

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Wimborne Cemetery Joint Management Committee meeting held virtually on Monday 26th April 2021 at 6:30pm.

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

21/001 APOLOGIES FOR ABSENCE

None.

21/002 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 22nd MARCH 2021

20/112 – In line with the government roadmap out of lockdown, we have now passed 12th April which means 30 people are allowed to attend a funeral and 15 to a cremation or stone setting. The temporary COVID-19 legislation which allowed for meetings to be held virtually is due to expire on 7th May 2021, there is an appeal in against this resuming and members will be kept up to date with any changes.

20/113 – The Clerk has now disseminated the report on the cemetery's Memorial Maintenance Program to the respective council Clerk's for action. The Chairman requested the addition of reference to the Occupiers Liability Act 1984 which includes a duty of care to persons other than visitors.

20/114 – The Clerk confirmed she has now collected the registers from the Dorset History Centre to progress and update Epitaph as part of the MMP.

21/003 APPROVE AND SIGN FINANCIAL REPORTS – MARCH 2021

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. The Clerk and Chairman were able to meet in-person for signing off of outstanding original documents and statements date.

21/004 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY – MARCH 2021

The Clerk's Finance and Activity Reports for March 2021 were provided to the committee prior to the meeting. The Clerk showed members a breakdown of Monthly Fee Income for the year to the end of March 2021 and reported that although the figures for March were above average, generally both income and activity had returned to more 'normal' levels.

21/005 REVIEW OF THE YEAR

The Clerk's YE Financial Statements and Finance Reports distributed prior to the meeting were not received. However, at the conclusion of the financial year,

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Income was just over £18k in excess of budget and Expenditure almost £7k below budget. This is due to unprecedented circumstances around the pandemic which, as an essential service, saw increased activity during this time. This is coupled with a lack of opportunity to spend on budgeted items such as 140:Training; 210/2:Chapel Repairs & Maintenance; 220/3:Lodge Repairs & Maintenance and 250:Memorial Repairs.

21/006 PLANS & PROJECTS FOR 2021/22

The Clerk showed members a copy of the Project List for 2021/22 which included timelines for obtaining a Faculty, Planning Permission, Repairs to the Chapel Doors and Lodge, planning of any event for the Queen's Platinum Jubilee and the Epitaph and MMP years 1 and 2, and answered members queries.

21/007 ITEMS FOR INFORMATION

There were no items for information.

21/008 DATE FOR NEXT MEETING

The date for the next meeting of the JMC is the AGM to be held in the Cemetery Chapel on Monday 10th May 2021 at 7pm.

The Chairman declared the meeting closed at 7.08pm

Signed:
Chair

Dated: