**Rogerstone & Bassaleg Joint Burial Board**

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

**Tuesday 25th June 2024**

**Held at Tydu Community Hall, Welfare Grounds, Tregwilym Road, Rogerstone NP10 9EQ & also remote attendance option via Zoom**

**Present:**

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

**Apologies:** -

**Absent:**

Cllr K Sayer (G), Cllr J Harris (G), Cllr P Appleton (G)

**1: Apologies for Absence**

It was confirmed that no apologies had been received and no attendees had chosen to join by Zoom

**2: Appointment of Chairperson & Deputy Chairperson**

**2.1**

The Board thanked Cllr A Hobbs for her time as Chairperson and voted in favour of Cllr N Tarr presiding as Chairperson and Cllr SBowen as Deputy Chairperson.

**2.2**

Cllr Hobbs thanked C Atyeo for his time as Clerk to the Burial Board and confirmed that N Goodfellow would now provide the necessary representation as Clerk during future meetings.

**3: To Confirm the Minutes of the meeting 2nd April 2024**

**3.1**

A request for an amendment to the wording in 2.1 of the minutes was requested.

**3.2**

Subject to the amendment (3.1), the minutes were agreed as a true record of the meeting.

**4: Matters Arising from the Minutes**

**4.1**

It was confirmed that 2.2 was still outstanding and a formal complaint had been raised with Wales Audit. We were still awaiting a formal response.

**4.2**

With reference to 3.2 it was agreed that the Burial Board Clerk would monitor the situation with the ongoing issues relating to the water main that runs near the cemetery. It was acknowledged that Welsh Water have, to date, been very responsive to resolving leaks in a timely manner.

**4.3**

Reserve account options were to be discussed as part of agenda item 8 of the meeting.

**5: Clerks Report.**

**5.1 Burials**

To give Members an indication of demand, the following has been taken from 1st April 2024 – 13th June 2024. Figures shown in brackets are last year’s figures 1st April 2023 - 20th June 2023)

* 0 full new burial (1)
* 2 existing plot full burials (0)
* 2 new cremated remains (same plot) (2)
* 0 existing plot cremated remains (0)

1 transfer of Exclusive Right of Burial has also taken place, along with 3 memorials.

**5.2 Operational**

**5.2.1**

The administration of the cemetery has now transitioned to the new Burial Board Clerk.

**5.2.2**

The issues with Wales Audit with regards to Audits received and payment requests remain (as discussed in the 2023 AGM).

Wales Audit had been chased for an explanation several times, and a complaint had been registered in June 2024 by CA from which we await an outcome.

**5.2.3**

The maintenance works have now been completed and it appears that drainage issues may have been resolved (though we haven’t experienced heavy rainfall to fully test this). The newly seeded grass seems to have taken well, and further maintenance has been carried out to ensure that “where old meets new” in terms of the grass, looks neat and tidy.

Instruction had been given to remove the bushes that previously ran along the remembrance garden, as now the layout of the cemetery has changed, this serves no purpose. Its removal will create further room for further plots.

**5.2.4**

The dissatisfaction caused by the drainage issues at the cemetery appear to have been resolved, subject to adverse rain / weather conditions proving otherwise.

A new bench / plinth is also in the throes of being constructed.

**5.2.5**

The new recycling requirements from Newport City Council have impact the cemetery in terms of waste disposal and these costs have already been reflected in the 24/25 budget.

**5.3 : Financial**

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

1st April 2024 to 13th June 2023 are as follows:

**April**

Income: £890.04

Expenditure: £10,271.81 (£8,662.50 of this was carried over for Ground Maintenance and £418.99 for the purchase of the Clerk’s Computer)

**May**

Income: £1548.18

Expenditure: £7412.50 (£7077.50 of this was carried over for Ground Maintenance)

**June** (as at 15/06/2024)

Income: £1479.68

Expenditure: £897.69

Account Balances as at 15th June 2024

Current Account: £27,951.04

Reserve Account: £76,199.59

No questions were raised by the Board.

**6: Approval of 2023/24 Accounts**

**6.1**

It was confirmed that the financial investment for the ground works in 2023/24 were successful in terms of the aesthetics and general development of the facility.

**6.2**

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

**7: Annual Return**

**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: Consideration of Investment Report Proposal**

**8.1**

The investment proposals were considered by the Board, and having considered the associated risk factors, it was unanimously agreed that the Clerk was given authority to move £70k from the reserve fund into a high interest account (Equal to or above 4%), for an investment term of 5 years. If a suitable account could not be found, then the Clerk would present proposals back to the Board during the next meeting.

**8.2**

It was unanimously agreed that the Clerk would look at the options available for moving the current account to an interest baring account and if such account was available, the Clerk was given authority to switch the account accordingly.

**9: Any Other Urgent Business.**

**9.1.**

It was agreed that the long-term strategies which has been developed for the management of the cemetery is now positive and sustainable. Newport City Council have still not responded to the Board’s request(s) to consider terms for transferring the service. Therefore, following a full discussion, members do not wish to consider transferring the service and unanimously agreed to retain managing the cemetery in-house.

**10: Dates for Future Meetings:**

Dates for future meetings were agreed as follows:

Tuesday 17th September 2024 – Graig Community Centre

Tuesday 10th December 2024 – Ty Du Community Hall Rogerstone

Tuesday 11th March 2025 – Graig Community Centre

Tuesday 24th June 2025 AGM – Ty Du Community Hall, Rogerstone

Hybrid facilities vis laptop would be made available for these meetings.

**Meeting Closed.**