

ROGERSTONE AND BASSALEG JOINT BURIAL BOARD

Minutes from the Rogerstone and Bassaleg Joint Burial Board meeting held at the Cricket Pavilion, Welfare Grounds, Rogerstone NP10 9EQ at 7.00pm on Tuesday 11th March 2025.

Present: Cllr A Hobbs (R), Cllr R Lloyd (R), Cllr N Tarr (G), Cllr S Bowen (R), Cllr D Mlewa (R), Cllr J Harris (G)

Apologies: Cllr K Sayer (G),

Absent: Cllr P Appleton (G), Cllr S Jones,

1: Apologies for Absence

Absences and apologies were confirmed. No members had requested remote access via Zoom. Board members raised their concerns again regarding the lack of representation from the Graig ward. It was agreed that the Chairperson would raise this as a concern during the next Graig Community Council meeting.

Board members showed the appreciation for Rogerstone Cricket Club allowing the use of their facilities for the meeting.

Members held a minute's silence in respect of Neil Upham who had sadly passed away. Members expressed their condolences to family members and friends.

2: To confirm the minutes of the meeting dated 3rd December 2024

The Clerk confirmed an amendment to the draft minutes from December's meeting being recorded as a general meeting as opposed to an Annual General Meeting. No amendments or additions were requested by members and the minutes were declared a true and accurate reflection of the meeting.

3. To consider matters arising from the minutes

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

4: Clerk's Report

The Clerk confirmed that for the period 1st December 2024 to 28th February 2025 services had been used as follows:

- 2 full new burial (1 pre purchased)
- 2 existing plot full burials
- 1 cremated remains

2 memorials had also been approved.

The Clerk confirmed that following the outcome of the complaint lodged by the Clerk, a request for a full audit, backdated to the financial year 2022 to 2023 had been received. All required information had subsequently been prepared by the Clerk and submitted to Wales Audit via a secure data link. Further updates would be provided to the Board. It remained the case that no disputed audit invoices had been paid but the money had been accrued. The question of consistent charges was expected to be raised upon any future settlement requests.

The preparations for the Winter period had ensured that the cemetery remained well maintained throughout the Winter period. Despite the number of storms in our area, the drainage had performed well and no flooding has been experienced. Some of the newer graves have experienced “dropping” as would be expected. Some interim action had been taken to attend to these areas, and further review would take place in the Spring. The Clerk confirmed that regular maintenance visits had started again in March 2025.

The cemetery continued to experience occasional issues with visitors placing tributes to their loved ones outside of the permitted areas. These were being dealt with as and when they occurred. The Clerk confirmed that appropriate messaging had been placed on the cemetery notice board, reminding visitors of the requirement to keep tributes within the permitted area.

The Clerk sought approval from the Board to renew the maintenance contract with DH & SJ Preece. The fees were discussed and the Board agreed to continue this relationship for the next financial year.

The Clerk went through the income & expenditure transactions of the day-to-day revenue account for the period 1st December 2024 – 28 February 2025

December 2024

Income: £3,341.96

Expenditure: £1,557.41

(The income figure included the agreed Precept from Rogerstone CC and Graig CC)

January 2025

Income: £1,734.31

Expenditure: £00.00

February

Income: £3372.80

Expenditure: £39.99

Account Balances at 28 February 2025

Current Account: £35,769.03

Reserve Account: £79.06

Fixed Rate Savings Account*: £76,250

*Off the back of the AGM £76,250 was moved into a fixed interest rate account, paying 4.37% interest. This account will mature on 22 October 2025 and it's estimated that the gross interest for the term of the deposit will be £4,108.10

The Clerk advised the Board that cemetery prices were due for review in readiness for the 2025 – 2026 financial year. It was proposed that the charges would increase in line with those proposed by Newport City Council (percentage increase was to be confirmed). The Board gave its approval for this price increase to be replicated, and the Clerk agreed to make the necessary amendments and to circulate the changes from 1st April 2025.

It was confirmed that the Rogerstone & Bassaleg Burial Board Annual General Meeting would be held on 24th June 2025 at 7pm in the Ty Du Community Hall, Rogerstone.

5. Any Other Business

The Clerk was given approval to appoint Walter Hunt to complete the Joint Burial Board Financial returns for the financial year 2024 – 2025.

It was requested by a Board member that page numbers were placed on future reports / minutes. The Clerk agreed to do this with immediate effect.

The Chairperson proposed that the appointment periods for chairing the Joint Burial Board were extended. This was rejected by Board members, and it was agreed that the existing arrangement (2 years Rogerstone CC representative / 1 year Graig CC representative) would remain.

Meeting closed.