

# 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 5 June 2018 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 6pm** 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 10 April 2018
- 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. To consider the Action Plan** prepared by the Clerk
- 11. Financial Matters for consideration:**
  - a) Risk Management: to approve the draft update to the Financial Risk Register.
  - b) To receive the notes from a review of internal financial controls.
  - c) To receive the report from the Internal Auditor.
  - d) To formally approve the internally audited accounts for 2017/18.
  - e) To approve the Annual Return for year ending 31 March 2018:
    - (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:

<b>Cheque</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	<b>Payee</b>	<b>Purpose</b>
000032	£90		£90	ICCM	Annual subscription
000033	£50		£50	CTC	Office rent
000034	£265		£265	A.J.Wakely	Refund
000035	£7148.92	£987.76	£8136.68	CTC	Reimbursement for period: 1 April – 31 May 2018

- 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.

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**The Annual Meeting of the Joint Burial Committee on Tuesday 5 June 2018 Agenda continued.....**

- 12. Cemetery paths:** to consider the layout of new paths in the new section of the cemetery.
- 13. To approve the applications, transfers and memorials received.**
- 14. To confirm the date for the 2018 Open Day as Sunday 9 September** and to determine the rota.
- 15. To determine the rota for the next Councillors to visit the cemetery.**
- 16. To approve the calendar of dates for committee meetings.**
- 17. Matters of report (for information).**
- 18. Date of the next meeting** - Tuesday 9 October 2018 at 6.45 p.m. in the Council Chamber in the Town Hall, Market Square, Crewkerne.

Peter Davidson  
Clerk to the Burial Committee

30 May 2018