

# **Merton and Sutton Joint Cemetery Board**

## **Membership:**

### **Merton Council**

Stan Anderson

Rod Scott (Chair)

Margaret Brierly

Nick Draper

Geraldine Stanford

### **Sutton Council:**

Dave Callaghan (Chair)

Malcolm Brown

Stephen Fenwick

Peter Geiringer

Roger Thistle

Roger Roberts (substitute member)

A meeting of the Board will be held on:

**Date: Tuesday 2 October 2012**

**Time: 14:00**

**Venue: Cabinet meeting room 1<sup>st</sup> Floor, Merton Civic Centre**

# **Merton and Sutton Joint Cemetery Board**

## **2 October 2012**

1. Declarations of interest
2. Apologies for absence
3. Minutes of the meeting held on 13 June 2012 3

To resolve that the public are excluded from the meeting for the following item of business as it involves the likely disclosure of exempt information – information relating to the financial and business affairs of the Board.

4. Capital spending and cost – replacement of bearer beams and front entrance works

MERTON AND SUTTON JOINT CEMETERY BOARD  
13 JUNE 2012

(19:15 TO 20:15)

PRESENT: Sutton  
Councillors Malcolm Brown and Dave Callaghan  
Merton  
Councillors Stan Anderson, Margaret Brierly, Gam Gurung and Rod Scott  
Howard Joy (Consultant Surveyor), Zoe Church (Treasurer), Colin Millar (Clerk), Mark Waldron (Cemetery Supervisor), Mark Humphries (Assistant Director Infrastructure and Transactions – LBM), Richard Ladbrook (Project Manager – LBM), Doug Napier (Leisure and Culture Greenspaces Manager – LBM)

1 ELECTION OF CHAIR FOR 2012-113 (Agenda item 1)  
RESOLVED: That Councillor Dave Callaghan be elected as Chair for 2012-13

2 DECLARATIONS OF INTEREST (Agenda item 2)

None were made

3 APOLOGIES FOR ABSENCE (Agenda item 3)

Councillors Geraldine Stanford (Merton) and Roger Thistle (Sutton)

4 ELECTION OF VICE-CHAIR FOR 2012-13 (Agenda item 4)

RESOLVED: That Councillor Geraldine Stanford be elected as vice-chair (subject to acceptance)

5 MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2012 (Agenda item 5)

Doug Napier updated the meeting on the staffing position. The reduction of a supervisory post had been withdrawn. The 1 team concept was still being pursued and would be reported to a future meeting.

RESOLVED: That the minutes of the meeting held on 7 February are agreed as a correct record.

6 ANNUAL GOVERNANCE STATEMENT 2011-12 (Agenda item 6)

The membership numbers shown at paragraph 3.2 needed to be corrected. Each constituent council has 5 seats on the board.

RESOLVED: That the Annual Governance Statement is agreed.

7 ABSTRACT OF ACCOUNTS 2011-12 (Agenda item 7)

RESOLVED: (1) That the Board 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;

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- (2) That the Draft Accounts are approved;
- (3) That the risk register is agreed; and
- (4) That the annual audit return for 2011-12 is approved.

8 INTERMENT STATISTICS (Agenda item 8)

NOTED

9 FRONT ENTRANCE IMPROVEMENTS AND BEARER BEAMS  
INSTALLATION (Agenda item 9)

RESOLVED: (1) That the Board agrees to defer the start date of the front entrance improvements and bearer beams installation until the final costs of the cemetery extension have been confirmed and agreed.

(2) The Board agrees to retender for the project in July 2012.

EXCLUSION OF THE PUBLIC

That the public are excluded from the meeting for the following item of business on the grounds that it discloses information relating to the financial and business affairs of the board.

10 CAPITAL SPENDING AND COST (Agenda item 10)

Noted that a further paper would be brought to the Board at a future meeting.