

Rogerstone & Bassaleg Joint Burial Board

Minutes of the Burial Board Annual General Meeting

Monday 7th June 2021

Held at Graig Community Hall, Cowshed Lane Bassaleg NP108HZ

Present:

Cllr John Harris (G) Chair, Cllr Stewart Jones (R), Cllr Yvonne Forsey (R), Cllr Sally Mlewa (R), Cllr K Sayer (G), Cllr Stephen Bowen (R), Cllr N Tarr, Cllr R Caston (G)

Apologies

Cllr Kath Hopkins (R)

Members were advised of the resignation of Cllr Lisa Hearn from Rogerstone Community Council because of work commitments, therefore a replacement will be confirmed in due course.

The Cemetery Inspection held prior to the Annual General Meeting was attended by: Cllr S Jones, Cllr J Harris, Cllr Y Forsey, Cllr N Tarr

1. Appointment of Chairperson & Deputy Chairperson

Members unanimously agreed the following appointments:

- Chairperson - Cllr John Harris
- Deputy Chairperson – Cllr Stephen Bowen

The Chairperson thanked Cllr Jones for his Chairmanship during his time in office.

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 the ongoing Employment Tribunal, which advised that Claimant has not provided the

necessary information. The Claimant has therefore has been directed to provide the required information in the prescribed form by 5th July 2021.

3.2

The Clerk advised that Rogerstone Community Council will agree to consider recommendations of the Burial Board in respect of residents discounts & also interments of non-residents towards the end of the financial year when the impact of adopting Newport City Council's fees & charges can be quantified.

Cllr Harris advised that he would confirm the view of Graig Community Council at the next meeting.

4. Clerks Report

4.1

Burials & Memorials

To give Members an indication of demand, the following has been taken from 1st April 2021 – 31st May 2021

- 0 new full burials
- 1 existing plot full burials
- 1 new cremated remains
- 0 existing plot cremated remains
- 1 new memorial

4.2

Operational

Azimuth have provisionally completed the cemetery re-mapping which has enabled an estimation of the number of burial plots currently available & potential burial plots to be made. The information has been received electronically (previously circulated to Members) but hard copies of the survey to enable final checks to be made has not yet been received pending a dispute over costs.

There is an ongoing dispute with Trikon Solutions of an unpaid invoice for £612.64 which is for an alleged waste 26 disposal bin deliveries from August 2019.

The documentation which the Burial Board has is very limited, however since January 2020 there is sufficient evidence to robustly defend the Boards position. The case is ongoing.

An application has been made by Graig Community Council to Newport City Council to determine a request for equal representation on the Burial Board. Newport City Council have agreed to process this & will respond in due course

The cemetery gates have now been repainted & new advisory signage in place..

There will be a need to reinstate the boundary hedge where the laurel tree was removed to create existing capacity. This will be undertaken at the appropriate time of year for planting & a separate cost will be agreed.

Rogerstone Community Centre staff continue to attend site once a week to check for litter & empty the bins. Whilst on site they also undertake any minor maintenance required.

The new procedure for Statutory Declarations in respect of transfer of Exclusive Right of Burial has been implemented & continues to operate satisfactorily.

Graig Community Council & Rogerstone Community Council have approved the permanent appointment of the Clerk to Rogerstone Community Council as Clerk to the Burial Board as recommended by the Burial Board.

The duties will no longer be a separate job & will be incorporated into the Clerk to Rogerstone Community Council's job from 1st June 2021. with Rogerstone Community Council becoming the Employer from 1st June 2021 also.

The Clerk reported on the Burial Boards Standing Orders & Financial Regulations which are now dated & inappropriate, in particular in respect of electronic payments which the Board have adopted. It does not seem necessary for the Board to have separate Standing Orders & Financial Regulations, therefore as Rogerstone Community Council have agreed to become the Clerks employer it would be a practical solution to adopt Rogerstone Community Council's Standing Orders & Financial Regulations for the Boards activities.

Rogerstone Community Council are happy to facilitate this & Cllr Harris will report back to Graig Community Council & confirm the position the next Burial Board meeting.

4.3 Financial

The income & expenditure account transactions for 1st April 2021 to 31st May 2021 are as follows:

April

Income: £661.69

Expenditure: £403.31

May

Income: £635.53

Expenditure: £1499.30

Account Balances at 31st May 2021

Current Acc: £13,365.909

Reserve Acc: £75,004.27

The 2020 / 2021 Accounts & Annual Return information has been returned from the Burial Boards appointed Accountant (Walter Hunter Ltd) for Members consideration.

5. 2020 / 2021 Annual Accounts

The Clerk presented the Annual Accounts & following a number of queries & comments, Members of the Board unanimously approved the Annual Accounts.

6. 2020 / 2021 Annual Return

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. 2021 / 2022 Draft Budget

The Clerk presented the Draft Budget & explained that as the interment demand is unpredictable & a new scale of fees & charges has been adopted, the Draft Budget is an estimate at this point in time, therefore will no doubt vary. Following a number of questions & comments, Members unanimously adopted the Budget Estimate.

8. Any Other Business

Following the earlier cemetery inspection, the condition of some of the benches were discussed. It was agreed that any potentially unsafe benches should be removed following efforts to contact the sponsors of the bench.

It was agreed that a standard bench would be adopted for uniformity & a notice would be posted advising that relatives of anyone interred at the cemetery could sponsor a bench as a memorial, subject to the wording on the dedication plaque being agreed by the board.

7. Date of Next Meeting

Monday 20th September 2021 at 7.00pm in Tydu Community Hall