

CREWKERNE & WEST CREWKERNE

JOINT BURIAL COMMITTEE

Clerk to the Committee:
Peter Davidson

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Councillors are hereby summoned to attend the Annual Meeting of the Joint Burial Committee to be held in the Chapel, Townsend Cemetery, Mount Pleasant on **Tuesday 6 June 2017 at 6.45p.m*** for the purpose of transacting the following business:

*Please note the annual inspection tour of the cemetery by the Committee will start **at 6.15pm** prior to the commencement of the meeting

AGENDA

- 1. To elect a Chairman**
- 2. Report from the retiring Chairman**
- 3. To elect the Vice Chairman**
- 4. To note apologies for absence**
- 5. Open Forum:** public participation session
- 6. To approve the minutes** of the meeting held on 4 April 2017
- 7. Declarations of interest**
- 8. The Clerk's update report** for consideration
- 9. To confirm matters raised during the Committee's Annual Cemetery Inspection**
- 10. Lodge inspection:** to receive a report from the recent inspection of the lodge.
- 11. To consider the Action Plan** prepared by the Clerk
- 12. Financial Matters for consideration:**
 - a) Risk Management: to approve the draft update to the Financial Risk Register.
 - b) Financial Regulations: to approve the amended Financial Regulations.
 - c) Internal audit and review of Financial Controls: to note the outcome of the review of internal financial controls by the Internal Auditor.
 - d) To formally approve the internally audited accounts for 2016/17.
 - e) To approve the Annual Return for year ending 31 March 2017:
 - (i) Section 1: to approve the Annual Governance Statement
 - (ii) Section 2: to approve the Accounting Statement
 - (iii) Section 4: to receive the Internal Auditors completed form
 - (iv) To authorise the signature of the Chairman and Clerk to the JBC
 - f) To approve the following payments:

Cheque	Net	VAT	Total	Payee	Purpose
000022	£50.00		£50.00	CTC	Office rent
000023	£233.48	£46.70	£280.18	Darkin Miller	Internal audit
000024	£6072.62	£933.16	£7005.78	CTC	Reimbursement to CTC for period: 1 April – 31 May 2017

- g) To report the bank reconciliation for April has been completed.
- h) To consider the Receipts and Payments Variance reports as at 31 May.
- i) To confirm councillor bank signatories.
- j) To appoint a councillor to check the accounts for payment and bank reconciliations prior to each meeting.

...continued

The Annual Meeting of the Joint Burial Committee on Tuesday 6 June 2017 Agenda continued.....

- 13. To consider the following works in the chapel:**
 - install improved lighting in the chapel and chapel alcove
 - install additional plug sockets
 - remove the existing heaters and replace with modern infrared heaters
- 14. To approve the applications, transfers and memorials received.**
- 15. To confirm the date for the 2017 Open Day as Sunday 10 September** and to determine the rota.
- 16. To determine the rota for the next Councillors to visit the cemetery.**
- 17. To approve the calendar of dates for committee meetings.**
- 18. Matters of report (for information).**
- 19. Date of the next meeting** - Tuesday 3 October 2017 at 6.45 p.m. in the Council Chambers in the Town Hall, Market Square, Crewkerne.

Peter Davidson
Clerk to the Burial Committee

31 May 2017