

**WYLAM, HORSLEY, Ovingham AND Ovington Parish Councils**

**Ovingham Joint Burial Committee: Notice of Meeting and Agenda**

**Councillors are hereby summoned to attend the next meeting of the  
Committee  
to be held on Tuesday 14<sup>th</sup> May 2019  
at 7pm at Wylam Institute**

**AGENDA**

1. Quorum.
2. Apologies for absence
3. Declarations of Interest in items on the Agenda
4. To confirm individual parish council membership of Ovingham Joint Burial Committee
5. Election of Chairman of Ovingham Joint Burial Committee
6. Election of Vice Chairman of Ovingham Joint Burial Committee
7. Minutes of the meeting of the Ovingham Joint Burial Committee (OJBC) held on 19<sup>th</sup> February 2019
8. Clerk's report
9. To receive the Superintendent's Report
10. Ornamentation and planting on grave spaces
11. Review of Cemetery Rules
12. To receive a progress report on Grounds Maintenance at the Cemetery.
13. New Grounds Maintenance Tender Document for 1 April 2020 – 31 March 2023
14. **FINANCE**
  - i. To report on payments made since previous meeting on 19<sup>th</sup> February 2019
  - ii. To authorise payments
  - iii. To note receipts
  - iv. To confirm bank mandate changes
  - v. To approve the most recent financial accounts
  - vi. To consider and agree any actions arising from the report of the internal auditor
  - vii. To approve the draft annual accounts for 2018/19
15. Asset Register
16. Insurance Renewal
17. Risk Assessment

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**CONFIDENTIAL ITEMS:**

The Committee will pass a Resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (commercial/sensitive information).

15. To receive an update regarding the Licence to Occupy for the South Chapel
16. To review financial arrangements in respect of the Lodge tenancy
17. To consider any urgent items and items for a future agenda.
18. To agree the date of the next meeting of the Committee

Dated: 8<sup>th</sup> May 2019

Marie Moore - Clerk to Ovingham Joint Burial Committee

**All enquiries to the Clerk to Ovingham Joint Burial Committee:**

Mrs Marie Moore

Clerk to Wylam Parish Council

Wylam Institute

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