**Rogerstone & Bassaleg Joint Burial Board**

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

**Tuesday 17th September 2024**

**Held at Graig Community Centre, Cowshed Lane, Bassaleg, NP10 8HZ**

**Present:**

Cllr A Hobbs (R), Cllr R Lloyd (R), Cllr N Tarr (G), Cllr S Bowen (R), Cllr S Jones (R), Cllr J Harris (G), C Atyeo (Clerk RCC)

**Apologies:** Cllr D Mlewa (R),

**Absent:** Cllr K Sayer (G), Cllr P Appleton (G), N Upham (R)

**1: Apologies for Absence**

It was confirmed that Cllr D Mlewa had given his apologies for absence. No members had chosen to join by Zoom and no further apologies had been received.

**2: To Confirm the Minutes of the meeting 25th June 2024**

No amendment requests were made and the minutes were agreed as a true record of the meeting.

**3: Matters Arising from the Minutes**

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

**4: Clerks Report.**

**4.1 Burials**

To give Members an indication of demand, the following were taken from 14 June 2024 – 31 August 2024.

* 0 full new burial
* 2 existing plot full burials
* 1 new cremated remains
* 1 existing plot cremated remains (placed into a grave plot)

In addition, 2 new memorials had been placed in the cemetery during this period.

**4.2 Operational**

**4.2.1**

The issues with Wales Audit with regards to Audits received and payment requests remain (as discussed in the 2023 AGM). An initial response had been received by CA, and a full update was provided under agenda item 5.

**4.2.2**

The Clerk to the Burial Board updated the board on the ongoing maintenance plans for the cemetery which included the proposal to trim hedges / trees in preparation for the winter period. The proposals were well received by members

4**.2.3**

A second quote had been requested to stain the new low level barrier fence erected at the cemetery. The Clerk confirmed that a further quote was being obtained with the view to this work being completed before the winter period.

**4.2.4**

Members were advised on the placement of a new memorial bench.

**4.2.5**

Members were advised on authorised removal of a damaged bench, following successful contact with the owners.

**4.2.6**

 The Clerk advised of the proposed removal of another damaged bench. The owners of the bench could not be traced so relevant signage had been placed on it encouraging the owners to make contact as well as advising others that the bench is unsafe. It was agreed that, due to the age of the bench and its condition being unsafe, the bench will be removed post 15th October 2024.

**4.3: Financial**

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

15 June 2024 to 31 August 2024 were as follows:

**June (15/6/24 – 30/6/24)**

Income: £0

Expenditure: £1,032.50

**July**

Income: £1,081.65

Expenditure: £2,217.42

**August**

Income: £2,768.48

Expenditure: £534.97

**Account Balances as at 31 August 2024**

Current Account: £28,016.28

Reserve Account: £78.66

Fixed Rate Savings Account: £76,250.00

No questions were raised by the Board.

**5: Update on Complaint made to Wales Audit**

CA provided members with an update on the thirteen-page complaint investigation report completed off the back of the complaint made to Wales Audit. CA confirmed the five points of complaint and detailed the findings of the investigating officer. CA also explained the complaints procedure for Wales Audit.

Members asked a number of questions around the findings which were answered to their satisfaction. It was agreed that the Board would await the recommendations from the Director of Corporate Services, off the back of the investigation and would then decide what further action would need to be taken to resolve the ongoing issues.

**6.**  **Any Other Urgent Business.**

**6.1**: It was agreed that the date for the next meeting would be brought forward to Tuesday 3rd December 2024. This meeting would be held at Ty Du Community Hall, Welfare Grounds, Rogerstone.

**6.2**: NT asked whether the existing complaints handling process for the Burial Board was fit for purpose. Members agree that the existing process was effective and no change in process was required.

**Meeting Closed.**