

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 23rd September at 7:00pm

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

19/38 APOLOGIES FOR ABSENCE

Cllr. B Roberts – Chairman

19/39 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 22nd JULY 2019

19/32 – The Active Saver bank account has now been closed and the balance of £10.28 transferred to the Base Rate Reward account. The mandate has also been amended with old members removed, and new members added.

19/33 – The meeting of councillors at the cemetery regarding the proposed fencing went ahead on Friday 9th August and will be covered under item 7 on this agenda.

19/40 APPROVE AND SIGN FINANCIAL REPORTS – JULY & AUGUST 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 Cllr Tidd in the absence of the Chairman, as correct. All reports were available to members at the meeting.

19/41 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY – JULY & AUGUST 2019

The Clerk's Finance Reports and Activity Reports for July and August 2019 were provided to the committee. The Clerk reported that fee income for July was in excess of £10,000 which is very high, however, August was much quieter so still averages out the income from fees at approximately £6,500 per month which is in line with budgeted income for the year and will be full reported at the Budget Meeting.

19/42 MONTHLY MAINTENANCE REPORT – AUGUST & SEPTEMBER 2019

The committee were provided with a copy of the Clerk's Planned Maintenance reports prior to the meeting – no queries were raised and the Clerk confirmed all was in good order. Cllr Chedgy expressed she had received a lot of positive feedback on the grounds, the Clerk confirmed she also often heard good praise and would feed this back to the groundsman at appraisal.

19/43 BANK CHARGES

Members were provided with an analysis of bank charges applied to the Current Account since February 2019. When the Clerk enquired with the bank, they explained this was due to income being in excess £100k for two or more years consecutively and that there were two plans available - Mixed Payment Plan or E-

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Payment Plan. With the closure of the Wimborne branch of the bank at the end of May, the Clerk had made more requests for payment online which would affect these charges. Cash receipts are now used to replenish Petty Cash meaning the committee is not charge for banking and then again when drawing cash out.

IT WAS AGREED to remain on the Mixed Payment Plan for now as the difference between the two is negligible. The Clerk will continue to monitor for the committee to review again in 6 months.

19/44 FENCING

Members were invited to visit the cemetery on Friday 9th August and view the area for the proposed fencing. Cllr Roberts and Cllr Chedgy attended and Cllr Chedgy reported back to the committee that the proposed style of fencing would maintain the view and current boundary from the cemetery and also keep the wildlife area in between which could be easily maintained. The Clerk provided the committee with a report and three quotes for the work prior to the meeting.

IT WAS RESOLVED that the Clerk contact 'Company A' to carry out the work. It was agreed there would be a 10% allowance against the original quotation given the time delay and potential amendments following the site meeting and to revise the budget and make adjustments for this expenditure.

19/45 FACULTY

The Clerk requested the committee consider her application for a Faculty to the Diocese of Salisbury in respect of retrospective work on the badger setts and the 5-year rolling program of memorial maintenance.

IT WAS AGREED by all the Clerk be allowed to make this application on behalf of the committee.

19/46 EXCLUSION OF PRESS AND PUBLIC

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

19/47 LAND AND LEASES

7:44pm - See Confidential Minutes 19/47 below.

19/48 INSURANCES

7:44pm - See Confidential Minutes 19/48 below.

19/49 ITEMS FOR INFORMATION

The Clerk reported that the Commonwealth War Graves Commission attended on 22nd August 2019 and have cleaned all the war memorials.

The Vice Chairman declared the meeting closed at 8:15pm

Signed:

Chair

Dated: