

ROGERSTONE & BASSALEG JOINT BURIAL BOARD

Minutes of the Annual General Meeting

7pm – Tuesday 23rd June 2026

Held at Tydu Community Hall, Welfare Grounds, Tregwilym Road, Rogerstone, NP10 9EQ.

Meeting started: 19:00 hrs

Attendees: Cllr A Hobbs (R / Chair), Cllr S Jones (R /Vice Chair), Cllr N Tarr (G), Cllr R Lloyd (R), Cllr D Mlewa (R), Cllr C Larcombe (R), Cllr J Watts (G)

The chair welcomed those present

1: Apologies were received from Cllr S Bowen (R), Cllr G Folley (R), Cllr G Morris (G), Cllr D Williams (G)

Absent : Cllr J Harris (G)

2: Appointment of Chairperson / Deputy Chairperson

A member requested that Cllr Hobbs would consider standing as Chairperson for another year. Cllr Hobbs agreed to stand. **Proposed:** Cllr Larcombe. **Seconded:** Cllr Watts. **Voted:** Unanimously in favour

Board members were asked for nominations to stand as Deputy Chairperson. Cllr Tarr expressed a wish to do so. **Proposed:** Cllr Hobbs. **Seconded:** Cllr Melwa. **Voted:** Unanimously in favour.

3: To Confirm the minutes of the meeting held 17th March 2026

Members reviewed the minutes and agreed they were an accurate representation of the meeting. Acceptance **Proposed:** Cllr Tarr. **Seconded:** Cllr Lloyd. **Voted:** 5 in favour (2 abstained due to not being present at said meeting)

4: Matters arising from the minutes

The Clerk shared details of costs and content of the “Clerk’s qualification”. It was confirmed that the Certificate in Local Council Administration was a Level 3 qualification and fees amounted to circa £495 registration fee plus £450 plus VAT the initial training course. The Clerk shared that they were completing a number of One Voice Wales free upskill courses as part of the role they undertake with Graig Community Council. They also highlighted that they were qualified to Level 6 equivalent by holding a BA(Hons) degree in Business and a Level 5 Higher National Diploma in

Business and Finance. After discussion, Board Members agreed that the existing Clerk was deemed sufficiently qualified and this was not deemed necessary. It was agreed that this could be revisited at a future date if the Board deemed it to be appropriate.

5: Clerk's Report

5.1 Burials

The Clerk summarised activities for the period 1st April 2026 – 15 June 2026 inclusive:

Burials

0 full new burial

2 existing plot full burials

1 new cremated remains (new plot)

1 cremated remains in burial plot*

0 existing plot cremated remains

1 transfer of Exclusive Right of Burial has also taken place, along with 5 memorials/ additional inscriptions.

1 memorial had bench ordered and delivery / installation was imminent.

5.2 Operational

5.2.1 The issues previously reported with Wales Audit were considered resolved and all overdue invoices had been settled.

5.2.2 A few instances of fly tipping outside of the cemetery had been reported.

Each instance appeared to be domestic rubbish. All instances had been reported to Newport City Council and had promptly been removed.

5.2.3 In line with the feedback from Board Members (via email), permission had been granted for “ancestry” photographs to be taken of the cemetery. Strict guidelines had been given with regards to the requirement to be respectful and times where it would be inappropriate to take photographs.

5.2.4 An instance had been reported where our maintenance team had chipped a Remembrance Garden stone with the mower. S Preece from our Maintenance Team proactively raised the issue with the Clerk and was dealing with this in his usual professional manner. A second instance of a chip on a memorial stone had also been raised and the Clerk had been in liaison with the customer and the incident was being fully investigated and S Preece was in liaison with the Stone Mason to rectify.

5.2.5. The Rogerstone & Bassaleg Burial Board had received notice from Wales Audit that they are subject to a Full Audit for the Financial year 2025 – 2026. The Clerk posted the required notice on the Burial Board notice Board on Monday 15th June 2026 and planned to submit the required documentation in line with Wales Audit requirements.

6. Financial Updates – 1st April 2025 – 31st March 2026

6.1 Annual Returns / Financial Statements had been completed and internally audited by Walter Hunter in line with board approvals. A positive report had been received.

6.2

The income & expenditure transactions of the day-to-day revenue account from 1st April 2026 to 15th June 2026 were:

April

Income: £ 1,437.44

Expenditure: £ 1,306.75

May

Income: £ 00.00

Expenditure: £ 424.25*

*Includes £84.99 for the renewal of the Microsoft package for the Clerk's laptop

June

(as at 15/06/2026)

Income: £ 34.91

Expenditure: £ 968.00**

**Included £798.00 Audit fees (inc vat)

Account Balances at 15 June 2026

Community Account: £52,959.52

Instant Access Account: £ 584.74

Reserve (Fixed Term Deposit) Account: £ 80,000.00***

*** Invested 09 February 2026 - Due to mature 10 August 2026

The Clerk shared the summary of the Financial Statement for the 2025-26 Financial year.

Rationale for discrepancies in comparison to the previous year were explained.

Proposed: Cllr Hobbs. **Seconded:** Cllr Larcombe. **Voted:** Unanimously in favour

7: To Approve the Annual Accounts (2025-26)

The Clerk took Board members through the proposed Annual Accounts. Questions were asked around the content, all of which were explained to the satisfaction of members. The Annual Accounts statement was accepted as an accurate reflection of the Burial Board's activity and was approved for submission to Wales Audit. **Proposed:** Cllr Lloyd. **Seconded:** Cllr Tarr **Voted:** Unanimously in favour. Cllr Hobbs signed the return in her capacity of Chairperson.

8: To Approve the Annual Return (2025-2026)

The Clerk confirmed that the draft of the Annual Return had already been shared with members. The Clerk talked through the submission and answered all questions asked to the satisfaction of members and the Annual Return was accepted as an accurate reflection of the Burial Board's activities and was approved for submission to Wales Audit. **Proposed:** Cllr Lloyd. **Seconded:** Cllr Tarr. **Voted:** Unanimously in favour. Cllr Hobbs signed the Annual Return documents in her capacity of Chairperson.

9: To Agree dates of Future Quarterly Meetings

It was agreed that future meetings would be held at the Tydu Community Hall on the following dates:

Tuesday 29th September 2026

Tuesday 12th January 2027 (delayed due to the Christmas period)

Tuesday 30th March 2027

Tuesday 22nd June 2027(AGM)

10: Any other urgent business (only at the discretion of the Chairperson)

None

Meeting Closed: 19.33 hrs

