

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 25th March 2019 at 7.00pm

Present: Cllr T. Wheeler - Chairman
Cllr. S. Broad
Cllr. C. Chedgy
Cllr. B. Roberts
Ms K. St Clair - Clerk & Registrar

18/91 APOLOGIES FOR ABSENCE

Cllr S. Cowsill – Vice-chairman

18/92 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 25th FEBRUARY 2019

Matters arising since the last meeting:

18/80 – The Clerk circulated proposed wording for the plaque together with cost which the Committee discussed.

IT WAS AGREED for the Clerk to proceed with a plaque for the beacon in stainless steel and give consideration to the font.

18/89 – The Clerk provided the Committee with a schedule of costings for last years Battle's Over event with a view to the level of event proposed for Remembrance 2019. The Clerk suggested a scaled down event for this year due to focus in other cemetery matters and the CiLCA qualification she is currently undertaking. The Committee agreed and the Clerk will continue to keep members updated.

18/93 APPROVE AND SIGN FINANCIAL REPORTS FOR FEBRUARY 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 Chairman. The Chairman noted a small adjustment needed which was due to a dating issue on the Petty Cash account however, the figures were, in effect correct. Full reports were available to all members for review at the meeting.

18/94 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY – FEBRUARY 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 similar to that of the previous month. The Clerk highlighted that analysis of this report, together with the Budget Comparison reports, showed the income from Memorials has been particularly low throughout the year.

18/95 MONTHLY INSPECTION REPORT – FEBRUARY 2019

The Clerk explained the report would again be referred to a 'February 2019' for this month as this follows with the month in which work has been carried out and matches with the finance reporting, activity and likely expenditure relating to maintenance. The Committee received the report prior to the meeting and most items were self-explanatory.

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Cllr Chedgy raised the question of going out to tender for the Memorial Maintenance Program which the Clerk explained had not yet commenced but she would ensure a fair procedure is followed to ensure all appropriate stone masons have the opportunity to provide a quotation for the work.

18/96 RESOURCING FOR CEMETERY GROUNDS

The Clerk provided the Committee with a summary of past staffing of the cemetery and last year's redundancy of the post of Cemetery Supervisor prior to the meeting. She gave members an update on changes, new procedures implemented and the effect of how the cemetery has been managed in the last 6 months. In light of these developments, the Clerk asked the Committee if she could put together a business plan with a proposed staffing structure for their consideration.

IT WAS AGREED that the Clerk be allowed to do this.

18/97 LODGE REPAIRS

The Clerk provided a comprehensive report highlighting the main areas in need of repair and attention inside the lodge, together with a proposal to rectify in the coming new financial year.

IT WAS AGREED the Clerk should now make enquiries with professionals in these matters and report back to the Committee.

18/98 CHAPEL DOORS

The Clerk received a quotation in May 2018 for the renewal of the doors to the Chapel. This was following the replacement of the Workshop doors and was at a reduced rate due to the company still having the template. The Clerk requested she proceed with the replacement of both the doors and ironwork in 2019/2020.

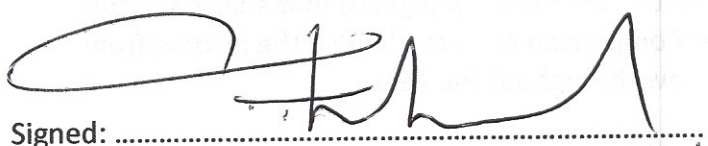
IT WAS AGREED that the Clerk should look into this in conjunction with repairs to the lodge and present to the Committee before giving any instruction.

18/99 ITEMS FOR INFORMATION

The Chairman and members thanked the Clerk for all her work and contribution to the Cemetery over the last year, which was noted together with her recent appraisal.

Dates for coming meetings were discussed and the Clerk will clarify with members.

The Chairman declared the meeting closed at 8:20pm


Signed:

Cllr. T. Wheeler – Chairman

29/4/2019