

Rogerstone & Bassaleg Joint Burial Board

Minutes of the Joint Burial Board Meeting

Tuesday 12th April 2022

Held at Graig Community Hall

Present:

Cllr John Harris – remotely via Zoom (G) Chair, Cllr Stewart Jones (R), Cllr S Mlewa (R), Cllr S Bowen (R) Cllr N Tarr (G), Cllr K Sayer (G), Cllr R Caston (G),

Apologies

Cllr Y Forsey (R), Cllr K Hopkins (R)

1. Minutes of the Last Meeting

The minutes of 1⁰th January 2022 were agreed as a true record of the meeting.

2. Matters Arising

2.1

Cllr Harris advised that Graig Community Council have recently discussed the former Clerks Employment Tribunal claim & will liaise with Cllr Gregory to report the outcome back to the Board.

2.2

The Clerk reported that the dispute with Trikon Solutions has now been settled.

2.3

There has been one expression of interest to sponsor a new bench at the cemetery, which is being progressed.

3. Clerks Report

3.1

Burials

To give Members an indication of demand, the following has been taken from 1st April 2021 – 31st March 2022 Figures shown in brackets are last years figures

- 4 new full burials (10)

- 4 existing plot full burials (12)
- 6 new cremated remains (4)
- 4 existing plot cremated remains (2)

3.2

Operational;

The grounds maintenance contractor (DS Preece) has increased prices by approx. 1.5% which is way less than RPI, therefore has been retained for this years grass cutting & grounds maintenance.

3.3

The new cemetery fees & charges have been increased by 4% in line with Newport City Councils fees & has been implemented from 1st April 2021.

3.4

The 2022 / 2023 Annual Precept increase will need to be considered by Members.

3.5

A draft 2022 / 2023 Budget has been prepared for Members consideration based on the estimated 2021 / 2022 outturn.

3.6

It is recommended that Walter Hunter are considered as the Burial Board`s Internal Auditor & Accountants for 2022 / 2023 at an agreed fee proposal of £550 plus VAT, which Members agreed

3.7

The NJC Local Government Pay Award has been agreed at 1.75% for 2021 / 2022.

3.8

The Board has not yet considered the cemetery fee discount offered to residents as referenced previously. However, we have not yet been able to see if adopting Newport City Council`s fee structure has adversely affected our financial position, therefore Members agreed that it would be timely to review this once our accounts for 2021 / 2022 have been completed.

4. Financial

4.1

The income & expenditure transactions of the day to day revenue account from 1st January 2022 to 31st March 2022 are as follows:

January

Income: £1838.18

Expenditure: £0

February

Income: £139.53
Expenditure: £566.02

March

Income £1053.90
Expenditure £5400.04

Members also discussed the 2021 / 2022 Income & Expenditure sheets along with the Bank & VAT reconciliations previously circulated with the Agenda.

Account Balances at 31st March 2022

Current Acc: £14,652.16
Reserve Acc: £75,010.53

NB - The Clerk`s salary (10 months) was an end of year transfer to Rogerstone Community Council of £386.12 per month plus NI & Pension contributions (£5067.20).

The 2021 / 2022 Accounts & Annual Return information has been prepared for the Burial Boards appointed Accountant.

4. 2022 / 2023 Fees & Precept

4.1

Members have previously agreed that the increases for 2022 / 2023 Fees & Charges should replicate Newport City Council increases to maintain consistent charges, therefore the fees have been increased by 4% from 1st April 2022

4.2

Members discussed the precept payments & agreed a 4% increase to Rogerstone Community Council & Graig Community Council.

The 2022 / 2023 precept will be:

Rogerstone Community Council £998.40 (60%)

Graig Community Council £665.60 (40%)

5. 2022 / 2023 Budget

The Clerk discussed the Draft Budget which is based on the 2021 / 2022 turnover which is lower than in previous years & also less than to 2021 / 2022 budget prediction. This is due primarily to approx. 35% less burials than the previous year. It is also influenced by adopting the Newport City Council fees where there has been a

significant reduction in income for cremated remains interment & the inclusion of memorials in with the Exclusive Right Of Burial certificate.

The low interest received from the capital holding account was discussed & it was agreed to consider investing part of these funds in an investment account once the income trend for this year has been established.

It was also agreed to discuss ward resident`s discount structure at the same time.

The Clerk then discussed each of the budget headlines & the reasons for the 2022 / 2023 proposals, which Members agreed.

6. Any Other Business

6.1

Members were told that Cllr Gregory & Cllr Caston will not be standing at the forthcoming elections. Members wished both Members well for the future & recorded the Joint Burial Board`s thanks for the contribution they had made to the service over the years.

6.2

Members discussed the format of future meetings & it was agreed that Zoom meetings are preferred, with Cllr Tarr kindly offering to set up a hybrid meeting at one of the Community Halls using Graig Community Councils equipment for Members wishing to attend in person (the Burial Board does not have it`s own ICT kit to facilitate this)

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6. Date of Next Meeting (Annual General Meeting)

Tuesday 28th June 2022 at 7.00pm, preceded by a Cemetery Site Inspection at 6.30pm