

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



**Minutes** of the Annual General Meeting held in the Cemetery Chapel at Wimborne Cemetery on Monday 20<sup>th</sup> May 2019 at 6:30pm

Present: Cllr. S. Cowsill – Vice Chairman  
Cllr. S. Broad  
Cllr. C. Chedgy  
Cllr. B. Roberts  
Cllr. M. Tidd  
Ms K. St Clair – Clerk & Registrar  
Mr. R. Golding - Groundsman

## **19/09 APOLOGIES FOR ABSENCE**

None.

## **19/10 ELECT CHAIRMAN OF THE COMMITTEE**

Cllr Chedgy proposed that Cllr Roberts be elected as Chairman of the JMC, this was second by Cllr Broad and agreed by all.

## **19/11 ELECT VICE CHAIRMAN OF THE COMMITTEE**

Cllr Cowsill proposed Cllr Chedgy be elected as Vice Chairman for the year, this was second by Cllr Broad and agreed by all.

## **19/12 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 29<sup>th</sup> APRIL 2019**

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

19/04 – The Clerk was asked to look into the cost and operation of a card machine to collect payments. After speaking to a number of providers it was estimated the cost would be, on average, £40 per month. The Clerk advised the committee that this was felt to be unnecessary expense as there was not likely to be a loss of sales due to not having one and people were moving over to online payments.

**IT WAS AGREED** that the committee would not pursue a card machine at this time.

19/05 – The risk assessments were completed by the Clerk and Cemetery Groundsman on Wednesday 8<sup>th</sup> May and were just being finished off.

Any other matters are covered under a separate agenda item and the minutes from the meeting signed by the Vice Chairman.

## **19/13 APPROVE AND SIGN FINANCIAL REPORTS - APRIL 2019**

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.

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## **19/14 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY - APRIL 2019**

The Clerks Finance Report and Activity Report for April 2019 were provided to the Committee. It was noted that receipts in the period included the contribution as well as above average fee income whilst expenditure included the annual Ecclesiastical Insurance policy, GDPR training, subscription and year end audit fee. Cllr Roberts highlighted that the income was reflective of the activity in the period and a slightly higher non-resident percentage for the period.

## **19/15 MONTHLY INSPECTION REPORT – APRIL 2019**

No report was provided for April 2019 as the planned maintenance meeting is to be held on Tuesday 21<sup>st</sup> May following the inspection of the cemetery by members of the JMC. **7:00pm – Mr R. Golding left the meeting**

## **19/16 INTERNAL AUDIT LETTER**

The Clerk provided members with a copy of the auditor's letter dated 15<sup>th</sup> April 2019 following the completion of the accounts up to 31<sup>st</sup> March 2019. It was noted that "the Audit findings were not material issues and the accounts were satisfactory". The Clerk has previously sought to rectify the issue of a missing transaction code due to the system deleting it completely instead of zeroing it out, and also by obtaining additional documentation. The Clerk asked the committee to consider the appointment of the auditor for the next two years.

**IT WAS RESOLVED** that the committee would like Jane Stacey to continue to audit the cemetery accounts every 6 months, following the end of September and March.

## **19/17 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.**

## **19/18 RESOURCING**

See Confidential Minutes 19/18 below.

## **19/19 ITEMS FOR INFORMATION**

The Clerk updated the committee on community engagement projects she has been working on which include using the chapel for story telling at the end of July 2019 for A Sting in the Tale festival. Also, assisting the Scouts with a couple of projects to work towards gaining badges, which includes setting a Geocache trail, helping develop the area near to the new Children's Section and research for Remembrance 2019.

The Chairman declared the meeting closed at 7:35pm

**Signed:**

**Chair**

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**Dated:**