

14 June 2006

LLANELLI JOINT BURIAL AUTHORITY

Minute Nos. 1 - 11

At the **Annual Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 14 June 2006 at 4:00 pm.

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

Cllrs.

D.J. Davies
C. Edwards
D.J. Harries
M. Howells

T. J. Jones
C. C. Lucas
M. E. Prothero
E. Smith

1. APPOINTMENT OF CHAIRMAN

Cllr. C. E. Richards, prior to proceeding with the business of the meeting welcomed Cllr. C. Edwards on to the Committee and then thanked Members and Officers for their support during her term in office. The Committee thereupon proceeded to appoint a Chairman, and following the motion of Cllr. D. J. Davies, seconded by Cllr. M. Howells, it was

RESOLVED that Cllr. T. J. Jones be appointed Chairman.

2. CHAIRMAN'S ANNOUNCEMENT

Cllr. T. J. Jones extended his appreciation and thanks to Members for appointing him Chairman for the ensuing year and also thanked the immediate past Chairman, Cllr. Richards for her dutiful service.

3. APPOINTMENT OF VICE CHAIRMAN

Following the motion of Cllr. E. Smith, seconded by Cllr. C. E. Richards, it was

RESOLVED that Cllr. C. C. Lucas be appointed Vice Chairman.

14 June 2006

4. CONFIRMATION OF MINUTES

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

Ordinary Meeting - 10 May 2006

5. MATTERS ARISING

FINANCIAL REPORTS

Arising out of Minute No. 96 (10 May 2006), the Secretary reported that a thorough investigation of the financial system had been undertaken and unfortunately it was not possible to change the layout of the current financial reports presented to Members.

RESOLVED that the information be noted.

6. INCOME AND EXPENDITURE REPORTS

RESOLVED that the income and expenditure report for April 2006 and the provisional report for May 2006 be noted.

7. MEMORIAL MANAGEMENT

Further to Minute No. 77 (8 February 2006), the Secretary reported that advice had been obtained regarding the Burial Authority's legal position, in so far as what action it could take against memorial owners in instances where they refused to co-operate with the Burial Authority, by not repairing their family memorials, after they had been made temporarily safe by the Burial Authority.

Advice was sought over plans to permanently remove a small number of memorials (which had been made temporarily safe), because no action had been taken by the owners for a considerable period of time. Some owners could not be traced, however in other instances a small minority had refused to carry out repairs or claimed they could not afford the repairs. This resulted in some memorials being left unattended for more than two years, and this was deemed unacceptable.

The Secretary reported that because of the sensitivity of the issue, the Authority had engaged the services of Peter Mitchell Associates. Mr Mitchell possessed extensive knowledge and experience of burial law and was widely regarded as the leading authority on the Local Authorities' Cemeteries Order (LACO) 1977.

Members then proceeded to consider Mr Mitchell's report (which had been previously circulated), together with his recommendations and following lengthy discussion, it was

14 June 2006

RESOLVED that the resolutions contained in Minute No. 77 of the Burial Authority meeting held on 8 February 2006, be rescinded and that henceforth:

- (1) In instances where owners refuse to repair their memorial or claim they cannot afford to meet the cost of repairs, and a period of six months has elapsed since the memorial had been made temporarily safe by the Burial Authority; then as far as reasonably practicable, the memorial shall be laid flat on the grave or as close to it as possible and a letter shall be sent to the registered grave owner(s) informing them of the action to be taken at least two weeks before the memorial is laid flat.
- (2) Likewise, in instances where the owner has died and/or no living relatives can be traced to claim ownership of the memorial, the Burial Authority, after invoking the necessary notification procedures, as contained in the provisions of the Local Authorities' Cemeteries Order 1977, shall, as far as reasonably practicable, lay the memorial flat on the grave or as close to it as possible.

8. 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.

9. LLANELLI CREMATORIUM LTD

Further to Minute No. 95(2) (10 May 2006), the Secretary provided Members with a progress report on developments to date and stated that the Authority's solicitors were progressing matters as previously reported.

Discussion then ensued as to how events might unfold and the possible ramifications for both the Burial Authority and the service generally. In order to plan ahead further advice was needed and it was

RESOLVED that the views of Members be forwarded to the Burial Authority's solicitors for further investigation.

10. BUILDING REPAIRS – CEMETERY STORAGE SHED

Further to Minute No. 21 (13 July 2005), the Secretary reported that Cape Industrial Services Ltd. (the company contracted to carry out the roof repairs) had been unsuccessful in obtaining new roofing sheets to match the existing profile of the asbestos cement sheets on the storage shed.

Furthermore, the condition of the roof had further deteriorated, since the original quote was supplied by the company. Given the extent of the deterioration, the roof now needed to be completely replaced. However, due to the specialist nature of the work and the different

14 June 2006

elements involved, it had not been possible to obtain competitive quotations to cover all the elements of the work direct from one contractor, except for Cape Industrial Services Ltd.

The company offered a comprehensive service whereby they would cut back trees to allow access to the rear of the shed, safely remove and dispose of the asbestos cement roofing sheets, re clad the roof with new sheets and install new plastic guttering at the same time. This had several benefits, not least it would not delay completion of the work. It would also safeguard the shed from further water penetration and would secure the building.

Members were informed that the quotation received from Cape Industrial Services Ltd. was within budget and following discussion, it was

RESOLVED that the quotation received from Cape Industrial Services Ltd. in the sum of £4994.80 be accepted and that the work be commissioned as soon as possible.

11. MACHINERY RESOURCES – RIDE ON MOWER

The Secretary reported that one of the ride on mowers needed to be replaced. The mower was seven years old and had broken down on three separate occasions and this was adversely affecting the grounds maintenance programme. Monies spent on the machine so far this year amounted to £950 and given the age of the machine and the problems encountered, the Secretary recommended that it would be prudent to purchase a new mower.

Members proceeded to consider the quotations received for a new mower and were informed that enquiries had been made with the three companies that had submitted quotations as to whether they would accept part exchange of the Burial Authority’s mower as part of the deal. However, enquiries revealed that there was very little trade in value for the mower, so there was no merit in pursuing this any further.

The Secretary stated that the current budget for plant and machinery could not fund the outright purchase of a new machine and alternative methods of funding the purchase were put forward for Member consideration and it was

RESOLVED that the current mower be kept as a reserve and that the quotation received from Stroud Mowers Ltd of Unit 2, Reliance Works, Downton Road, Bridgend, Stonehouse in the amount of £8,541.12 be accepted.

FURTHER RESOLVED that the Secretary be authorised to secure the most appropriate means of funding the replacement of the mower via a financial agreement and that the repayments be spread over a period of two to three years so as to match current budget spending limits.

.....

The meeting concluded at 4:45 pm

.....