

COLBURN, HIPSWELL AND SCOTTON JOINT BURIAL AUTHORITY

Minutes of the Annual Meeting of Colburn, Hipswell and Scotton Joint Burial Authority Held via Zoom Video Conferencing on Tuesday 25th May 2021

The Chair opened the meeting at 6.30 pm.

Present: Councillors: I Whitehead (Chair)
A Dale
C Lyne
C Mincher
T Archer

Clerk: B Partridge

The chairman opened the meeting, welcoming the new members and commented that it had been a successful year for the Burial Board, with the cemetery looking good. The memorial board has recently been erected and the project for this is ongoing.

1. Election of Chairman

Councillor A Dale was proposed by Councillor C Mincher seconded by Councillor Lyne and as there were no other proposals Councillor Dale was duly elected.

Cllr Dale thanked Cllr Whitehead for his outstanding chairmanship, fairness and is a hard act to follow. A vote of thanks was given for the last few months. All Agreed

2. Election of Vice-Chairman

Councillor I Whitehead was proposed by Councillor Dale, seconded by Councillor Mincher and as there were no other proposals Councillor Whitehead was duly elected.

All Agreed

The Chair suggested Councillors introduced themselves as there was new members present.

3. Apologies

Cllr J Greensmith, Cllr K Mendham

4. Approval of Accounts

The clerk presented the annual accounts which had been internal audited, it was **resolved** that the full accounts be approved and formally adopted by Colburn, Hipswell and Scotton Joint Burial Authority. Proposed by Councillor Whitehead and seconded by Councillor Archer. The outgoing Chair signed a copy and these were filed as a true record. Councillors discussed completing an Annual Governance and Accountability Return by PFK Littlejohn.

The clerk advised that since year ended 31st March 2015 there has no longer been a statutory requirement for joint committees to have a review under the limited assurance regime however it would be best practice and transparent to do so.

Due to the gross income and gross expenditure being less than £25,000 PA the Burial Board can declare itself exempt from the requirements for a limited assurance review by completing AGAR Part 2.

Councillor Mincher questioned what internal financial controls are in place.

It was **resolved** that the Burial Board would certify themselves exempt from a limited assurance review, completing AGAR Part 2 which will be completed by the clerk and signed by the relevant signatories.

Proposed by Cllr Lyne, Seconded by Cllr Whitehead. Cllr Mincher abstained.

All Agreed

5. **Any Other Business**

Clerk asked if new members are happy to have their details to be put on website, Cllrs Archer, Lyne, Mincher gave permission for their email addresses to be added to the website. The clerk will email the new councillors to reply with their phone number if they wish that to be published on the Hipswell Cemetery website.

Cllr Mincher questioned if the meeting was being recorded as councillors hadn't been asked to provide permission. The Clerk acknowledged they are recorded purely for the clerks use to produce accurate accounts of the minutes due to using Zoom. Cllr Dale reiterated that they are not put into the public domain. All councillors accepted that explanation.

Clerk to email all councillors updated Terms of Reference, Financial Regulations, and Code of Conduct

The meeting finished at 6.48pm