

Merton and Sutton Joint Cemetery Board

Membership:

Merton Council

Stan Anderson

Rod Scott (Chair)

Margaret Brierly

Nick Draper

Geraldine Stanford

Sutton Council:

Dave Callaghan (vice-Chair)

Lester Holloway

Roger Thistle

(vacancy)

(vacancy)

A meeting of the Board will be held on:

Date: Thursday 8 November 2011

Time: 19:15

Venue: Committee room E, Merton Civic Centre

Merton and Sutton Joint Cemetery Board

8 November 2011

1. Declarations of interest
2. Apologies for absence
3. Minutes of the meeting held on 14 July 2011 3
4. Budget monitoring 5

To resolve that the public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information relating to the financial and business affairs of particular persons.

5. Entrance improvements and memorial beams
(exempt from publication)

MERTON AND SUTTON JOINT CEMETERY BOARD
14 JULY 2011

(18:30 TO 19:45)

PRESENT: Merton
Councillors Stan Anderson, Margaret Brierly, Rod Scott and
Geraldine Stanford
Sutton
Councillors Dave Callaghan and Roger Thistle
Officers
Mark Robinson (Registrar), Howard Joy (Consultant Surveyor),
Zoe Church (Acting Treasurer), Richard Ladbrook (LBM
Facilities Management), Mark Waldron (Cemetery Supervisor),
Colin Millar (Clerk to the Board)

1 APPOINTMENT OF CHAIR FOR 2011-12 (Agenda item 1)

Councillors Margaret Brierly and Stan Anderson proposed and seconded Councillor Rod Scott. There being no other nominations it was:

RESOLVED: That Councillor Rod Scott is appointed as Chair for the year 2011-12

2 APPOINTMENT OF VICE-CHAIR FOR 2011-12 (Agenda item 1)

Councillors Roger Thistle and Margaret Brierly proposed and seconded Councillor Dave Callaghan. There being no other nominations it was:

RESOLVED: That Councillor Dave Callaghan is appointed as vice-Chair for the year 2011-12

3 DECLARATIONS OF INTEREST (Agenda item 3)

None

4 APOLOGIES FOR ABSENCE (Agenda item 4)

None

5 MINUTES OF THE MEETING HELD ON 5 APRIL 2011 (Agenda item 5)

Officers advised that the extension project was proceeding on time. The required contracts had been agreed with the tenant and English Nature clearance to proceed was expected soon to enable works to commence on 1 August 2011.

RESOLVED: That the minutes of the meeting held on 5 April 2011 are agreed as a correct record.

6 INTERMENT STATISTICS (Agenda item 6)

The report was noted

7 CEMETERY SECTION B – BEARER BEAMS (Agenda item 7)

Officers recommended that the bearer beams be prioritised over the new waiting

MERTON AND SUTTON JOINT CEMETERY BOARD
14 JULY 2011

room.

Members agreed to proceed with design and tender works on the section B beams and to reconsider the position of the waiting room at its 8 November meeting.

RESOLVED: (1) That the Registrar is authorised to undertake design works and seek tenders for the work on section B bearer beams;

(2) That the Registrar is authorised to seek tenders for the entrance works

(3) That the outcome of the tendering is reported to the Board on 8 November 2011 for further consideration by the Board;

(4) That the registrar is delegated authority to spend up to £20,000 on the design and tendering exercise.

8 ANNUAL GOVERNANCE STATEMENT 2010/11 (Agenda item 8)

Members asked officers to clarify what documentation made up the code of corporate governance.

Members asked for the AGS to be clarified in respect of Codes of Conduct and declarations of interest. Members were covered by the Codes of their constituent councils. Declarations in respect of Board business were made, where appropriate, either to the constituent Councils or to the Board.

The Board agreed that the Chair could sign off the AGS subject to clarification on these points.

RESOLVED: (1) That the Annual Governance Statement for 2010-11 is agreed subject to clarification on the points raised being included with the final document.

(2) That the board agrees that the Chair sign the Annual Governance Statement as amended

9 ABSTRACT OF ACCOUNTS 2010/11 (Agenda item 9)

Members discussed the draft accounts with officers and asked that a budget monitoring report be brought to the November meeting.

It was agreed to hold the Annual Meeting between the 21st and 30th June in forthcoming years if a suitable date could be identified.

RESOLVED: (1) To re-appoint Mazars LLP as auditors of the Board to hold office until the conclusion of the next general meeting at which accounts are laid before the board;

(2) That the Board approves the draft accounts for 2010-11 and agrees that the Chair may sign the accounts;

(3) That the Board approves the Annual Audit return for 2010-11 and agrees that the Chair may sign the return;