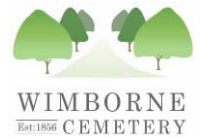


# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



**Minutes** of the Delegated Committee Meeting of the Wimborne Cemetery Joint Management Committee held via telephone on Thursday 23<sup>rd</sup> April 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

## **20/01 EXCUSED ABSENCE**

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

## **20/02 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 19<sup>th</sup> MARCH 2020**

19/79 - The Chairman requested the Clerk follow up with the solicitor regarding the new Tenancy Agreement due to upcoming requirements for Electrical Checks should the new agreement come into effect after 1<sup>st</sup> July 2020. The Electrical Check will be required in any case from 1<sup>st</sup> April 2021.

19/103 – The Clerk emailed the engineer and updated the tenant. Work can commence once restrictions are lifted or can be adhered to.

19/104 – The Clerk has commenced the first unit of study towards BTEC HNC in Cemetery & Crematorium Management.

19/105 – The Bench Application as reviewed by the Chairman is now in use and the website updated.

19/106 – The Chairman requested it be noted that, although there are currently no concerns regarding income and cashflow, that should it be necessary, there are adequate funds in Reserves to meet future payments and expenditure. The Clerk assured the Chairman that all financial matters were being closely monitored in this uncertain time and she would inform the committee of any concerns.

## **20/03 APPROVE FINANCIAL REPORTS – MARCH 2020**

In view of the current pandemic and restrictions it is not possible for the financial reports to be signed. However, 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 Chairman accessed the Bank Statements online and reviewed these against other reports provided - she confirmed all accounting records appeared to be in order. The Clerk advised it had been possible to take the accounts for the year 2019/2020 to the auditor for their review which should provide further assurance of the accounting records and procedures during this time.

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



## **20/04 CLERKS FINANCE REPORTS & ACTIVITY SUMMARY – MARCH 2020**

The Clerk's Finance and Activity Reports for March 2020 were provided to committee. The Clerk reported fee income reasonable for the period and activity as average. There was a higher than usual number of purchases of burial plots which would include those purchased for interments and pre-purchase. Expenditure in the period included salaries and grave digging for two months as well as the final payment for fencing, a skip and the purchase of the memorial package.

## **20/05 MONTHLY MAINTENANCE REPORT – APRIL 2020**

The report confirmed staff have continued to work within the current government guidelines and restrictions and had not experienced any issues with the cemetery remaining open. Outstanding work has largely been caught up with following a prolonged period of bad weather and other planned tasks, in hand. There have been no issue with grave maintenance or obtaining equipment and resources.

## **20/06 CORONAVIRUS CONTINGENCY PLANNING**

The Clerk has ensured she is as up-to-date with the situation by watching the daily Government Briefings, attending weekly Webinars and reviewing industry emails, updates and websites and was able to appraise the Chairman of this. The general position for local councils (including the JMC and cemetery) seem to have stabilised in recent weeks, with the focus for burial authorities now, to ensure the best level of service and care to those that need it at this difficult time.

The Chairman discussed the issue of future meetings now new regulations to support this are in place: The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. The Clerk is to consult with the Town Clerk as they are developing this within their own council and will save duplication of work as well as continuity for members.

## **20/07 ITEMS FOR INFORMATION**

The Town Clerk updated the Clerk there is no requirement to hold the AGM this year and members could remain in post until the following May 2021.

## **20/08 DATE FOR NEXT MEETING**

None. The Clerk will update members at the earliest opportunity for arrangements to hold meetings virtually until further notice.

The Chairman declared the meeting closed at 3:35pm

**Signed:**  
**Chair**

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**Dated:**