

# **Rogerstone & Bassaleg Joint Burial Board**

## **Minutes of the Burial Board Annual General Meeting**

**Monday 28th June 2022**

**Held at Graig Community Hall, Cowshed Lane Bassaleg NP108HZ &  
Also via Zoom Remote Attendance**

---

### **Present:**

Cllr N Tarr (G), Cllr S Mlewa (R), Cllr P Appleton (G), Cllr J Harris (G), Cllr S Bowen (R), Cllr A Hobbs (R), Cllr J Reynolds (R)

### **Apologies**

Cllr S Jones (R), Cllr K Sayer (G)

### **Absent**

Cllr L Cummings (R), Cllr N Upham (R)

The Cemetery Inspection held prior to the Annual General Meeting was attended by: Cllr A Hobbs (R), Cllr N Tarr (G), Cllr J Reynolds (R), Cllr P Appleton (G)

## **1. Appointment of Chairperson & Deputy Chairperson**

Members unanimously agreed the following appointments:

- Chairperson - Cllr A Hobbs
- Deputy Chairperson – Cllr N Tarr
- 

## **2. Minutes of the Last Meeting**

The minutes were agreed as a true record.

## **3. Matters Arising**

### **3.1**

The Clerk reported on recent correspondence received from Cllr Gregory in respect of Employment Tribunal, which advised that claim from the former Clerk to the Burial Board has been now struck off.

### **3.2**

The Clerk advised that the front hedge will need cutting back & a quote will be sought from our grounds maintenance contractor who has previously cut back the side hedge, however this cannot be done until an appropriate time of year (after the bird nesting season)

### **3.3**

The Board has not yet reviewed the residents fee discount structure, which Members agreed to do at the September meeting when we will have had the benefit of the Final Accounts showing the financial position along with the income trend & expenditure trend this year.

## **4. Clerks Report**

### **4.1**

#### **BURIALS**

To give Members an indication of demand, the following has been taken from 1<sup>st</sup> April 2022 – 21<sup>st</sup> June 2022 Figures shown in brackets are last years figures

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

Early indications are that the demand for plots at the cemetery is higher than the same period last year.

### **4.2**

#### **OPERATIONAL**

Representations have been made to Wales Audit regarding the Annual Return Outcome Report which has 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

### **4.3**

The new cemetery fees & charges have been increased by 4% in line with Newport City Councils fees & has been implemented from 1<sup>st</sup> April 2021. The precept has also been increased by 4% & also invoiced to Rogerstone Community Council & Graig Community Council..

#### 4.4

There have been two firm orders to erect two new benches at the cemetery, one on an existing base & one on a new base. The full costs have been met by the applicants prior to the orders being placed.

#### 4.5

The Board has not yet considered the cemetery fee discount offered to residents as referenced in previous meetings. It can be seen from this years accounts & next years Budget (previously issued to Members), the combined impact of the reduced fee for cremations, the inclusion of the headstone permit with the Exclusive Right of Burial Certificate & the 2021 / 2022 reduced demand has meant that the accounts & 2022 / 2023 Budget are borderline break even.

However, Members can take comfort in the reserve account, which currently stands at £75,012

#### 4.6

### FINANCIAL

The income & expenditure transactions of the day to day revenue account from 1<sup>st</sup> April 2022 to 21<sup>st</sup> June 2022 are as follows:

#### April

Income: £1997.50

Expenditure: £162.50

#### May

Income: £3646.66

Expenditure: £668.28

#### June (to 18<sup>th</sup> June)

Income £3165.25

Expenditure £2071.10

#### Account Balances at 21<sup>st</sup> June 2022

Current Acc: £20558.86

Reserve Acc: £75,012.43

#### NB

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

## **5. 2021 / 202 Annual Accounts**

### **5.1**

The Clerk presented the Annual Accounts which were supported by full details of all income & expenditure, bank reconcilliation & VAT claim. Following a number of questions & comments, Members of the Board unanimously approved the Annual Accounts.

## **6. 2020 / 2021 Annual Return**

### **6.2**

The Clerk presented the Annual Return & Internal Audit outcome from Walter Hunter Accountants Ltd.

Following a number of questions & comments, Members of the Board unanimously approved the annual return for submission to Wales Audit

## **7. Any Other Business**

### **7.1**

It was agreed to consider purchasing a laptop specifically for Burial Board use (the ICT equipment is provided by Rogerstone Community Council for shared use) following a review of the financial position later in the year.

### **7.2**

It was agreed that Members contact details would not be posted on the notice board, the public notice will list Members of the Burial Board & ask that any correspondence or communication is routed through the Clerk.

## **8. Date of Next Meeting**

A programme of draft meetings for the year was agreed as follows:

- Tuesday **6<sup>th</sup> September 2022**, 7.00pm in Tydu Community Hall
- Tuesday **6<sup>th</sup> December 2022**, 7.00pm in Graig Community Hall
- Tuesday **7<sup>th</sup> March 2023**, 7.00pm in Tydu Community Hall
- Tuesday **20<sup>th</sup> June 2023** (AGM), 7.00pm in Graig Community Hall

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