

Rogerstone & Bassaleg Joint Burial Board

Minutes of the Burial Board Annual General Meeting

Tuesday 20th June 2023

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

Present:

Cllr A Hobbs (R), Cllr N Tarr (G), Cllr S Jones (R), Cllr S Mlewa (R), Cllr J Harris (G),
Cllr S Bowen (R), Cllr N Upham (R), Cllr J Reynolds (R) via Zoom

Apologies

Cllr P Appleton (G),

Absent

Cllr L Cummings (R), Cllr K Sayer (G)

*The Cemetery Inspection held following the Annual General Meeting was attended by:
Cllr A Hobbs (R), Cllr N Tarr (G), Cllr S Jones (R), Cllr S Mlewa (R), Cllr J Harris (G),
Cllr J Reynolds (R), Cllr N Upham (R)*

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 missing electronic burial records have now been completed & entered onto the register.

4. Clerks Report

Burials

4.1

To give Members an indication of demand, the following has been taken from
1st April 2023 – 20th June 2023 Figures shown in brackets are last years figures

- 1 new full burial (2)
- 0 existing plot full burials (3)
- 2 new cremated remains (2)
- 0 existing plot cremated remains (3)

Operational

4.2

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 were unanswered.

A further e mail was sent to the Audit Manager who replied on 9th May 2023 to say that he would look into his records & get back to us shortly.

There has been no further correspondence to date.

4.3

During the adverse weather in January an area of the cemetery towards the bottom of the tarmac access road flooded & remained waterlogged for 2/3 weeks & complaints were receive from 2 bereaved relatives & the gravedigger who believed the re-occurrence of a leaking Dwr Cymru water pipe was contribution to the situation. Dwr Cymru were contacted to check for any leaks in the area however none were reported back.

There is no drainage system at the cemetery, which normally relies on the natural slope of the land & percolation through the soft landscaping. However, the future proposal to remove the bottom half of the access road from the hammerhead may improve the situation during exceptionally adverse weather. Members agreed to consider bringing this scheme forward to try to improve the situation which will have financial implications for the administration & works on site.

4.4

Complaints have been received that tyre tracks are causing damage to the grass verge adjacent to the hammerhead turning area & it has been requested that a small fence or rocks are placed at the perimeter of the tarmac to prevent vehicles causing a reoccurrence.

Rocks or a small fence would impede grounds maintenance activities & may create a H&S issue, particularly when natural light is poor. The aesthetics of a fence or barrier in the centre of the cemetery may also be something to consider, however aesthetically pleasing bollards or a low box hedge may be preferable. The hedge however would have maintenance implications.

To provide some context, complaints of tyre track on soft landscaping are very rare, however if Members are considering removing the bottom part of the road, some measures (eg bollards or a low hedge to the verge) may have to be considered.

Members agreed on to meet at the cemetery immediately following the AGM to consider the options.

4.5

There have been several incidents of black bags & rubbish left outside the cemetery which has been cleared away by RCC staff. It looks as though it could be a local litter picking group who are depositing the bags but there has been no luck in establishing who may be responsible. Signs regarding Fly Tipping have now been erected at the cemetery entrance.

Financial

4.6

The income & expenditure transactions of the day to day revenue account from 1st April 2023 to 13th June 2023 are as follows:

April

Income: £1383.25

Expenditure: £0

May

Income: £3022.13

Expenditure: £554.98

June

Income: £195.80

Expenditure: £1203.50

Account Balances at 13th June 2023

Current Acc: £32837.26

Reserve Acc: £75291.11

5. 2022 / 203 Annual Accounts

5.1

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

6. 2022 / 2023 Annual Return

6.1

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.

6.2

Members unanimously agreed the Letter of Representation from Walter Hunter

7. 2023 / 2024 Draft Budget

7.1

The Clerk presented the Draft Budget & following a number of questions & comments Members of the Board unanimously approved the Budget.

8. Any Other Urgent Business

8.1

Cllr N Tarr agreed to provide a copy of the Land Registry Title to the Clerk to ascertain if there may be insurance benefits from being covered by existing Community Council policies.

8.2

Following the Cemetery site meeting however, subject to consultation with members not present it was agreed to approve the removal of the road from the hammerhead to the bottom of the cemetery & also install bollards to the remaining upper section of road & the hammerhead.

8. Date of Next Meeting

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

- Tuesday **12th September 2023**, 7.00pm in Tydu Community Hall
- Tuesday **12th December 2023**, 7.00pm in Graig Community Hall
- Tuesday **2nd April 2024**, 7.00pm in Tydu Community Hall
- Tuesday **25th June 2024** (AGM), 7.00pm in Graig Community Hall

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