

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the Committee Meeting held in the Council Chamber at Wimborne Minster Town Hall on Monday 18th June 2018 at 7.00pm

Present: Cllr. S. Broad
Cllr. C. Chedgy
Cllr. S. Cowsill
Cllr. T. Wheeler
Miss K. St Clair – Clerk & Registrar

18/15 APOLOGIES FOR ABSENCE

Cllr E Urquhart

18/16 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 14th May 2018

The Clerk updated the committee on the following matters arising from the above earlier meeting:

18/08 – The Clerk showed the committee the email from the internal auditor stating she was *'happy with the responses from you re the audit queries'*.

18/09 – Cllr Chedgy requested an amendment to the wording which states she will look into the shares of ownership between the councils to be dealt with by a Declaration of Trust and also the wording for the Licence Agreements for the allotment holders – as she no longer holds a practicing certificate in law it would not be appropriate, the Clerk will therefore use the solicitor already instructed in other matters.

18/10 – Work to be undertaken by the Clerk remains outstanding.

Minutes from the meetings signed by the Chairman.

18/17 FINANCIAL REPORTS FOR MAY 2018

Financial reports for the above period provided to all members prior to the meeting, including the Clerks Report, Activity Summary and the Budget Comparison report to date. Full reports including Bank Reconciliations, Financial Summary – Cashbook, Income and Expenditure Transactions and Budget Comparison to date were checked against the bank statements and signed by the Chairman as correct. All reports were available to members for review at the meeting.

18/18 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY

The Clerks Finance Report and Activity Report for the period were reviewed and Income for April and May had been good while expenditure in May was relatively low. Cllr Wheeler highlighted to the committee, having reviewed the accounts, the budget was currently on target for the year.

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18/19 BREAK TO WORKSHOP

The committee were brought up to date that another break-in had occurred to the Workshop overnight on Wednesday / Thursday 14th June where damage was done to the doors and a set of keys stolen. The Clerk informed the committee that locks, in relation to the ones damaged and those relating to the keys stolen, were changed immediately. Police and CSI attended on the day and a note potentially left behind by the offender was seized for fingerprint analysis.

RESOLVED: Following discussion around improving security, the Clerk is to look at CCTV and an alarm system for the Workshop.

18/20 WEBSITE LAUNCH

The website is now almost ready, and the committee were provided with log in details to view an offline version prior to the meeting. The Clerk requested they view the website from a visitor/user perspective and check for functionality, disability access and the overall appearance being the correct image the committee wished to present. The Clerk advised the next stage is to finish writing the content and attend training with WBS, following this the site would be ready to go live.

RESOLVED: The committee agreed the website was easy to view and access and presented the correct image. The Clerk is to arrange to attend training and finish writing the content.

18/21 RISK ASSESSMENT AND POLICY

The Clerk provided the committee with a summary of Statutory Provisions, Risk Assessments and Policy relating to the cemetery and areas of work undertaken. She explained that Operational Risk Assessments have been completed and submitted to Wimborne Minster Town Council together with a General Health & Safety at Work Risk Assessment. The General Health & Safety at Work Risk Assessment and document outlining risk for activities specific to the cemetery needs updating and will be done in conjunction with WMTC, who are also currently reviewing this area – this includes work on GDPR to ensure compliance.

Cllr Chedgy raised concern with the General Policy Statement and Allocation of Duties document found by the Clerk (dated 2015) as this directed liability for Health and Safety to the Joint Management Committee as opposed to the three councils. The list of Policies was considered sufficient and appropriate for the cemetery.

RESOLVED: The Clerk requested the committee review the Cemetery Regulations and provide her with any thoughts and suggested amendments prior to the next meeting so they can be considered and agreed by members.

18/22 BATTLES OVER – 100 YEAR COMMEMORATIVE EVENT

The Clerk updated members on developments so far concerning the Battles Over event and lighting of a beacon at the cemetery to commemorate 100 years since the end of WWI. She had obtained one quotation from Abbott Street Forge at £580.00 and is due to arrange a meeting with the Battles Over committee next week to progress matters further.

RESOLVED: The Clerk to arrange and attend the meeting and report developments back to WCJMC at next meeting.

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18/23 ITEMS FOR INFORMATION

The Clerk provided a list of proposed meeting dates for the coming year and for the committee to meet on a bi-monthly basis. Given the current level of work, activity and projects. Cllr Wheeler suggested this be increased to monthly meetings to be held on Monday evenings until further notice.

RESOLVED: The Clerk will book WMTC for meetings of the WCJMC for the coming year and circulate to members and Clerks of respective councils. Cllr Wheeler also requested the Clerk complete a project list for information and review at the next meeting.

The Chairman declared the meeting closed at 8:30pm

Signed:

Cllr. T. Wheeler – Chairman