

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Wimborne Cemetery Joint Management Committee meeting held virtually on Monday 16th November 2020 at 6:30pm.

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

20/62 APOLOGIES FOR ABSENCE

None received.

20/63 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 19th OCTOBER 2020

20/56 – the proposed journal adjustments were made to the budget for 2020/21.

20/64 APPROVE AND SIGN FINANCIAL REPORTS – OCTOBER 2020

Financial reports for the above periods 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. An electronic copy was provided to the Chairman, checked against the bank statements and no issues or concerns raised. It was decided any outstanding financial reports should be signed prior to the December meeting due to current lockdown restrictions.

20/65 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY – OCTOBER 2020

The Clerk’s Finance and Activity Reports for October 2020 were provided to the committee prior to the meeting. The Clerk explained to members that although the bank account balances appeared high compared to what would usually be held in the current account without transferring to Reserves, there were at least 2 months of staff costs outstanding; the Chairman confirmed these payments had subsequently been made. Income for the period balanced with that of expenditure despite larger outgoings such as payment for annual hedge work, machinery maintenance, annual gratuity, servicing and stationery.

20/66 MONTHLY MAINTENANCE REPORT – OCTOBER 2020

The Clerk informed members of a change to the regular date for planned maintenance meetings to allow more time for the report to be written and circulated. This reduced the time since the last meeting and so much remained the same. The most notable change was in reference to COVID, the imposed lockdown from 5th November 2020 and updated guidance which allow close family members who have tested positive for COVID to attend a funeral. The Chairman led an in-depth discussion around this and requested the Clerk revise the Risk Assessment to allow for new guidance. The Clerk also confirmed the Track & Trace QR code is on display in the chapel and updated guidance on cleaning passed to the Groundsman.

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20/67 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.

20/68 DECLARATION OF INTEREST (CONFIDENTIAL)

See Confidential Minute 20/68 below.

20/69 AUDITORS HALF YEARLY REPORT

The Chairman received the letter from the auditor and thanked the Clerk for another effectual 6-months work on the accounts. Two questions raised by the auditor were presented to members for discussion; are the fixed assets due for an independent valuation and should members make a declaration of interests at the start of each meeting?

IT WAS AGREED that the current provisions are sufficient for insurance purposes and there would be no purpose to an independent valuation simply for the recording of fixed assets due to the use of land not being appropriate for sale. It was further agreed the Clerk would add an item for members and the Clerk to declare interests at each AGM to serve as an annual reminder and record.

20/70 PUBLIC SPACES PROTECTION ORDER FOR DOG CONTROL

The Chairman informed members of a recent dog control order (Public Space Protection Order – 23 October 2020) made by Dorset Council (not BCP Council), which would see restrictions including dogs on or off-lead within 5m of a sports pitch, playing surface or athletics track. This would affect both Redcotts and Leigh Parks, as well as Oliver's Park in Colehill. Dorset Council originally stated there was no discretion to landowners to disapply the order. However, the Chairman confirmed this not to be the case and a landowner could choose to disapply the order. The Clerk reported she had written to Wimborne Minster Town Council and expressed concern on the restrictions as it could mean irresponsible dog walkers could migrate to Wimborne Cemetery as the nearest green space. In addition, the Chairman raised concern about the order also imposing restrictions to have dogs on leads in the cemetery which would contradict current Cemetery Regulations which ban dogs entirely (save assistance and guide dogs).

IT WAS RESOLVED that the Clerk should draft a letter to Dorset Council to disapply the order to Wimborne Cemetery because of the contradiction with its own regulations and provisions under the Local Authorities Cemeteries Order 1977, minute 18/10.

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20/71 TOMMY FIGURE – COLEHILL PARISH COUNCIL’S CLLR DAVIES

Cllr Davies informed members that Colehill Parish Council were soon to consider a possible new site for the Tommy Figure installed in 2018 and asked if the cemetery would like to be considered as a possible location. Members discussed the merits and any possible opposing views on siting it at the cemetery.

IT WAS AGREED that the figure could be stored at the cemetery and displayed around Armistice and Remembrance Sunday but will wait to hear further if Colehill Parish Council decide this would be an appropriate resolution.

20/72 DRAFT BUDGET – FROM 1st APRIL 2021

The Clerk provided financial reports to the committee prior to the meeting including Budget Comparison (2017/18 – to date); Summary of Cemetery Fees (2016/17 – to date); Income Projection 2020/21 including calculations for a 3 year average; Activity Summary - Yearly Comparison (2016/17 – to date); Activity Summary – 6-months to date; Monthly Fee Income – 6-months to date and Financial Budget Comparison including all sub-headings. The Clerk’s budget provided no inflation increase to the contribution and also proposed fees be kept the same for a further year. The basis for this approach was that essential services provided by the cemetery to the local and wider community should seek to assist where there has been much suffering potential job losses, job furlough and death due to the ongoing pandemic. This was reinforced by the Chairman who informed members that despite there being an increase in housing within the local area, it was likely there would be a reduction in collection rates for the coming year. This could mean a drop in the precept for parish councils.

IT WAS RESOLVED

- a) that the committee adopt the draft budget but note the fact where there is no increase to the contribution, should not be perceived as to set a precedent for future years.
- b) that in accordance with Section 103 of the local government Act 1972 the following amounts be requested from the constituent authorities (in the proportions agreed under the constitution) to meet the expenses of the Joint Management Committee for 2021/22 financial year:

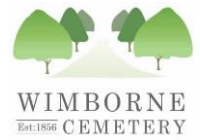
Colehill Parish Council	£12,328.15
Pamphill & Shapwick Parish Council	£1,297.70
Wimborne Minster Town Council	£12,328.15

20/73 BANK MANDATE

The Clerk raised the question of adding a member of the committee to the bank mandate to cover the complex signing arrangement in the Chairman’s absence.

IT WAS AGREED that Cllr Davies would be added to the mandate due to her availability for signing and banking matters.

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20/74 ITEMS FOR INFORMATION

There were no items for information.

20/75 DATE FOR NEXT MEETING

The date for the next meeting of the JMC is Monday 14th December 2020 at 6:30pm.

The Chairman declared the meeting closed at 7.30pm

Signed:
Chair

Dated: