

13 December 2006

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 45 - 58

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

Present:

	Cllrs.	
D. J. Davies		M. E. Prothero
M. Howells		C. E. Richards
	E. Smith	

45. APPOINTMENT OF CHAIRMAN PRO TEMPORE

RESOLVED that Cllr E. Smith be appointed Chairman pro tempore.

46. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs C. Edwards, D. J. Harries, T. J. Jones, C. C. Lucas and A. S. Peters

47. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

48. 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 - 8 November 2006

49. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for October 2006 and the provisional report for November 2006 be noted.

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50. SCHEDULE OF PAYMENTS

Consideration was given to the schedule of payments for November 2006, which revealed expenditure for the month amounted to £21,846.25.

RESOLVED that the information be noted.

51. SECTION 11 – EASEMENT OVER COUNTY COUNCIL LAND

The Secretary reported that he had received a letter from Carmarthenshire County Council regarding the provision of an easement for the water pipeline for Section 11. Members were informed that the letter was originally sent to the Burial Authority's Solicitors in November 2005, but the letter was never forwarded to the Burial Authority. Had the Authority known about the terms of the easement then the proposed £1500 charge would have been met from the Section 11 account before it was closed and the budget surplus transferred into general reserves. Subsequently, there was no funding available for paying the easement charge this year. After a short discussion, it was

RESOLVED that the Secretary enquire with Carmarthenshire County Council whether the £1500 charge for the easement can be made in April 2007, so that it can be paid from next year's budget. If the response is unfavourable then payment for the easement will have to be met from general reserves, and shown as an overspend in this year's budget.

FURTHER RESOLVED that the Secretary also seek clarification from the County Council about the Burial Authority having to pay towards the maintenance costs of the easement area and what this entails.

52. AUDIT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2006

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 2005/2006. The report made one qualification about the risk assessment process not being reviewed and minuted during the year. This should have been minuted as evidence that the Burial Authority was satisfied that all risks had been identified and safeguards put in place to protect against those risks.

The report also raised an issue to assist the Burial Authority to have in place adequate Fidelity Guarantee insurance cover. The Secretary confirmed that such cover was reviewed and arranged annually and included in Llanelli Rural Council's main insurance policy. The current amount of cover was deemed more than adequate for the maximum amount of money held by the Authority at any one time during the year.

RESOLVED that the Auditor's report be noted and that in future the Burial Authority's risk assessment process be reviewed and minuted annually in accordance with the qualification made in the report.

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53. 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.

54. TRADE REFUSE COLLECTION SERVICE

- (1) ANNUAL COST SAVINGS**
- (2) PROVISION OF HARD STANDING**

Further to Minute No. 43, the Secretary reported that the annual savings resulting from the purchase of the trade refuse bins would be in the region of £1000.00. However, a collection point for the bins now needed to be constructed urgently, to comply with the revised refuse collection arrangements. Members were informed that there was no budget provision for the construction work so the expenditure would have to be met from general reserves. Unfortunately, it had proved difficult to obtain three quotations in time for consideration at the meeting, but the Secretary stated that based on the one quotation received thus far, the work should cost no more than £1100.00.

RESOLVED that the information regarding the annual savings be noted, and in view of the urgent need for the construction of the hard standing, the Secretary be authorised to organise the work once he was satisfied with the quotations received and the outcome reported to a future meeting.

55. MEMORIAL TESTING

- (1) MEMORIAL STABILITY TESTER**

Members considered recommendations from P R Safety Ltd (the Authority's safety adviser) for a number of modifications and improvements to be made to the Authority's stability tester. The introduction of new guidelines for the testing of memorials at a height of 1.5 meters in line with the British Standard (BS:8415) necessitated the modifications. P R Safety Ltd had been unable to obtain three quotations, due to the scope and technical nature of the modifications and so, it was

RESOLVED that the quotation from Kontakt Engineering, Unit 3, Capel Hendre Industrial Estate, Ammanford in the amount of £1994.00 plus VAT be accepted and that the funds be vired from the 'Making Safe Memorials' budget to fund the purchase.

- (2) MEMORIAL SUPPORTS**

The Secretary reported that the cemetery sections now being tested were producing a higher number of fails. In view of the age of the memorials and having no contact details for the families, the temporary supports had to remain in place for longer periods. This was affecting the Authority's supply of supports and the existing stock was almost depleted. The Secretary stated that there was no money left in the budget for the purchase of additional supports which cost £3674 for a batch of 100. However, if additional supports were not purchased soon, memorial testing would have to be suspended until the new financial year when new stock could be purchased. After a lengthy discussion, it was

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RESOLVED that the Secretary be authorised to purchase 100 extra memorial supports from Odlings MCR Ltd, Rosscliffe Road, Junction 8 Bussiness Centre, Ellesmere Port, Cheshire and the expenditure be met by viring the cost from the ‘contingency’ budget.

56 LLANELLI CREMATORIUM LTD

Members considered correspondence received from Mrs Jopling, the Managing Director of Llanelli Crematorium Ltd dated the 24 November and the 6 December 2006. Mrs Jopling enquired whether her company could pay the year’s rental on a monthly basis instead of one lump sum payable in advance. She also enquired about the option to buy the freehold interest as set out in the Option Deed forming part of the original Lease agreement and requested a valuation from the Authority.

Following discussion, it was

RESOVLED that both matters be referred to Jennings Solicitors for action in accordance with Members' views and observations.

57. LEGAL ADVICE

Members considered the Secretary’s report over the current level of legal advice and support and it was

RESOLVED that the Secretary invite a representative(s) from Jennings Solicitors to attend a meeting with himself and the Chairman and Vice-Chairman to discuss the way forward with the outcome being reported back to committee in due course.

58. 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 4:50 pm

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