

All minutes are draft until agreed at the next meeting of the committee/panel. To find out the date of the next meeting please check the calendar of events at your local library or online at www.merton.gov.uk/committee.

MERTON AND SUTTON JOINT CEMETERY BOARD
26 JUNE 2015

(14.30 - 14.55)

PRESENT Councillors Nick Emmerson (LB Sutton), Trish Fivey (LB Sutton), Richard Marston (LB Sutton), Geraldine Stanford (LB Merton), Joan Henry (LB Merton) and Jill West (LB Merton) and Graham Whitham (LB Sutton)

Mark Robinson (Registrar), Mark Waldron (Cemetery Supervisor), Zoe Church (Treasurer), and Chris Pedlow (Clerk to the Board)

1 ELECTION OF CHAIR AND VICE CHAIR FOR 2015- 2016 (Agenda Item 1)

Election of the Chair of the Board for 2015-2016

Councillor Geraldine Stanford moved, and seconded by Councillor Jill West

RESOLVED:

That Councillor Joan Henry be elected as chair for 2015-2016

Election of the Vice-Chair of the Board for 2015-2016

Councillor Nick Emmerson moved, and seconded by Councillor Graham Whitham

RESOLVED:

That Councillor Richard Marston be elected as vice-chair for 2015-2016

2 APOLOGIES FOR ABSENCE (Agenda Item 2)

Apologies were received from Councillors Agatha Akyigyina (LB Merton) and David Williams (LB Merton).

The Boards Surveyor Howard Joy also sent his apologies.

3 DECLARATIONS OF PECUNIARY INTEREST (Agenda Item 3)

No declarations of pecuniary interest were made.

4 MINUTES OF THE PREVIOUS MEETING (Agenda Item 4)

RESOLVED:

That the minutes of the meeting held on 27 February 2015 are agreed as a correct record, including the exempt set of minutes.

Following the approval of the minutes, Members received a brief update on item 7 Green Lane Stables- Options for Future Use. Members were informed that further discussions had occurred with the tenant including her providing the Board's Surveyor with a set of financial information in respect of the Stables. A further report was in the process of being produced for the Board and would likely be ready for their consideration in early autumn and therefore there would be a need for a further meeting of the Board.

5 ANNUAL GOVERNANCE STATEMENT 2014/15 (Agenda Item 5)

The Board's Treasurer presented the report which detailed that the Merton and Sutton Joint Cemetery Board was required to prepare an Annual Governance Statement (AGS) for the year 2014/15. It was noted that the statement was required in order to comply with Regulation 4(3) of the Accounts and Audit Regulations 2011. As a Joint Committee, MSJCB was one of the scheduled bodies for the purposes of those regulations.

Members were reminded that previously the Board had approved and adopted a code of corporate governance, which has consistent with the principles of the CIPFA/SOLACE Framework "Delivering Good Governance in Local Government." Members were informed that the AGS details how the board has complied with the code and that also meets the requirements of the 2011 Regulations.

RESOLVED

That the Board agreed the Annual Governance Statement.

6 ABSTRACT OF ACCOUNTS 2014/2015 (Agenda Item 6)

The Board's Treasurer presented the report which set out the Merton and Sutton Joint Cemetery Board's Accounts for 2015-16. It was noted that the accounts needed to be approved to comply with the CIPFA Accounting Code of Practice which was compliant with International Financial Reporting Standards (IFRS).

The report provided the Board with a copy of the Draft Abstract of Accounts for 2014-15, Annual Audit Return for 2014-15 and Risk Register for their consideration and approval. It was noted that the accounts had been scrutinised by Merton's internal auditors and that the report also sought approval to appoint an external auditor Littlejohn LLP to audit and sign off the accounts.

In considering the report the Board asked the Treasurer, a number of questions including seeking clarification that in the Revenue Accounts (Appendix C) the column labelled 'actual to date' was the outturn for the year. The treasurer confirmed this was the case and she would label it as such next year report.

RESOLVED

That the Board

1. appoints Littlejohn 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. approve the Draft Abstract of Accounts for 2014-15
3. approve the Annual Audit Return for 2014-15
4. approve the Risk Register as detailed in Appendix H
5. approve the finalised estimates for 2015-16 as detailed in Appendix I

7 BREAKDOWN OF FAITHS (Agenda Item 7)

The Board considered the requested breakdown of the use of the cemetery by each faith. It was noted that the term non-conformist, was a catch all for individuals or faiths that were not covered by either Church of England, Roman Catholic, General Muslim, Ahmadiyya Muslim or Jewish.

RESOLVED

The Board noted the report.

8 PROPOSED DATES FOR FUTURE BOARD MEETINGS (Agenda Item 8)

RESOLVED:

1. That the Board agrees following dates for future meetings of the Board:
 - Friday 29 February 2016 (Budget Setting Meeting)
 - Friday 17 June 2016 (Annual Meeting)
2. That the Board acknowledges there was likely be a need for a further meeting of the Board in the Autumn 2015 and the date for that meeting would be set following agreement with the Chair, Vice Chair and the Secretary to the Board.

