

ROGERSTONE AND BASSALEG JOINT BURIAL BOARD

Minutes from the Rogerstone and Bassaleg Joint Burial Board meeting held at the Ty Du Community Centre, Welfare Grounds, Rogerstone NP10 9EQ at 7.00pm on Tuesday 24th June 2025.

Present: Cllr A Hobbs (R), Cllr S Bowen (R), Cllr D Mlewa (R), Cllr S Jones,

Via Zoom – Cllr N Tarr (G), 1 member of the public

Apologies: Cllr R Lloyd (R),

Absent: Cllr G Foley (G), Cllr J Harris (G), Cllr D Williams (G)

1: Apologies for Absence

Absences and apologies were confirmed. Board members again raised their concerns regarding the lack of representation from the Graig ward. The Clerk confirmed that she had not received any communication from those councillors not present. It was agreed that the Chairperson would continue to raise this as a concern during future Graig Community Council meetings.

2: Appointment of Chairperson & Deputy Chairperson for the 2025/26 Financial Year

Following approval from Board members, Cllr A Hobbs was appointed as Chairperson for the next financial year. Two nominations were received for the position of Vice Chairperson, and after a vote by those Board members present, Cllr S Jones was appointed as Vice Chairperson.

Cllr Hobbs thanked the Cllr Tarr for his involvement and support and continued contribution whilst Chairing the Burial Board for the year prior. Members also showed their appreciation. Cllr Tarr who in turn thanked those involved for their support.

3: To confirm the minutes of the meeting dated 11th March 2025

No amendments or additions were requested by members and the minutes were declared a true and accurate reflection of the meeting.

4: To consider matters arising from the minutes

It was confirmed that there were no matters arising from the minutes of the December meeting.

5: Clerk's Report

5.1: Burials

The Clerk confirmed activities for the period 01 March 2025 – 18th June 2025 Inclusive were as follows:

5 full new burial (2 of which were pre-purchased plots)

1 existing plot full burials

3 new cremated remains (same plot)

0 existing plot cremated remains

7 Transfer of Exclusive Right of Burial

10 memorials had been approved.

5.2: Operational

5.2.1

It was confirmed that the Burial Board had fully complied to Wales Audit's request for a back dated full audit (2022-2023), and that all relevant documentation had been submitted in line with Wales Audit requirements. The Clerk confirmed that she had not received any feedback but would share this at the next Board meeting where appropriate.

5.2.2

The Board were advised that maintenance works carried out in 2023/24 had paid dividends and no flooding had been experienced through the Winter and Spring periods.

5.2.3

It was confirmed that the maintenance contract had been renewed with DH & SJ Preece following agreement during the March 25 Board meeting. The cemetery remained well kept and an on-going review of maintenance requirements would continue to ensure that the cemetery was maintained to the high standard expected.

5.2.4

The Clerk shared positive feedback received from customers and Business partners, in terms of both the aesthetics of the cemetery and the administration.

5.3: Financial

The income & expenditure transactions of the day-to-day revenue account from

1st April 2025 to 18th June 2025 were as follows:

April

Income: £1,379.47

Expenditure: £ 505.23

May

Income: £ 144.11

Expenditure: £ 255.50

June (as at 18/06/2025)

Income: £3,742.41

Expenditure: £945.17

Account Balances as at 18th June 2025

Community Account: £41,078.13

Reserve Account (Instant Access): £79.29

Fixed Term Deposit: £76,250.00

The Clerk confirmed that the Fixed Term Deposit account was due to mature in October 2025. The Board requested that the Clerk reinvests this money in a suitable high interest account upon maturity.

6: Accounts - 2024/25

6.1

Following several questions and satisfactory responses, members were pleased to see positive accounts and approved accordingly.

6.2

Members advised that the Clerk should ensure that all Business expenses incurred should be offset by the Burial Board, especially in relation the provision of a mobile contract which covered sufficient data to enable mobile “hot spotting” where wifi provision was not available.

7: Annual Return 2024/25

7.1

The annual return was presented to members. A number of questions were asked, which were answered to the satisfaction of the Board, so the Annual Return was unanimously approved.

7.2

The Clerk agreed to submit the Annual Return in accordance with the Wales Audit timescales.

8: Any Other Urgent Business

No additional business matters were raised.

9: Dates of Future Meetings

It was agreed that future meetings venues / dates would be held at 7pm as follows:

| Date | Venue |
|------------------------------|----------------------------------|
| Tuesday 30th September 2025 | Graig Community Centre, Bassaleg |
| Tuesday 6th January 2026 | Ty Du Community Hall, Rogerstone |
| Tuesday 17th March 2026 | Graig Community Centre, Bassaleg |
| Tuesday 23rd June 2026 (AGM) | Ty Du Community Hall, Rogerstone |

It was noted that the meeting usually scheduled for the December would be pushed back to the first full week in January to assist with member attendance.

The Chairperson again thanked Cllr Tarr for his support and attendance and thanked the Clerk for her work.

Meeting closed.

