATION OF MINUTES

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

Ordinary Meeting - 12 July 2006

23. MATTERS ARISING

RIDE ON MOWER

Further to Minute No. 15 (2), the Secretary reported that an extended warranty for the mower was not available. The suppliers stated that this was unnecessary given that the mower's engine and hydraulics were guaranteed for two years and its cutter blade for three years.

RESOLVED that the information be noted.

24. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure reports for June and July 2006 and the provisional report for August 2006 be noted.

25. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for May, June, July and August 2006 which revealed expenditure for the months amounted to £13,193.95, £15,713.32, £19,800.33 and £28,338.69 respectively.

RESOLVED that the information be noted.

26. MEMORIAL INSPECTION & TESTING PROCEDURES

The Secretary provided Members with an overview of the Authority's latest policy (Version 13) in respect of its memorial inspection and testing procedures (copies of which had been previously circulated). Members were also informed that an open day at Llanelli District Cemetery had been arranged for Friday 15 September 2006, where the inspection and testing of memorial headstones would be demonstrated to the public. Staff would be on hand throughout the day to answer questions about the Authority's policy and its general procedures. The public had been informed via an advert in the local newspaper about the event and all Members were invited to attend.

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RESOLVED that Version 13 of the policy be adopted and the information concerning the planned open day be noted with pleasure

FURTHER RESOLVED that copies of the policy be distributed to local Stonemasons for information.

27. INTERNAL AUDIT REPORT 2005/2006 – FINAL REPORT

Further to Minute No 90 (12 April 2006), Members considered the final report in respect of the Authority's Internal Audit for 2005/2006, compiled by Auditing Solutions Ltd. The Secretary informed Members that since the production of the interim report, the company had changed its name and would no longer be known as RBS Auditing Solutions Ltd.

The final report did not differ greatly from the interim report but it did include two additional recommendations, namely:

- (1) The Authority's contract accountants should be provided with more detailed valuations of assets covered by the insurance policy, and of any properties subject to third party (District Valuer) revaluations to ensure that the figures reported in the Annual Accounts were as up to date as possible.
- (2) The Annual Return should be formally adopted by the Authority and forwarded to the company for completion, prior to submission to BDO Stoy Hayward for external audit certification.

The Secretary commented that it was unclear as to why the second recommendation had been added to the final report. It was an automatic requirement that Sections 1 and 2 of the Annual Return be endorsed by the Authority before being forwarded to the company for completion of the "annual internal audit report" section of the Annual Return. Only then would the document be forwarded to BDO Stoy Hayward. Having noted the Secretary's comments it was

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

28. AUDIT ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2006

Members considered the Audit Annual Return document (copies of which had been previously circulated) for the year ending 31 March 2006, and it was

RESOLVED that the general preparation of the document which included a summary of the Statement of Accounts in Section 1 and the Statement of Assurance provided in Section 2 be approved accordingly.

29. 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.

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30. LLANELLI CREMATORIUM LTD

The Chairman welcomed Mr James Hogg of Jennings Solicitors to the meeting, and invited him to update Members on the current position regarding Llanelli Crematorium Ltd.

Mr Hogg provided Members with a detailed account of progress to date and anticipated that the correspondence issued to the Managing Director of the crematorium should be responded to within the next three weeks. Once this stage was completed, matters should proceed swiftly to a conclusion.

Members commented on the need to avoid a similar situation from occurring next year. In view of such, general administrative procedures performed at the cemetery office were discussed to ascertain whether certain aspects could be brought forward in order to expedite business arrangements.

Members then proceeded to seek Mr Hogg's advice on another related matter and presented him with a particular scenario upon which guidance was sought.

Having considered the advice received, it was

RESOLVED that:

- (1) The progress report from Mr Hogg be noted and to await further developments;
- (2) The Secretary review key work activities at the cemetery office, as discussed; and
- (3) The Secretary pursue enquiries with third parties regarding the scenario presented during the meeting.

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The meeting concluded at 5:40 pm

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