

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 30th September 2025.

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 C Larcombe (R),

Apologies: Cllr S Jones

Absent: Cllr J Harris (G), Cllr N Tarr (G)

1: Apologies for Absence

Absences and apologies were confirmed. The Clerk confirmed that she had not received any communication from those councillors not present.

2: To confirm the minutes of the Annual General Meeting on Tuesday 24th June 2025

It was requested that attendance was updated to reflect those in attendance in person and those in attendance remotely via Zoom. The minutes were declared a true and accurate reflection of the meeting. Proposed Cllr Bowen, Seconded Cllr Mlewa.

3: To consider matters arising from the minutes

It was confirmed that there were no matters arising from the minutes of the June meeting.

4: Clerk's Report

4.1: Burials

The Clerk confirmed activities for the period 19 June 2025 – 23 September 2025 Inclusive were as follows:

3 full new burial

1 existing plot full burial

1 cremated remains in existing grave plot

0 new cremated remains

0 existing plot cremated remains

3 Transfer of Exclusive Right of Burial

3 memorials had been approved.

4.2: Operational

4.2.1

It was confirmed that no feedback had been received from Wales Audit on either the full backdated audit (2022/23) or the short audit submission for 2024/25.

4.2.2

The Board were advised that a water leak outside of the Cemetery (w/c 25 August 2025) had been swiftly reported to Welsh Water. Prompt repairs to a faulty valve meant the case was closed on 8th September 2025 and no damage was experienced within the cemetery. The Clerk praised Welsh Water for their efficiency in dealing with the matter.

4.2.3

The Clerk brought attention to a grave owner raising concerns over vandalism to tributes left for their loved one. It was confirmed that subsequent discussions with the grave owner suggested the actions were targeted as opposed to general vandalism and that no other vandalism issues had been reported over the last 12 months. The Clerk updated the Board on discussions with the police in terms of the installation of Closed-Circuit Television Cameras (CCTV) and it was agreed that, in line with the advice given by the Police, this would not be pursued.

4.2.4

The Clerk shared an issue experienced at the cemetery where incorrect information had been provided by a Cardiff based funeral director which meant contingencies had to be evoked to ensure the funeral went ahead. Everything had been dealt with, and no further action was required.

4.3: Financial

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

19th June 2025 to 23rd September 2025 were as follows:

19th – 30th June 2025

Income: £ 844,18

Expenditure: £ 65.00

July 2025

Income: £ 1,553.67

Expenditure: £ 169.25

August 2025

Income: £ 707.35

Expenditure: £ 1,940.42 (Included Rogerstone CC Invoice for Clerk Salary and Maintenance)

1st – 23rd September 2025

Income: £ 4,481.85

Expenditure: £ 169.25

Account Balances as at 23rd September 2025

Community Account: £ 46,221.26

Commercial Instant Access Account: £ 3,414.30*

Fixed Term Deposit Account: £ 76,250.00**

*Includes £3,332.13 interest payment from Fixed term deposit account

** Due to mature 22 October 2025 – Total estimated gross interest for the term of the deposit is expected to be £4,108.10 of which £3,332.13 has already been received.

Options were discussed with regards to the Fixed term Deposit account and all members voted that the Clerk had authority to move the account into a suitable alternative fixed term deposit account upon maturity. The Clerk agreed to update the board on actions taken during the next quarterly meeting.

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

5.1: Instances of fly tipping were discussed by the board. It was confirmed that there didn't appear to be any on-going issues with this, but it was agreed that any instances would be reported to Newport City Council so accurate data / trends could be recorded. (Confirmation received that the set-back entrance to the cemetery is the property of Newport City Council so this would fall within their remit for fly tipping clearance).

5.2: Cllr Williams enquired as to whether the provision of a Columbarium was something in future scope for the cemetery. The Clerk agreed to look into the associated costs and processes should this be something the board wanted to consider.

5.3: Memorial stone safety was discussed by members. The Clerk agreed to investigate obligations and liability and report back at the next meeting.

Meeting closed