

Rogerstone & Bassaleg Joint Burial Board

Minutes of the Burial Board Meeting

Tuesday 6th September 2022

**Held at Tydu Community Hall, Welfare Grounds, Tregwilym Roar,
Rogerstone NP10 9EQ & Also via Zoom Remote Attendance**

Present:

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

Apologies

Cllr S Mlewa (R)

Absent

Cllr L Cummings (R)

1. MINUTES OF THE LAST MEETING

The minutes were agreed as a true record, subject to Para 1 being changed to Deputy Chair: Cllr N Tarr.

2. MATTERS ARISING

2.1

The Clerk reported on a quotation receive from the contractor currently engaged at the cemetery for cutting back the perimeter hedges, which Members approved. The work will be carried out towards the end of the calendar year.

2.2

Members were encouraged to see that the income trend is currently an improvement on the Budget Estimates & also better than this period last year.

2.3

Wales Audit have again been chased up regarding the outstanding unfinished Annual Return results, however there has again been no response. Given the time lapse of over 2 years since the 2019/2020 Annual Return was submitted, Members expressed concern as to the usefulness of it if & when it is eventually received.

2.4

Members agreed to deferring the purchase of a laptop until the latter quarter of the year.

4. CLERKS REPORT

1. BURIALS & MEMORIALS

1.1

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

- 2 new full burials (4)
- 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.

2.2

The Board has not yet considered the cemetery fee discount offered to residents as referenced in previous meetings. 2021 / 2022 years accounts & this years Budget (previously issued to Members), have been impacted by the combined impact of the reduced fee for cremations & inclusion of the headstone permit combined with to 2021 / 2022 reduced demand, which meant that the 2021 /2022 accounts & 2022 / 2023 budget are borderline break even.

However, this years income is currently more positive than budget projections due to increased demand for burial plots & interments. Members can also take comfort in the reserve account, which currently stands at £75,015.58

2.3

One bench at the cemetery has now deteriorated to a condition which is considered unsafe. The sponsor of the bench has been written to advising that unfortunately the bench will now have to be removed on Health & Safety grounds, however they have been given the opportunity of sponsoring a new bench in the same location

2.4

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

Interest has been expressed in another new bench at the cemetery which is currently being considered

2.5

It is proposed to cut back all the perimeter hedges at the cemetery this September / October to try to keep in check its encroachment on the cemetery, which over the past several years has been increasingly reducing the footprint of the available cemetery space.

3. FINANCIAL

3.1

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

April

Income: £1997.50

Expenditure: £162.50

May

Income: £3646.66

Expenditure: £668.28

June

Income: £3596.75

Expenditure: £2234.40

July

Income £3569.05

Expenditure £843.39

August

Income: £3267.50

Expenditure: £1731.65

Account Balances at 1st September 2022

Current Acc: £25089.37

Reserve Acc: £75,015.58

NB

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

5. RESIDENTS FEE DISCOUNT

5.1

Members discussed the current fee discount & agreed to review the % discount offered to residents of Graig & Rogerstone at the AGM.

6. ANY OTHER BUSINESS

6.1

Members discussed the development of the cemetery in respect of removing part of the tarmac road to facilitate additional burial plots. It was agreed to consider bringing this phase of the cemetery development forward & discuss at the AGM

8. DATE OF NEXT MEETING

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

- **Tuesday 6th December 2022, 7.00pm in Graig Community Hall**
- 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.