

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 16th December 2019 at 7:00pm

Present: Cllr. S. Broad – Vice Chairman
Cllr. N. Bridle
Cllr. M. Tidd
Ms K. St Clair – Clerk & Registrar

19/62 APOLOGIES FOR ABSENCE

Cllr. C. Chedgy – Chairman
Cllr. S. Morawiec

19/63 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 18th NOVEMBER 2019

19/58 – The 2ND phase of fencing is provisionally booked for the week commencing Monday 20th January 2020 (weather depending) and groundworks are now underway.

19/59 – The Clerk will recontact companies which have quoted and put on the agenda for January 2020 for members to resolve.

19/60 – Following the last meeting of the JMC, Clerks from the three constituent authorities should have received the contribution figures now to be added to their precepts.

19/64 APPROVE AND SIGN FINANCIAL REPORTS – NOVEMBER 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 Vice-Chairman, as correct. All reports were available to members at the meeting.

19/65 CLERKS FINANCE REPORTS & ACTIVITY SUMMARY – NOVEMBER 2019

The Clerk's Finance Reports and Activity Reports for November 2019 were provided to committee. The Clerk reported fee income was higher than average for the month despite activity being slightly below – this is likely due to a 63/37% split of activity in favour of non-residents. Overall income and expenditure are on target for the year, particularly now a small backlog of payments has filtered through the accounts.

19/66 MONTHLY MAINTENANCE REPORT – DECEMBER 2019

The committee were provided with a copy of the Clerk's Planned Maintenance reports prior to the meeting. For the benefit of new members, the Clerk spent some time going through the structure of the report and areas typically covered. Key points raised from the meeting were covering annual leave during the Christmas / New Year period and the 2nd phase of development of the new Children's Section. Other items such as clearing the allotment area, fire pit and purchase of replacement taps would remain on the report until completed but are currently less of a priority.

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19/67 COLEHILL PARISH COUNCILLORS

Following the recent resignation of one councillor and a 6-month sabbatical of Cllr Cowsill, Colehill Parish Council have provided two further members to sit on the JMC with immediate effect. Vice-Chairman Broad welcomed and thanked both members for their time and commitment.

19/68 EXCLUSION OF PRESS AND PUBLIC

IT WAS RESOLVED that 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.

19/69 CEMETERY GROUNDSMAN POST (CONFIDENTIAL)

7:31pm – See Confidential Minute 19/69 below.

19/70 ITEMS FOR INFORMATION

The Clerk mentioned to members a proposed meeting with other Clerks of the three constituent authorities to discuss preliminary plans for VE / VJ Day in May 2020 and will keep the item on future agendas.

The Clerk also appraised members of issues regarding members of the public driving over grassed areas in the cemetery and getting vehicles stuck. This occurred on 2 occasions during a funeral which was inconsiderate and caused distress to the family. The Clerk recommended to members the installation of barriers to prevent access to the busiest working area of the cemetery to protect the health and safety of staff, sub-contractors and mourners. It was agreed a temporary measure should be implemented and the matter resolved at the next committee following a report from the Clerk.

19/71 DATE FOR NEXT MEETING

The date for the next meeting is Monday 20th January 2020.

The Vice-Chairman declared the meeting closed at 8:08m

Signed:
Chair

Dated: