

# ROGERSTONE AND BASSALEG JOINT BURIAL BOARD

**Minutes from the Rogerstone and Bassaleg Joint Burial Board meeting held at the Ty Du Community Centre, Welfare Grounds, Rogerstone NP10 9EQ at 7.00pm on Tuesday 6<sup>th</sup> January 2026.**

**Present:** Cllr A Hobbs (R), Cllr S Bowen (R), Cllr D Mlewa (R), Cllr R Lloyd (R), Cllr D Williams (G), Cllr G Foley (R), Cllr S Jones, Cllr N Tarr (G)

**Apologies:** Cllr C Larcombe (R)

**Absent:** Cllr J Harris (G)

The Chairperson welcomed Board members and thanked them for their attendance.

## **1: Apologies for Absence**

Absences and apologies were confirmed. The Clerk confirmed that she had not received any communication from Cllr Harris.

## **2: To confirm the minutes of the Annual General Meeting on Tuesday 30<sup>th</sup> September 2025**

The minutes were declared a true and accurate reflection of the meeting. **Proposed** Cllr Bowen, **Seconded** Cllr Williams.

## **3: To consider matters arising from the minutes**

It was confirmed that there were no matters arising from the minutes of the September meeting. The Clerk confirmed that her actions were detailed in the Clerk's report that would be shared under agenda item 4.

## **4: Clerk's Report**

### **Burials:**

Figures shown for the period 24th September 2025 – 31st December 2025 (inclusive)

1 full new burial

2 existing plot full burials

1 cremated remains (in existing grave plot)

0 existing plot cremated remains

4 Transfer of Exclusive Right of Burial

6 memorials approved.

### **Operational Updates:**

The Clerk shared how there continued to be no feedback to date from Wales Audit on either the back dated full audit (2022-2023), or the 2024/2025 Short Audit submission. The Clerk confirmed she would report back to the Board during the next Board meeting once in receipt of the relevant documentation.

Winter maintenance had been completed during November 2025 which included the cutting back of the large trees and hedgerow, as via email on 22 October 2025.

Other Hedgerow had been cut back and a “top-up” exercise to level and tidy graves that had dropped had been completed. It was confirmed that topped up graves would be seeded once the weather improved. The Clerk gave praise to the Rogerstone Community Council Maintenance team and SJ Preace who had helped to ensure our cemetery remained well attended to. The Clerk also shared positive feedback that had been received from both customers and members of the public regarding the management and upkeep of the cemetery.

Memorial safety was discussed and it was confirmed that it wasn’t considered there were any unsafe structures within the grounds. The Clerk confirmed that moument safety was the primary responsibility of plot owners, but further investigations would be undertaken to ensure that safety was given due diligence. Regular updates would continue to be provided to the Board.

The Clerk shared costings on the potential installation of a Columbarium. It was agreed that no further follow up would be required imminently but costings would be kept in mind and revisited should the Board wish to pursue.

### **Financial Updates:**

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

24th September 2025 – 29th December 2025 were confirmed as follows:

#### **24<sup>th</sup> September – 30<sup>th</sup> September 2025**

Income:       £ 00.00

Expenditure: £ 165.00

#### **October 2025**

Income:       £ 2,577.58

Expenditure: £ 1903.73

**November 2025**

Income: £ 5,129.15 (including £4,284.97 VAT refund)

Expenditure: £ 4.25

**December 2025 (up to and including 29<sup>th</sup> December 2025)**

Income: £ 1,023.64

Expenditure: £ 1,534.67 (Includes £1,530 winter maintenance)

**Account Balances at 29th December 2025**

Community Account: £51,343.98

Commercial Instant Access Account : £80,507.43

It was confirmed that the Fixed Term Deposit of £76,250.00 had delivered a return of £4,108.10 as per the forecast.

The Clerk discussed options for investment, and it was agreed that the Clerk would look to reinvest the Commercial Instant Access Account in the highest return of interest rate within the Lloyds Business portfolio. An update would be provided during the March meeting.

**Year End Accounts / Audit for year ending 31<sup>st</sup> March 2026**

The Clerk was given authority to reappoint Walter Hunter to complete the 25/26 Accounts and audit at a cost of £665 plus VAT. **Proposed** Cllr Tarr. **Seconded** Cllr Bowen.

**Precept proposals - 2025/26.**

Precept charges to Rogerstone and Graig Community Councils were discussed. Precept charges for the previous year were confirmed as

<b>Total Precept 24/25</b>	:	<b>£1903.39</b>
RCC Contribution (@60%)	:	£1142.02
GCC Contribution (@40%)	:	£ 761.36

An uplift of 3% was agreed for 2025/26 as follows:

<b>Total Precept 25/26 :</b>		<b>£1960.49</b>
RCC Contribution (@60%)	:	£1176.29
GCC Contribution (@40%)	:	£ 784.20

It was noted that this increase was below current Consumer Price Index. **Proposed** Cllr Jones. **Seconded** Cllr Tarr. Voted unanimously in favour.

The Clerk confirmed she would subsequently invoice both Councils accordingly.

**5: Any other urgent business (at the discretion of the Chairperson)**

No other urgent business was discussed.

It was confirmed that the date of the next meeting would be Tuesday 17<sup>th</sup> March 2026

**Meeting closed 19:46 hours**