

14 June 2017

**LLANELLI JOINT BURIAL AUTHORITY**

**Minute Nos. 1 – 14**

At the **Annual Meeting** of the **Llanelli Joint Burial Authority** held at Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 14 June 2017 at 4:00 pm.

**Present:**

**Cllrs.**

F. Akhtar	H. J. Evans
S. L. Davies	S. J. Griffiths
S. M. Donoghue	B. A. L. Roberts
J. S. Edmunds	J. Williams

together with Mr D. Gary Jones (Town Clerk)

**1. APPOINTMENT OF CHAIRMAN**

Members proceeded to appoint a Chairman and following the motion of Cllr. B. A. L Roberts, seconded by Cllr. S. L. Davies, it was

**RESOLVED** that Cllr. J. Williams be appointed Chairman.

**2. CHAIRMAN'S ANNOUNCEMENT**

Cllr. J. Williams thanked Members for appointing her as Chairman for the ensuing year.

**3. APPOINTMENT OF VICE CHAIRMAN**

Following the motion of Cllr. S. L. Davies, seconded by Cllr. S. M. Donoghue, it was

**RESOLVED** that Cllr. F. Akhtar be appointed Vice Chairman.

**4. APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr. P. M. Edwards.

**5. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

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**6. 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 - 12 April 2017

**7. INCOME AND EXPENDITURE REPORTS**

**RESOLVED** that the income and expenditure report for March and April 2017 and the provisional report for May 2017 be noted.

**8. SCHEDULE OF PAYMENTS**

Consideration was given to the schedule of payments for April and May 2017, which revealed expenditure for the months, amounted to £37,508.70 and £15,736.17 respectively.

**RESOLVED** that the information be noted.

**9. STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2017**

Consideration was given to the Statement of Accounts for the financial year ending 31 March 2017, (copies of which had been previously circulated) and it was

**RESOLVED** that the Statement of Accounts be accepted.

**10. INTERNAL AUDIT REPORT 2016/2017 – FINAL REPORT**

Further to Minute No. 37 (12 October 2016), Members considered the final internal audit report, compiled by Auditing Solutions Ltd.

The report did not differ from the interim report (to which Minute No. 37 refers) and no matters needed addressing.

**RESOLVED** that the report be accepted.

**11. AUDIT ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2017**

Members considered the Audit Annual Return document for the financial year ending 31 March 2017 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 Annual Governance Statement provided in Section 2 be approved accordingly.

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**12. 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.

**13. LLANELLI JOINT BURIAL AUTHORITY FUTURE STATUS AND REMIT**

Further to Minute No. 77, (12 April 2017) the Secretary welcomed Mr Derek Kemp and Mrs Melodie Beavers Directors of DCK Accounting Solutions Ltd to the meeting. Mr Kemp then proceeded to brief Members on the background of why the Burial Authority had to change its future remit and how the revised accounting arrangements should be reflected in both Llanelli Rural Council and Llanelli Town Council’s sets of accounts. Mr Kemp stated he had received confirmation form the Wales Audit Office that what was being proposed was the correct way forward and after a lengthy discussion it was

**RESOLVED** that:

- (1) The advice from Mr Kemp on the revised accounting arrangements be accepted;
- (2) The other matters highlighted during the meeting be deferred until such time as Llanelli Town Council is able to discuss the advice received from Mr Kemp with its Members. In support of this;
- (3) A joint meeting of the parent councils be convened once all the other matters had been addressed (notwithstanding the approval of the parent councils’ accounts by 30 June 2017) in order to confirm the necessary processes and changes associated with the transition of the Burial Authority committee to a joint advisory committee.

*Cllrs. S. L Davies and B. A. L. Roberts withdrew from the meeting during discussion of the above item.*

**14. LLANELLI CREMATORIUM**

The Secretary provided Members with information regarding the operational arrangements of Llanelli Crematorium and stated Westerleigh Group Ltd (crematorium operator) had requested a meeting to discuss the current leasing arrangements. After a brief discussion it was

**RESOLVED** that the information be noted and the Chairman and Vice Chairman accompany the Secretary to the meeting along with the Town Clerk.

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The meeting concluded at 5:15 pm  
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