

Rogerstone & Bassaleg Joint Burial Board

Minutes of the Burial Board Annual General Meeting

Tuesday 12th September 2023

**Held at Tydu Community Hall, Welfare Grounds, Tregwilym Road,
Rogerstone NP109EQ & Also via Zoom Remote Attendance**

Present:

Cllr A Hobbs (R), Cllr N Tarr (G), Cllr S Jones (R), Cllr P Appleton (G), Cllr S Bowen (Zoom) (R),

Apologies

Cllr J Reynolds (R), Cllr J Harris (G), Cllr S Mlewa (R)

Absent

Cllr N Upham (R), Cllr K Sayer (G)

1. Minutes of the Last Meeting

The minutes were agreed as a true record.

2. Matters Arising

2.1

The Clerk reported that correspondence has been received on 5th September 2023 from Wales Audit saying that a Full Audit is required for 2022 / 2023. The Clerk advised that all Community Councils are given notice of when a full audit is required, but cannot see that the Burial Board has been identified in a schedule of audits that Community Council have been issued which enables them to prepare for the full audit in advance.

There has still been no response to the Burial Boards numerous e mails to Wales Audit asking why 2019 / 2020 & 2021 / 2022 Audits have not been completed, despite submitting the audit information on time & answering all queries raised satisfactorily. Following Deryck Evan`s e mail of 9th May 2023 promising to look into the matter & get back to the Burial Board `shortly`, there has still been no reply.

Members discussed the poor service received from Wales Audit & agreed that it was unacceptable not to give notice of a full audit & subsequently advise of the requirement 6 months after the end of the financial year.

3. Residents Cemetery Fees Discount

3.1

Members discussed the current financial position & agreed that there would be no alterations to the current discount at present, but the position would be reviewed annually at the AGM.

4. Clerks Report

4.1 Burials

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

- 3 new full burial (2)
- 4 existing plot full burials (6)
- 2 new cremated remains (2)
- 0 existing plot cremated remains (3)

4.2 Operational

2.1

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.

Further correspondence requesting a Full Audit for 2022 / 2023 was discussed earlier in the minutes under matters arising.

2.2

Following a tender exercise, a contractor has been appointed to remove the road to the rear of the cemetery & reinstate with subsoil & topsoil. A timber post & rail fence has been included in the tender to prevent cars driving over existing graves or parking too close.

The tender has been extended to include cutting back the vegetation to the rear of the cemetery & moving the existing fence line back towards the small watercourse,

which will improve the aesthetics of the cemetery & possibly yield additional burial plots.

The works will be undertaken in two phases with the fence line works commencing in October / November 2023 & the road removal / reinstatement in February / March 2024.

2.3

Members may be pleased to hear that we have received a number of positive comments complimenting the Burial Board on the maintenance & upkeep of the cemetery. There has also been a number of requests to pre-book cemetery plots which have been declined & the reasoning behind the decision explained

2.4

There have been several incidents of black bags & rubbish left outside the cemetery which has been cleared away by RCC staff. However, since signs regarding Fly Tipping were erected at the cemetery entrance the practice has now discontinued

4.3 Financial

3.1

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

June

Income: £1326.54

Expenditure: £1366.00

July

Income: £6764.13

Expenditure: £1146.14

August

Income: £4338.50

Expenditure: £1138.78

Account Balances at 1st September 2023

Current Acc: £42,623.21

Reserve Acc: £75,398.00

NB

The Clerks salary will be one end of year transfer to Rogerstone Community Council payroll.

5. Any Other Urgent Business

5.1

There was no urgent business discussed.

8. Date of Next Meeting

The programme of meetings for the year was agreed as follows:

- 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.