

Rogerstone & Bassaleg Joint Burial Board

Minutes of the Burial Board Meeting

Tuesday 6th December 2022

**Held at Graig Community Hall, , Cowshed Lane, Bassaleg NP10 8HZ
& Also via Zoom Remote Attendance**

Present:

Cllr P Appleton (G), Cllr J Harris (G), Cllr S Bowen (R), Cllr J Reynolds, Cllr K Sayer, Cllr N Tarr

Apologies

Cllr A Hobbs (R), Cllr S Mlewa (R), Cllr S Jones (R), Cllr N Upham (R)

Absent

Cllr L Cummings (R)

1. MINUTES OF THE LAST MEETING

The minutes were agreed as a true record, subject to amendments to the attendance highlighted prior to the meeting by Cllr Hobbs

2. MATTERS ARISING

2.1

The Clerk reported that the cutting back the perimeter hedges has now been completed

2.2

Wales Audit have again been chased up regarding the outstanding unfinished Annual Return results, however there has again been no response. Members agreed that there was no benefit to further chase ups & the matter will be addressed when & if Wales Audit complete the outstanding Audits

2.3

Members agreed to deferring the purchase of a laptop until the accounts have been finalised, unless a significantly discounted model is available in the New Year. Cllr Reynolds suggested purchasing a reconditioned laptop, which will be considered at the time of purchase. A high specification is not required as it was felt a larger screen would be more beneficial for Zoom meetings.

2.4

Members discussed the fee discount structure for residents & agreed to reconsider the discount offered at the 2023 AGM, with any changes propose to be introduced the following financial year.

4. CLERKS REPORT

1. Burials

To give Members an indication of demand, the following has been taken from 1st April 2022 – 28th November 2022 Figures shown in brackets are last years figures

- 7** new full burials (4) **(one double width plot – American Casket)
- 6 existing plot full burials (4)
- 2 new cremated remains (6)
- 3 existing plot cremated remains (4)

2. Operational

2.1

Representations have been made to Wales Audit regarding the Annual Return Outcome Reports for 2019 / 2020 & 2020 / 2021 which have still not been received. It is concerning not to have had either of these reports after such a long delay, however Members will be able to take some comfort from the Internal Audit Review(s) which did not raise any issues & were issued in a timely manner & reported to Members.

Wales Audit have been chased up for an explanation several times but the e mails remain unanswered. As the e mails are being ignored, no further chase ups have been sent & it is intended to take up the matter when the Audit Outcomes are eventually received.

2.2

All the perimeter hedges at the cemetery have now been cut back.

2.3

A new sign has been erected to remind visitors that any flowers or small memento's left on the burial / cremation plots must be contained at the head of the grave & no more than 610mm wide.

3. Financial

3.1

The income & expenditure transactions of the day to day revenue account from 1st September 2022 to 28th November 2022 are as follows:

September

Income: £2571.50

Expenditure: £519.40

October

Income: £800.25

Expenditure: £665.58

November

Income: £2010.00

Expenditure: £1297.10

Account Balances at 1st December 2022

Current Acc: £27,989.04

Reserve Acc: £75,029.98

NB

The Clerks salary will be one end of year transfer to Rogerstone Community Council payroll.

The Clerk circulated a full copy of the bank income & expenditure for an interim update to 28th November 2022 & will circulate a full copy of 2022 / 2023 income & expenditure with the annual accounts.

5. ANY OTHER BUSINESS

5.1

Cllr Harris reported a resident had complained that a vehicle has seemingly driven over a grave plot leaving a tyre mark on the grave. It was requested that a small fence is erected along the perimeter of the road to prevent a similar occurrence in future.

Members discussed the request but had concerns over the cost of a suitably robust fence for the entire length of the access road, access requirements for visitors & interments, the trip hazard it may create & the aesthetics not suiting the cemetery environment. As this was the only complaint received on the issue, Members agreed to monitor the situation.

8. DATE OF NEXT MEETING

The remaining programme of draft meetings agreed is as follows:

- **Tuesday 7th March 2023, 7.00pm in Tydu Community Hall**
- Tuesday 20th June 2023 (AGM), 7.00pm in Graig Community Hall

Zoom facilities via a laptop will be available for each meeting.

