

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

**Minutes** of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 25<sup>th</sup> February 2019 at 7.00pm

Present: Cllr S. Cowsill - Vice-chairman  
Cllr. S. Broad  
Cllr. C. Chedgy  
Cllr. B. Roberts  
Ms K. St Clair - Clerk & Registrar

## **18/82 APOLOGIES FOR ABSENCE**

Cllr T. Wheeler - Chairman

## **18/83 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 21<sup>st</sup> JANUARY 2019**

Matters arising since the last meeting:

18/78 – Following the receipt of the new computer equipment Cllr Roberts asked if the Clerk was happy with the set up and reminder her to pursue a Workstation Check through her employer.

18/80 – The Clerk is to provide members with proposed wording and costing for a plaque for the Beacon.

## **18/84 APPROVE AND SIGN FINANCIAL REPORTS FOR JANUARY 2019**

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 Vice-chairman as correct. Full reports were available to all members for review at the meeting.

## **18/85 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY – JANUARY 2019**

The Clerks Finance and Activity Report for the period were discussed and income and expenditure reported as good for the period. Total activity was reasonable and the percentage split of Resident 43% / Non-Resident 57% explained why the income was marginally higher in comparison to the activity.

## **18/86 MONTHLY INSPECTION REPORT – FEBRUARY 2019**

The Monthly Inspection Report was explained in detail by the Clerk and any questions raised by members answered. In future the report will be sent out around the same time as the Agenda for members to review and ask any questions prior to or to be discussed during the meeting.

## **18/87 BENCHES**

The Clerk presented to the Committee with her findings following a recent audit of the benches within the cemetery. During her research she established that 20 benches fell under an old agreement whereby the bench was donated and subsequently became the property and responsibility of the cemetery for maintaining. An additional 7 benches come under a new application process introduced in 2015, where benches remain the property of the applicant and they

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are therefore responsible for the upkeep. Where an applicant is unable, or chooses to ask the cemetery to maintain the bench, the current fee is £25. The Clerk explained in her report that each bench takes approximately 6 hours to strip, clean and paint, but the cost to the cemetery is considerably in excess of that fee.

**IT WAS RESOLVED** that the cemetery would honour the current agreement for the 7 benches, but for all future applications, the fee would be increased to £100 – should the applicant wish to ask the cemetery to maintain the bench. The Clerk will add this to the Cemetery Fees list and the cost will be reviewed as part of the annual budget process.

### 18/88 GRAVE SHORING

The Clerk reported to the Committee that she had looked into the purchase of a hydraulic grave shoring system and obtained 2 quotations. She also consulted with the current grave digger, ICCM, HSE and Legislation.gov, as well as looking at the procedures followed by other local and larger councils.

**IT WAS AGREED** that the cemetery would not purchase their own system at this time and the Clerk should continue to defer to the grave digger as to when he feels it necessary to use shoring. He has his own equipment which he is trained and insured to use, and which would negate other issues should the cemetery provide its own. The Clerk will continue to keep up to date with legislation and requirements and the matter can be reviewed at any future meeting.

### 18/89 REMEMBRANCE - 2019

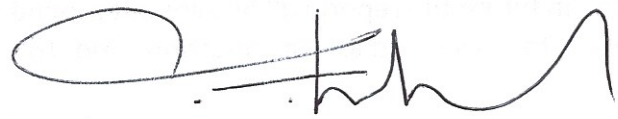
The Clerk recently met with a local scout group leader to discuss possible co-ordinated activities to commemorate Remembrance in 2019. The Committee discussed various ideas including the difficulties with trying to limit numbers for the event given those which attended Battle's Over.

**IT WAS AGREED** that the Clerk should look at costings and put forward plans for this year's event.

### 18/90 ITEMS FOR INFORMATION

The date for the next meeting is Monday 18<sup>th</sup> March 2019. Members are reminded to give apologies at the earliest opportunity and also seek a representative to attend on their behalf to ensure the meetings are quorate.

The Chairman declared the meeting closed at 8:25pm

  
Signed: ..... 25/3/2019  
Cllr. T. Wheeler – Chairman