

Rogerstone & Bassaleg Joint Burial Board

Minutes of the Burial Board Annual General Meeting

Tuesday 30th January 2024

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

Present:

Cllr A Hobbs (R), Cllr N Tarr (Zoom) (G), Cllr S Jones (R), Cllr S Bowen (R), Cllr J Harris (G)

Apologies

Cllr J Reynolds (R), Cllr P Appleton (G),

Absent

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

Members of the Burial Board spoke of the sad passing of Cllr Sally Mlewa & opened the meeting with one minutes silence. Sally had been a member of the Burial Board & also Chair of Rogerstone Community Council for many years.

1. FUTURE ADMINISTRATION ARRANGEMENTS

1.1 Background

The Clerk to the Council of Rogerstone Community Council has received approval for Flexible Retirement in respect of reducing his hours in accordance with Newport City Councils relevant policy.

This will mean that the Clerk to the Council will no longer undertake the role of Clerk to the Joint Burial Board as from 1st April 2024

1.2

The Clerk to the Joint Burial Board commenced the role following the unexpected resignation of the former Clerk in January 2020 on a temporary basis which was subsequently made permanent.

The previous Clerk was employed by Graig Community Council but operated independently to support the Joint Burial Board at a salary of SCP 26 for 5.25 hrs per week.

The Joint Burial Board considered the available options to employ a new Clerk & agreed that the role would no longer be independent & would be part of the organisation structure of the employing Council. The role was offered to the Clerk to the Council of Rogerstone Community Council on his existing salary scale of SCP 39 but the hours were reduced to 4 per week so that the annual costs were not increased. The increased SCP rate also reflected the strategic remodelling of the service expertise which Members felt was necessary at the time.

1.3

The Job description was amended accordingly & is summarised below:

Clerk to the Joint Burial Board

The Clerk to the Joint Burial Board is the Proper Officer of the Board & is under a statutory duty to take responsibility for all functions & in particular, to serve or issue all notifications required by law.

To ensure compliance with Standing Orders & Financial Regulations

To be responsible for ensuring the instructions of the Board are carried out & is expected to provide the information required for Members make effective decisions.

To be accountable for the management of all resources along with the careful administration of the Boards finances.

Members agreed that strategic remodelling & modernisation of the service has now been undertaken & mapped out, however there is still ongoing refinement of the service necessary to further develop & improve the service.

1.4 Options Considered

Members considered a number of arrangements for the management & administration of the Joint Burial Board service & stressed that any proposed arrangements should ensure that the service remains robust & sustainable.

1.5

Members considered the following options for the ongoing administration of the service, with a view to not exceeding the current cost if possible. The options considered included the following:

- Appoint a Clerk on the same SCP 39 for 4 hrs per week to be independently accountable to the Burial Board
- Appoint a Clerk on SCP 28 for 5 hrs per week to be independently accountable to the Burial Board
- Appoint a Clerk on the previous SCP 26 for 5.25 hrs per week to be independently accountable to the Burial Board
- Appoint a Clerk on SCP 26 for 4 hrs per week to be accountable to the Burial Board for the delivery of the service & to be pastorally responsible to the Clerk to Rogerstone Community Council (no addition hours but increase grade by 2 Scp`s to reflect additional responsibility)

- Approach Newport City Council to administer the service on behalf of the Joint Burial Board
- Approach Newport City Council with a view to transferring the service (including all assets) to the City Council

1.6

Members discussed the benefits & disadvantages of transferring the service to Newport City Council & agreed that this option would be considered further. However, Members agreed that it is still imperative that a new Clerk to the Burial Board is appointed to provide continuity as Newport City Council have said that whilst they would consider a transfer, there are no quick routes to acquisition.

1.7

Following further discussion, Members agreed

The Burial Board will advertise the post of Clerk to the Joint Burial Board on the basis of Scp 26 for an average of 4 hours per week, the Clerk will be responsible to the Burial Board for the operational administration of the Cemetery Service & pastorally accountable to the Clerk to Rogerstone Community Council for the strategic direction, professional standards & compliance. The post will have a probationary review at 6 months, extended to 12 months if necessary.

The Clerk to Rogerstone Community Council will not be remunerated in terms of time for this additional responsibility but will have the current Scp39 grade increased by 2 Scp`s to reflect this additional responsibility, which will include leading negotiations with Newport City Council to consider terms for incorporating the service with Newport City Councils Cemetery Service.

2. RECRUITMENT

2.1

Members agreed an appointment panel with delegated responsibility to appoint comprising of:

Cllr Anita Hobbs

Cllr Stephen Bowen

Cllr John Harris

3. ANY OTHER BUSINESS

3.1 2024 / 2025 Cemetery Fees

Members agreed to increase 2024 / 2025 cemetery fees in line with Newport City Council`s cemetery fee increase, when finalised.

