



CYD-BWYLLGOR MYNWENT ABERGELE ABERGELE JOINT BURIAL COMMITTEE

Minutes of a ABERGELE JOINT BURIAL COMMITTEE held remotely, using Zoom Video Conferencing, on the 21st May 2021 at 2 pm

26/21 Present: Cllr Bernice McLoughlin (Chair), Cllr George Frost, Cllr. Alan Hunter (signed out 2.30 pm), Cllr. Brian Roberts, Cllr Richard Waters.

Officers Present: M. Hanks (Acting Clerk and RFO)

27/21 Apologies for Absence: Cllr. Anna Macauley, Cllr. Nigel Smith.

28/21 Code of Conduct/declaration of Interest: None

29/21 Public Participation: None

30/21 Acting Clerk's Report

The Clerk reported that the response to the WAO Audit Report had been sent to the Audit Office on time, both electronically and in hard copy. To ensure clarity on the requirements of the Audit Office the Clerk reported that he had spoken at length to Mr Deryck Evans and consequently now had a clear idea of the governance and establishment issues raised, specifically the need for any permanent clerk to be employed by one of the two Town Councils, as the Board was not established as a legal entity. Payment of salary for the clerk could be made by the Council and claimed of the Board, or paid directly by the Board, However, all employment documentation, including disciplinary and grievance procedures for the post must be in line with the employing Town Council.

The Clerk further reported, in conjunction with the Chair, he had visited the office in Abergele Town Hall and the Cemetery. It was noted that there was no paperwork in the office later than 2018. This is not surprising as the former clerk had been home working for over a year. However, access to the paperwork was required before any progress could be made to update the audits and ensuring the registers were up to date etc.

RESOLVED: to accept the report. It was requested that in future the Clerk's report be presented in written form.

31/21 Ratification of the Minutes of the Meeting Held on 19th of February 2021.

RESOLVED: to ratify the minutes of the meeting of the 19th of February 2021.

32/21 Matters Arising from the Minutes Held on the 19th of February 2021.

No matters were arising from the meeting.

33/21 Signing of the Minutes of the Meeting Held on the 19th of February 2021.

RESOLVED: to sign the minutes of the 19th February 2021 as a true record of the meeting.

34/21 Ratification of the Minutes of the Meeting Held on 30th April 2021.

RESOLVED: to ratify the minutes of the meeting of the 30th of April 2021 with one minor amendment.

35/21 Matters Arising from the Minutes Held on the 30th of April 2021.

- i. Item 25/21: Response to the Wales Audit Office Draft Audit Report

It was reported that the Wales Audit Office had been advised of the Committee's response to the draft audit report, as agreed at the meeting.

36/21 Signing of the Minutes of the Meeting Held on the 30th of April 2021.

RESOLVED: to sign the minutes of the 30th of April 2021 as a true record of the meeting.

37/21 To Accept Revised Terms of Reference

Revised Terms of Reference were discussed, and some amendments proposed. However, it was acknowledged that, as these Terms of Reference delegates authority to run the cemetery from the two town councils, it is these Councils who need to agree to the wording.

RESOLVED: to authorise the Clerk to liaise with the Town Clerks of ATC and T&KBTC to jointly prepare draft Terms of Reference to be presented to all parties.

38/21 Resignation of the Clerk

Further to the announcement made at the last meeting, the Committee was advised that the former clerk had submitted her resignation. They were further advised that the resignation contained an offer to assist the Board until the Audits were submitted to the Auditor. While the Committee were appreciative of the offer to assist, it was felt that with the appointment of a temporary clerk, there was also concern that there would be an overlap in work and the potential for confusion.

RESOLVED:

- I. To accept the clerk's resignation with immediate effect.**
- II. To write to the former clerk and offer sincere thanks for the extensive work undertaken.**
- III. To request that all paperwork and equipment to returned as soon as possible.**
- IV. To accept the offer of assistance and ask that it be extended to advising the acting clerk.**

39/21 To Discuss Committee Oversight.

Further to the WAO Audit report, it was acknowledged that a formal system of oversight needs to be introduced. It was acknowledged that such oversight must be to the satisfaction of the two 'parent' Councils. However, the Committee discussed the immediate actions it could take to satisfy the WAO and improve transparency for the Councils.

RESOLVED:

- I. To forward all Committee agenda and minutes to both Councils at the earliest opportunity.**
- II. To submit quarterly financial accounts to both Councils.**
- III. To submit a six-monthly report to both Councils detailing the Committee's activities.**
- IV. To forward a copy of all audit and other official documents to both Councils**

40/21 To Discuss Publication of AJBB Information

Building on 39/21 above, the Committee discussed publishing documents to increase transparency and, in turn, confidence. It was widely acknowledged that a website be utilised to disseminate such information. While the Board were willing to consider building its website, it was suggested that an immediate and cost-effective solution would be to ask one of the Councils if the Committee could have a dedicated page on an existing website.

RESOLVED: To approach the Town Councils and ask if the Committee could have a page on which it could have its documents published (with a link from the other Council).

41/21 To Approve Payments

There were no payments to approve. However, the Committee was advised that the grass cutter had not received any payment for five months.

RESOLVED: to approve the Chair to arrange payment to the grass cutter and report to the Committee at the next meeting.

42/21 To Receive Correspondence

There was no reported correspondence.

The Board requested that its appreciation for the efforts of the Chair the Acting Clerk be noted.

Meeting ended at 3 pm.