

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



**Minutes** of the Wimborne Cemetery Joint Management Committee held virtually on Monday 20<sup>th</sup> July 2020 at 6:30pm. The Chairman commenced the meeting with a roll call of members present and confirmed the meeting as quorate.

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

## **20/30 APOLOGIES FOR ABSENCE**

Cllr. N. Bridle.

## **20/31 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 29<sup>th</sup> JUNE 2020**

20/23 – Cllr Broad updated members that he had followed up the Chairman’s enquiry regarding the outstanding Parish contribution which had since been sent.

The Clerk confirmed the cheque was received and banked on Friday.

19/79 – In-line with requirements for the new Assured Shorthold Tenancy agreement, the Clerk arranged for the 5-year electrical Periodic Inspection Report (PIR) to be carried out at the Lodge. There were four Code 3 recommendations which can be included in the next budget and carried out prior to the next inspection in July 2025.

## **20/32 APPROVE AND SIGN FINANCIAL REPORTS - JUNE 2020**

Financial reports for the above period were provided to all members prior to the meeting, including the Clerk’s Report, Activity Summary and the Budget Comparison report 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 prior to the meeting with no issue or concerns raised.

## **20/33 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY - JUNE 2020**

The Clerk’s Finance Reports and Activity Report for June 2020 were provided to the Committee prior to the meeting. The Clerk reported the month as ‘extremely busy’ with activity of 46 – this is double that of the previous month. The fee income was reflective of the activity split between Resident and Non-Resident of 78% and 22% respectively. Expenditure in the period included the upgrade to the boiler and heating system in the Lodge, grave digging and an annual subscription to Zoom for virtual meetings of the JMC, as well as regular items and general costs.

## **20/34 MONTHLY MAINTENANCE REPORT – JUNE 2020**

The Planned Maintenance meeting for June was yet to be held, however the Clerk advised members would continue to receive these reports monthly over the summer period and during the summer break from meetings.

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## **20/35 FORMAL ADOPTION OF DECISIONS FROM DELEGATED AND INFORMAL MEETINGS**

The Chairman thanked the Clerk for the comprehensive report to members which detailed a list of matters for formal adoption, approval and resolution following the informal and delegated meetings held on 19<sup>th</sup> March 2020, 23<sup>rd</sup> April 2020, 25<sup>th</sup> May 2020, and 29<sup>th</sup> June 2020.

**IT WAS RESOLVED** that all members had received adequate information and agreed to formally adopt all decisions made at the above listed meetings.

## **20/36 QUOTATIONS FOR WORKS TO CAR PARK EXTENSION**

The Clerk provided a report together with 3 quotations obtained to tarmac the car park extension, an area of approximately 64m<sup>2</sup>. The committee discussed the quotations and found them to all be very comparable.

**IT WAS RESOLVED** that on this basis members would opt for the cheapest of the three quotes.

## **20/37 LAND AND LEASES**

The Clerk updated members that preparation of the Declaration of Trust would cease due to a new understanding that should one council wish to change the current arrangement or leave the Joint Management Committee then it would be a matter for Dorset Council under their statutory powers and obligations (Sch. 26 LGA 1972).

The Chairman updated members that a review and final draft of the Assured Shorthold Tenancy agreement would be carried out and provided to the Clerk. This document would then be ready for distribution to the constituent authorities for review, signature, and approval. This proposed course of action was agreed by all.

## **20/38 RABBITS**

The Clerk asked members to consider the matter of whether the shooting of rabbits within the cemetery should continue to be permitted. There are currently a large number of rabbits living in the borders of the cemetery grounds but, there have been no issues or complaints reported to the Clerk and they appear to be healthy and causing no operational issues. Historically, the shooting of a small number of rabbits to keep the numbers down and prevent issues had been permitted and carried out when necessary – the last time is estimated to have been 4-5 years ago.

**IT WAS RESOLVED** that the humane shooting of a small number of rabbits for eating would be permitted in principle, but only should the numbers become so large they cause a nuisance. This would only be permitted to be carried out by prior arrangement with the Clerk when the cemetery is closed and by persons correctly licenced and lawful.

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## **20/39 TREE PLANTING – SEPTEMBER 2020**

The Clerk submitted a first draft of wording for a plaque in respect of the proposed commemorative planting of yew trees. The Chairman and Cllr Morawiec suggested minor amendments to the wording which the Clerk will adjust and re-submit at the next meeting.

**IT WAS RESOLVED** that the Clerk continue to make the necessary arrangements for the planting of yew trees in September 2020 and a low key event, this could be marked by coverage in local magazines, websites and interviews to bring it to the attention of the local community.

## **20/40 ITEMS FOR INFORMATION**

There were no items for information.

## **20/41 DATE FOR NEXT MEETING**

The date for the next meeting of the JMC is Monday 21<sup>st</sup> September 2020 at 6:30pm. The meeting will be held via Zoom and the Clerk will send members an invitation to join by email.

The Chairman declared the meeting closed at 7.10pm

**Signed:**  
**Chair**

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**Dated:**