

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 18th November 2019 at 7:00pm

Present: Cllr. C. Chedgy – Vice Chairman
Cllr. S. Broad
Cllr. S. Cowsill
Cllr. M. Tidd
Ms K. St Clair – Clerk & Registrar

19/50 APOLOGIES FOR ABSENCE

Cllr. B Roberts – Chairman (Retired)
Vacancy – Cllr from Colehill Parish Council

19/51 ELECT NEW CHAIRMAN AND VICE-CHAIRMAN

Cllr Chedgy started the meeting as Vice Chairman following the retirement of Mr B. Roberts as a councillor. Cllr Tidd proposed that Cllr Chedgy be elected as Chairman of the JMC for the remainder of the year, this was second by Cllr Cowsill and agreed by all.

19/52 ELECT VICE CHAIRMAN OF THE COMMITTEE

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

19/53 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 23rd SEPTEMBER 2019

19/44 – The 1st phase of fencing is now complete and positive feedback received.
19/47 – The solicitor has been instructed on the preparation of a Declaration of Trust and Assured Shorthold Tenancy and the Clerk is awaiting draft documents.
19/48 – Members are now covered under the insurance for activities and functions relating to the JMC. This will automatically renew as part of the Ecclesiastical 'Faith' Policy on the 1st April each year.

19/54 APPROVE AND SIGN FINANCIAL REPORTS – SEPTEMBER & OCTOBER 2019

Financial reports for the above period were provided to all members prior to the meeting, including the Clerk's Reports, Activity Summary and the Budget Comparison reports 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 at the meeting.

19/55 CLERKS FINANCE REPORTS & ACTIVITY SUMMARY – SEPTEMBER & OCTOBER 2019

The Clerk's Finance Reports and Activity Reports for September and October 2019 were provided to committee. The Clerk reported that despite fee income being very low for September and high for October, as a whole, it was still in line with average estimated income in the budget 2019/20. Expenditure in October was low due to a registration issue with online banking and so may appear inflated in November's reporting.

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19/56 MONTHLY MAINTENANCE REPORT – OCTOBER 2019

The committee were provided with a copy of the Clerk's Planned Maintenance reports prior to the meeting. The main point for discussion was around a day of visits to other local cemeteries and the reports produced from this. It highlighted the standard of services and provisions at the cemetery to be very high, such as water taps, recycling, chapel and toilets. It also demonstrated a focus on the health, safety and welfare of visitors and staff which are regularly addressed at Wimborne Cemetery to mitigate the risk of damage or injury, such as, grave maintenance, memorial maintenance program, bench inspections, allotment inspections and security.

19/57 AUDITORS HALF YEARLY REPORT

Members were provided with a copy of the auditor's letter dated 22nd October 2019. Controls and procedures in place for the completion of the accounts to 30th September 2019 were reviewed in accordance with the guidelines laid down and no issues were identified. The Chairman thanked the Clerk for her hard work and diligence in preparing the accounts and returning a satisfactory audit report.

19/58 FENCING – 2nd PHASE

The Clerk updated the committee that work on the first phase of fencing to the rear of the car park and new Children's Section has successfully been completed, as quoted. The Clerk's report requested members consider movement of funds from the budget heading Chapel: Repairs & Maintenance to allow the 2nd Phase of fencing work to go ahead. Work on the Chapel and Lodge will not go ahead until the next financial year due to planning applications. The 2nd Phase is to provide and fit the same concrete posts, 1ft gravel boards, 4ft timber close board panels and 1ft high trellis trim has been quoted by the same company previously used at £2,700 for 18 panels (estimated).

IT WAS RESOLVED that the 2nd Phase of fencing work could commence and adjustments made in the budget 2019/2020, as recommended by the Clerk and discussed by the committee.

19/59 ANNUAL HEDGING WORK

The Clerk reported to the committee and asked for their consideration to sub-contracting out the hedge cutting on an annual basis. This would include the large and problematic hedges along Cemetery Road, and, those which border both sides and the back of the old sections (1-9). The cutting of these hedges has been an issue particularly for the residents whose properties back onto the cemetery, but also for the team in cutting them. The Clerk obtained quotations in order to make an allowance in next year's budget for this work should the committee approve.

IT WAS RESOLVED that the Clerk should allow for sub-contracting out hedge cutting in next years' budget (2020/20) and secure quotations for approval at the next committee meeting.

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19/60 DRAFT BUDGET – APRIL 2020/2021

The Clerk provided financial reports to the committee prior to the meeting including Budget Comparison (2016/17 to date); Monthly Fee Income (2017/18 to date); Annual Activity Summary (2014/15 to date); Summary and Proposed Cemetery Fees (2005/2013 to date); Income Projection and Grave Digging - Comparisons of Cost against Income. The Chairman confirmed the proposed contribution was in line with inflation at a 3% increase on the previous year. The Clerk highlighted similar increases in Allotment Rents and Lodge Rent. Expenditure items were discussed and most were similar or increased within reasonable tolerance. Cllr Tidd raised the decrease in Staff Costs which the Clerk confirmed was due to the reallocation of Hedge Cutting, but had included an allowance for increases. Item 210/2 Chapel: Repairs and Maintenance budget is set to cover the cost of replacing the doors and new ironwork gates to match those on the Workshop and it is hoped to carry out repairs to the exterior of the Lodge in line with recommendations from the Conservation Officer following planning permission.

IT WAS RESOLVED

- a) that the committee adopt the draft budget.
- b) that in accordance with Section 103 of the Local Government Act 1972 the following amounts be requested from the constituent authorities (in the proportions agreed under the constitution) to meet the expenses of the Joint Management Committee for 2020/21 financial year:

Colehill Parish Council	£12,328.15
Pamphill & Shapwick Parish Council	£ 1,297.70
Wimborne Minster Town Council	£12,328.15

19/61 ITEMS FOR INFORMATION

The date of the next meeting is Monday 16th December 2019 for which the Chairman has given her apologies. The meeting will be chaired by Vice-Chairman Cllr Broad and should anyone think they might be absent they are to notify the Clerk at the earliest opportunity or arrange for a temporary replacement

The Chairman declared the meeting closed at 8:12pm

Signed:
Chair

Dated: