

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 22nd October 2018 at 7.00pm

Present: Cllr T. Wheeler - Chairman
Cllr S. Cowsill - Vice-chairman
Cllr. S. Broad
Cllr. C. Chedgy
Miss K. St Clair - Clerk & Registrar

18/45 APOLOGIES FOR ABSENCE

Cllr E Urquhart

18/46 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 10th SEPTEMBER 2018

The Clerk updated that matters arising from the last meeting were covered as separate items on the agenda. The minutes from the meeting of 10th September 2018 were signed by the Chairman.

18/47 FINANCIAL REPORTS FOR SEPTEMBER 2018

Financial reports for the above period were provided to all members prior to the meeting. Bank statements and 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. Full reports were available to members for review at the meeting.

18/48 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY

The Clerks Finance Report and Activity Report for the period were reviewed for September 2018 and income was reported as being reasonable during the month of September. Cllr Cowsill asked about income received for the allotments which the Clerk reported all fees had been received however, some had not cleared before the end of September 2018, so would show in the next set of reports. The Clerk explained the fee of £719.88 to EDGE IT is for the annual subscription for both Epitaph, the database of interments and also EDGE Finance which had been amended to reflect our current usage. Details of upcoming expenditure due soon were again highlighted further to minute 18/38, this included redecoration of the Chapel and the security system for the workshop.

18/49 BUDGET & STAFFING UPDATE

As a member of the public was present at the meeting the Chairman proposed the matters of Grave Digging and Staffing Update on the agenda both be heard at the end of the meeting following the Exclusion of Press and Public.

18/50 BATTLE'S OVER

The Clerk provided a detailed update on the order of events, other organisations supporting the event and expenditure following the financial input from Wimborne Minster Town Council and Colehill Parish Council. The Clerk provided estimated addition sundry expenditure for printing of leaflets and posters, £96; hire of lighting

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

for the stage and Battery PA System, £130; Cylumes and Pegs, £40-50. Questions from the public regarding parking along Culverhays Road and Stone Lane were put to the committee and discussed.

RESOLVED: The Chairman suggested a budget of £300 to cover these items, this was proposed by Cllr Chedgy, seconded by Cllr Cowsill and agreed by all. It was also resolved the Clerk should speak to the Town Clerk to see if cones or barriers could be put up in addition to the leaflet drop the Clerk is doing.

18/51 WORKS UNDERTAKEN UPDATE

The Clerk updated the committee on work which had been approved at earlier meetings and has now been undertaken;

18/40 – Chapel Renovations – most work has now been undertaken including the replacement of material coverings, clearing of the vestibule cupboards, replacing candles and cleaning equipment and the edging around the chapel outside. Re-decoration is due to commence the week of Monday 29th October 2018.

18/41 – Workshop Security – Guardall Security Systems attended on 2nd October and the audible alarm system fitted. The Clerk explained to all present at the meeting the system was operable from a mobile phone, an alert would be sent if the alarm sounded and could be viewed and silenced if a false alarm. In addition, codes to exterior gates had been changed and limited persons in possession of the codes.

18/30 – Badger Setts – the work carried out under guidance of the ecologist appears to have been successful and preventative measures followed. There is still an active sett which gives the badgers access to the cemetery underneath the hedge but, this will be monitored for any disruption and followed up should there be any damage.

18/10 – Signage – following the agreement of wording for new signage by the committee, these have now been completed, collected and put up in relevant places around the cemetery.

18/52 EXCLUSION OF PRESS AND PUBLIC

RESOLVED in view of the confidential nature of the business about to be transacted, the press and public be excluded for the duration of this item.

7:54pm - No other persons present at the meeting.

18/53 BUDGET

See Confidential Minutes 18/53 below.

18/54 STAFFING UPDATE

See Confidential Minutes 18/54 below.

18/55 ITEMS FOR INFORMATION

There were no items for information.

The Chairman declared the meeting closed at 8:23pm

Signed:

Cllr. T. Wheeler – Chairman