

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Delegated Committee Meeting of the Wimborne Cemetery Joint Management Committee held via telephone on Thursday 19th March 2020 at 2:30pm

Due to the COVID-19 pandemic and in line with Government advice, it was agreed that all meetings of the JMC should not be attended in person. The Clerk has temporarily been granted delegated powers in consultation with the Chairman, which has received the approval of the Vice-Chairman. This is to allow for the continued transaction of business of the JMC as a burial authority and provide an essential service to the community.

Present: Cllr. C. Chedgy - Chairman
Ms. K. St Clair – Clerk & Registrar

19/97 EXCUSED ABSENCE

Cllr. S. Broad – Vice Chairman
Cllr. N. Bridle
Cllr. S. Morawiec
Cllr. M. Tidd

19/98 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 19th FEBRUARY 2020

19/88 – The Kubota machine was sold for ‘parts only’ and collected from site.
19/89 – Completed and updated. An amended copy of the Cemetery Regulations which are available from the Cemetery website.
19/91 – The Clerk to proceed with the purchase of the InspectEDGE system as there are sufficient funds in the budget.

19/99 APPROVE AND SIGN FINANCIAL REPORTS – FEBRUARY 2020

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. The Bank Statements can be accessed by the Chairman online and viewed against the Financial Summary – Cashbook, Income and Expenditure Transactions and Budget Comparison to ensure all accounting records are in order. The Chairman suggested a list of ‘Bring Forwards’, such as the Finance Reports, for signing once meetings are able to reconvene.

19/100 CLERKS FINANCE REPORTS & ACTIVITY SUMMARY – FEBRUARY 2020

The Clerk’s Finance and Activity Reports for January 2020 were provided to committee. The Clerk reported fee income as above average for the period although this is largely due to the high percentage of ‘non-resident’ fees as opposed to the activity, which was average. Expenditure in the period was only slightly more than income and included unexpected outgoings to replace the office printer and new fencing to the extended car parking and Recycling Area.

19/101 MONTHLY MAINTENANCE REPORT – MARCH 2020

This has not yet been provided to members due to changes in demands of the Clerks time and will follow in due course. The change of opening hours for the cemetery in line with the changing of the clocks was discussed, together with the staffing and

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reasonable adjustments in light of the Coronavirus outbreak. The Clerk will keep the Town Clerk and Chairman updated regarding the Cemetery Staff and matters relating to the cemetery and the pandemic.

19/102 REVISED BUDGET 2020/21

The Clerk provided members with a revised budget for approval. The Chairman was able to compare this to the original budget and approve the movement of some amounts under budget headings to accommodate changes in the last 6 months. The bottom-line figure for both Income and Expenditure remains the same.

19/103 CEMETERY LODGE – HEATING SYSTEM

The Clerk sought a quotation to upgrade the central heating system in the Lodge following a number of recent breakdowns and recent call outs. It is recommended for both safety and efficiency that the hot water cylinder and associated pipework be removed, disconnection of the water storage tank and other correction and upgrades made as per the engineer's report. The reasons behind this were discussed at length with the Chairman and usually other quotations would be obtained in line with the constitution. However, the Clerk requested the use of a specific company due to their expertise, proven track history and competitive quote.

IT WAS AGREED that the Clerk should circulate the engineer's report to members for their consideration to proceed without obtaining further quotes.

19/104 QUALIFICATIONS

The Clerk would like to commence study of a 3-year BTEC HNC in Cemetery & Crematorium Management with the ICCM. This is an industry specific qualification which includes a balance of compulsory and optional units. Study for continued professional development is included in the budget for 2020/21 with an enrolment fee of £180 together with £595 per unit and an estimated 2 units per year.

IT WAS AGREED that the Clerk should circulate the course guidelines to members for their consideration.

19/105 BENCH APPLICATIONS

The Clerk previously discussed the issue of updating the bench application with members and recorded this in minute 19/78. She has subsequently worked with the Chairman to produce a new application form which will now be used and is available on the Cemetery website.

19/106 CORONAVIRUS CONTINGENCY PLANNING

The development of the pandemic has been a fast paced and dynamic situation with updated advice delivered by the Government daily. The agenda was originally set prior to measures being imposed such as social distancing, working from home and closing schools. A full contingency report has already been provided to the Town Clerk and committee members and will be continually reviewed as the situation and advice develops.

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19/107 VE DAY – VICTORY PARADE

This event has been cancelled due to the advice on social distancing and expectation that these measures could be in place for 12 or more weeks. The Clerk had already notified everyone involved in the parade and confirmed to the Chairman that no money had been spent from the Cemetery budget.

19/108 ITEMS FOR INFORMATION

The Clerk will continue to carry out her duties and keep members updated. The Clerk and Chairman will hold a telephone meeting every second Thursday (after today) and report to members on the Friday. A Delegated Committee Meeting will be held monthly in place of regular committee meetings until further notice. The usual agendas, reports and minutes will be provided to members and recommendations sought on any relevant business.

19/109 DATE FOR NEXT MEETING

The following meetings are cancelled, but it is hoped the AGM and Cemetery Inspection could be held on Monday 29th June at 6:30pm in the Cemetery Chapel:

CANCELLED

Monday 27th April 2020 @ 7pm

Monday 25th May 2020 @ 6:30pm + Cemetery Inspection

The next meeting of the Delegated Committee is Thursday 23rd April 2020 at 2pm

The Chairman declared the meeting closed at 15:43pm

Signed:
Chair

Dated: