



CYD-BWYLLGOR MYNWENT ABERGELE ABERGELE JOINT BURIAL COMMITTEE

Minutes of a ABERGELE JOINT BURIAL BOARD meeting held remotely, using Zoom Video Conferencing, on the 22nd July 2022 at 3 pm

71/21 Present: Cllr. Bernice McLoughlin (Chair), Cllr. Alan Hunter, Cllr. Anna Macauley, Cllr Charlie McCoubrey, Cllr. Nigel Smith, Cllr Andrew Wood.

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

Guests: None Present

72/21 Apologies for Absence: None

73/21 Code of Conduct/declaration of Interest: None

74/21 Public Participation: None

75/21 Acting Clerk's Report

The Clerk welcomed the new Members and apologised that it had been several months since the last meeting. This was due mainly to the slow progress in transferring the cemetery to Conwy County Borough Council (CCBC) therefore there had been little to report on in the interim. It was reported that an apology had been received from Steve Teale at CCBC. Responsibility for the operational running of the cemetery had transferred to CCBC on the 1st of April 2022. As a result of the delay, financial statements and full audits were required for the 2021 – 2022 financial year and for the period 1st April 2022 until disbandment. These Financial Statements and Audits had now been completed and are presented to the Committee on this Agenda.

RESOLVED: to accept the report and to thank the interim clerk for his diligence and hard work.

76/21 Chair's Address

The Chair addressed the Committee and thanked past and present Members and staff for their efforts and commitment in keeping the Board and the cemetery running since the 1974 re-organisation. See the attached appendix for a full transcript of the address.

RESOLVED: to accept the report and its recommendation and to thank the Chair for her hard work and enthusiasm since taking office.

77/21 Ratification of the Minutes of the Meeting Held on 28th January 2022.

RESOLVED: to ratify the minutes of the meeting of the 28th of January 2022.

78/21 Matters Arising from the Minutes Held on the 28th January 2022.

There were no matters were arising from the meeting.

79/21 Signing of the Minutes of the Meeting Held on the 28th January 2022.

RESOLVED: to sign the minutes of the 28th January 2022 as a true record of the meeting.

80/21 To Appoint an Internal Auditor

The Committee may recall that the Internal Auditor used for recent years had retired. As it was anticipated that the Board would have disbanded prior to the year-end, a replacement had not previously been appointed. Given the requirements explained 75/21 above, an Auditor had been identified who was qualified, experienced and available to fit the Boards requirements.

RESOLVED: to appoint Mr Banwell FFA as Internal Auditor.

81/21 To Approve 2021 – 2022 Annual Statement.

The 2021-2022 Annual Statement had been pre-circulated to Members. The Statement confirmed the Board's financial stability. The Clerk read out the eight governance questions on the Statement and the Board confirmed that it was content with the Internal Controls by responding to each in the positive.

RESOLVED: to approve the 2021-2022 Annual Statement and confirm satisfactory internal controls.

82/21 To Approve the Final Annual Statement.

The Committee were advised that a draft Annual Statement for the financial year 2022-2023 had been prepared based on the final transfer of funds to CCBC, which will occur in the coming fortnight or so. The remaining assets in the form of office furniture have been donated to Abergele Town Council. The Financial Statement shows zero residual balances. Again the internal control questions were resented to the Board and it confirmed they were satisfactory.

RESOLVED: to approve the 2022-2023 Annual Statement (subject to the final transfer of funds to CCBC and the closing of the bank account) and confirm satisfactory internal controls.

83/21 To Accept the Internal Auditors Report

The Board were advised that, while it is normal practice to complete the Financial Statement, present it to the Board for approval and then engage an Internal Auditor, practicalities this year, given that all financial documents had been deposited with CCBC in preparation for the transfer of responsibility, were different. Therefore, in these unusual circumstances, it was arranged for the Audit, the Clerk and the Chair to attend the CCBC offices, on a specific day, to finalise the annual statement and undertake the audit check and verifications. From this, the Internal Report was prepared and pre-circulated to Members.

RESOLVED: to Accept the Internal Audit Report for 2021-2022 and 2022-2023.

84/21 To Approve Payments

DATE	CODE	PAYEE	AMOUNT
31/03	s.150	Peter Cross (Cemetery Gardner)	350.00
30/06	s.150	A. M. Banwell (Auditor)	800.00
30/06	s.150	M. Hanks (Clerk)	800.00

RESOLVED: to approve the payments as listed.

85/21 To Approve the Disbanding of the Burial Board

The Committee were advised that, with all cemetery responsibilities now resting with Conwy County Borough Council, the only remaining action, following the above payments being made, was to transfer the Board's residual bank balance to CCBC and close the Bank Account. The transfer of funds had been approved at the last meeting (see item 69/21). It was discussed whether the Board should meet again after that transfer or consider this the final meeting.

RESOLVED: to disband the Abergele Joint Burial Board without need for a further meeting but that this cessation to occur following the transfer of final funds to Conwy.

Action: The Clerk, following the transfer of funds and the closure of the Board's Bank Account, to advise the parent Councils and the Wales Audit Office of the decision of the Board to disband.

Meeting ended at 3.40 pm.