

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Annual General Meeting held in the Cemetery Chapel at Wimborne Cemetery on Monday 10th May 2021 at 7pm.

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

One member of the public and the Cemetery Groundsman also present at the meeting.

21/09 APOLOGIES FOR ABSENCE

None.

21/10 ELECT CHAIRMAN FOR THE YEAR COMMENCING MAY 2021

Cllr Davies proposed Cllr Bridle be elected as Chairman of the JMC, this was second by Cllr Broad and agreed by all. Cllr Chedgy stood down and Cllr Bridle chaired the rest of the meeting.

21/11 ELECT VICE CHAIRMAN FOR THE YEAR COMMENCING MAY 2021

Cllr Chedgy proposed Cllr Broad be elected as Vice Chairman for the year, this was second by Cllr Davies and agreed by all.

21/12 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 26th APRIL 2021

The Clerk updated the committee on the following matters arising from the above earlier meeting:

21/05 – The Clerk confirmed all documents not received by members had now been sent following the last meeting and all should be in receipt of everything.

21/13 APPROVE AND SIGN FINANCIAL REPORTS - APRIL 2021

Financial reports for the above period were provided to members prior to the meeting, including the Clerks 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 during the meeting with no issue or concerns raised.

21/14 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY - APRIL 2021

The Clerks Finance Report and Activity Report for April 2021 were provided to the Committee prior to the meeting. The Clerk reported income for the period was slightly in excess of the estimated monthly average for the year, together with the receipt of some council's contribution. Expenditure items included the annual insurance policy, which covers buildings and members activities and functions within the JMC, grave digging and internal audit fee. The Clerk highlighted an invoice received for Salaries Administration this was an unexpected expenditure item so had not been

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included in the budget. Activity for the period was reported as above average with a 65% resident / 35% non-resident split.

21/15 INTERNAL AUDIT LETTER AND RESOLVE APPOINTMENT OF AUDITOR FOR NEXT TWO YEARS

The Clerk provided members with a copy of the auditor's letter dated 26th April 2021 following the completion of the internal audit of the accounts to 31st March 2021. It was noted that the auditor was '*satisfied the accounts are being recorded and managed appropriately*', there were no questions raised by the committee.

IT WAS RESOLVED that the JMC would like to reappoint Jane Stacey to audit the cemetery accounts every 6 months for the next two financial years.

21/16 REVIEW AND ADOPTION OF POLICIES

The Clerk sent members an updated schedule of policy documents which have previously been approved, together with copies of any new or amended documents from within this list: P11 – Electronic, Digital and Virtual Meetings Protocol, RA02 – Operational Risk Management, RA08 – COVID-19. SP03 – The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 where available to read online. Cllr Chedgy raised questions regarding the schedule and whether members should be provided with copies of all documents in that schedule. The Clerk responded that all documents were available to members either online or at request and had been provided in the past. A large majority of the documents were produced and maintained by the organisations subscribed to for this purpose, such as the BRAMM and ICCM or written legislation, and any new, amended or updated documents were distributed annually prior to the meeting to allow members to review and reach a decision on adoption of those documents.

IT WAS RESOLVED to adopt all policies and documents listed on the schedule, including the new, amended or updated documents distributed prior to the meeting.

21/17 ITEMS FOR INFORMATION

A list of meeting dates up to, and including May 2022, were distributed to members prior to the meeting. The current legislation which allows local council meetings to be held virtually is under review, however it is anticipated this practice will be allowed to continue until at least the summer break. The Clerk has provisionally booked the next two meetings of the JMC (June and July 2021) to be held virtually and then all subsequent meetings from September 2021 to be held in-person at Wimborne Minster Town Council, Committee Room.

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21/18 DATE FOR NEXT MEETING

The date for the next meeting of the JMC is Monday 21st June 2021 at 6pm. The Clerk will send members an invitation to join the Zoom meeting by email.

The Chairman declared the meeting closed at 7:30pm and members continued with the annual cemetery inspection.

Signed:
Chair

Dated: