

# **DORCHESTER JOINT BURIAL COMMITTEE**

**Dennis Holmes**  
**Clerk**

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COUNCIL OFFICES,  
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DORCHESTER,  
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DT1 1JF

18th June, 2008

Dear Sir or Madam,

**A MEETING** of the **DORCHESTER JOINT BURIAL COMMITTEE** will be held in the **COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER** on **THURSDAY, 26th JUNE, 2008** commencing at 7.00p.m.

I hope that it will be convenient for you to attend.

Yours faithfully,

Clerk

## **AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **MEMBERSHIP OF THE COMMITTEE**

To note the following membership of the Committee for 2008/09:

**Dorchester Town Council** – Councillors M.A. Allwood, C.S. Biggs, R.M. Biggs, A. Harries, T James, Trevor Jones, F.E. Kent-Ledger, L.M. Phillips.

**Winterborne Herrington Parish Council** – Mr. D. Read.

3. **ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the ensuing year.

4. **ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman of the Committee for the ensuing year.

5. **MINUTES**

To read, confirm and sign the Minutes of the Meeting of the Committee held on 4th October, 2007. (copy attached)

6. **MATTERS ARISING FROM THE MINUTES**

7. **CHEQUE SIGNATORIES**

To authorise Members to sign cheques on behalf of the Committee.

7. **INTERMENTS**

To receive the enclosed copy report listing the dates and times of interments, burials of ashes and uses of the South Chapel at Dorchester Cemetery since the last meeting of the Committee.

8. **EXCLUSIVE RIGHT OF BURIAL**

To note that grants of Exclusive Right of Burial have been issued for the following grave spaces:

<b>Name</b>	<b>Grave Number</b>
<b>Dorchester Cemetery</b>	
Alan Old	3887, 1025/1, 864/2, 865/2 & 1038/1
Stuart Hull	831/2
Helen Marjorie Bennett	2379/A
Karen Shaw	976/1
Jacqueline Anne Shearing	3146
Pamela Margaret Fair	3906
Lynda Sharon Archer	3677
Patricia Wootton	3902
Margaret Lillian Roberts	1042
<b>Poundbury Cemetery</b>	
Idris Karacochi	265
Margaret Ansell	1369
Robert Ernest Cudd	319
Cynthia Smith	1354
Marilyn Anne Brind	296
Sheila Rosemary Purkiss	C129
Derek Gates	297
John Francis Bunnell	298

9. **HEADSTONES AND INSCRIPTIONS**

To receive and note applications for the design of headstones and inscriptions.

10. **ACCOUNTS**

To receive and approve the attached reports listing the transactions made since the last Meeting of the Committee.

11. **FINAL ACCOUNTS 2007/08**

To approve the Final Accounts for 2007/08 (copy Accounts and Annual Return enclosed).

12. **INTERNAL AUDIT**

(a) Internal Auditor's Report

To receive and consider the enclosed copy of the most recent report of the Joint Committee's Internal Auditor (copy enclosed).

(b) Review of Effectiveness

To review the effectiveness of the Joint Committee's system of internal audit (copy guidance enclosed).

(c) Terms of Engagement

To consider the enclosed copy Terms of Engagement of Accounts and Audit Services Limited for the provision of the Joint Committee's internal audit service for 2008-09.

(d) Programme

To consider the enclosed copy proposed internal audit programme for 2008-09 which takes into account the guidance in the latest edition of the Practitioner's Guide.

13. **RISK ASSESSMENT**

To undertake the annual review of the Joint Committee's risk assessment (copy enclosed).

14. **FIDELITY GUARANTEE INSURANCE**

To consider whether to increase the amount covered by the Joint Committee's Fidelity Guarantee Insurance as recommended by the Internal Auditor; the additional premium would be £119.89 in a full year.

15. **FORDINGTON GRASS CUTTING**

To note that the grass cutting contract for Fordington Cemetery has increased by 2.5% to £1,433 per month.

16. **CEMETERY ATTENDANT'S REPORT**

17. **ANY OTHER COMPETENT BUSINESS**

18. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve "That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and representatives of the press be excluded from this meeting during their discussion".

19. **BANK ACCOUNTS AND FINANCIAL REPORT**

To receive the enclosed copy report.

20. **ANY OTHER CONFIDENTIAL BUSINESS**