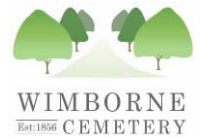


# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



**Minutes** of the Wimborne Cemetery Joint Management Committee held in the Cemetery Chapel at Wimborne Cemetery on Monday 16<sup>th</sup> August 2021 at 6:30pm.

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

## **21/31 APOLOGIES FOR ABSENCE**

None.

## **21/32 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 21<sup>st</sup> JUNE 2021**

The following matters arising are from the above earlier meeting:

21/25 – the Town Clerk suggested a provision of £400 plus VAT be allowed in the Cemetery budget for staff administration costs going forward.

21/26 – the Clerk collected, and deposited registers and documents borrowed back into archive at the Dorset History Centre and continues with the project to digitalise cemetery records.

21/28 – the Clerk confirmed the remains recovered from The Square dated back to 1300's, but more detailed information or reports would take longer to obtain.

## **21/33 APPROVE AND SIGN FINANCIAL REPORTS – JUNE & JULY 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 Chair as correct during the meeting with no issue or concerns raised.

## **21/34 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY – JUNE & JULY 2021**

The Clerk's Finance Report and Activity Reports for June and July 2021 were provided to the members, together with a Quarterly Report of income from fees, updated to include July's figures. Income and activity remain consistently higher than estimated mainly due to a higher proportion of income from non-resident activity. The Clerk explained preference from some Poole and Bournemouth based funeral directors to work with Wimborne Cemetery due to the high level of ground maintenance and effective management – this is where there are limited options for burial in some neighbouring areas. Expenditure for the period included the purchase of a new strimmer and annual payments for servicing of the fire extinguishers, Lodge boiler service and ICO subscription. In addition, now COVID restrictions have lifted, planning applications can be made, and work begin on the renovation of the chapel doors in due course. Additional income received can be put back into the cemetery to improve boundaries and security with additional hedging along Stone Lane (Item 6).

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## **21/35 PLANNED MAINTENANCE REPORT – JULY & AUGUST 2021**

Members were updated that planned maintenance around the cemetery would be caught up over the next few weeks following short periods of annual leave over the summer and varying demands which arose, such as burials. The Clerk and Groundsman have devised a plan and prioritised areas of work, with an aim to being back on track by the end of September.

## **21/36 QUOTATION FOR HEDGING – STONE LANE BOUNDARY**

The Clerk obtained three quotations for 400 x Common Privet hedge plants 60/90cm in 2L pots, between £1,516 and £2,330. Members discussed and agreed the price range was reasonable for the number of plants but, the Chair requested the Clerk obtain an additional quotation from a local nursery.

**IT WAS RESOLVED** that members agreed to the type of plant and cost within the above range and that, once the Clerk provided the additional quotation, a decision as to which nursery would be made by an open vote on email. This is to prevent further delay and allow the Clerk time to arrange for the purchase and delivery of the plants; which need to be planted before any adverse weather and allow maximum growth before the winter.

## **21/37 QUOTATION FOR HEDGE CUTTING – CEMETERY ROAD / LOWER CEMETERY BOUNDARIES (inc. management of hedging and letter from neighbour)**

The Clerk provided members with quotations from Kieran Boyland Treecare Ltd, as the contractor who carried out the hedge cutting last year. The Clerk, groundsman, committee, and members of the public were all very complimentary of the work and how it was carried out. Cllr Chedgy requested if they could also attempt to remove some of the Ash trees growing within the hedge along Cemetery Road.

The Clerk provided members with a (redacted) copy of a letter received from a resident of Redcotts Road and whose property borders the hedge on Cemetery Road. Included in the report to members was a number of responses sent directly to the Clerk from other neighbouring properties, as copied into the correspondence by the resident; the legal position, photographs, map, and the Clerk's recommendation. Members discussed the matter at length.

**IT WAS AGREED** that the Clerk instruct Kieran Boyland Treecare Ltd to carry out the work again as quoted, save any additional charges for the removal of the Ash trees.

**IT WAS RESOLVED** that the Clerk will ask the contractor to remove any hedging which is covering the roof of the shed, reduce any growth down from the top of the hedge and tend to our side; that the Clerk would write to the resident to inform him of this resolution and provide the details for the contractor should he wish to contact them directly to attend the inside of his property / garden to cut the side of the hedge.

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



## **21/38 COVID ROADMAP REVIEW**

All COVID restrictions in England lifted on Monday 19<sup>th</sup> July 2021 meaning there were no longer any legal limits on gatherings. The main implications of this on the cemetery are, there are no limits on numbers which can attend a 'life event', such as a funeral and also local government committees are required to meet in person in order to hold legal meetings which resolve formal decisions.

**IT WAS AGREED** the Clerk will continue to monitor the situation regarding COVID and government restrictions, retain the QR Code poster, hand sanitiser, PPE, reasonable social distancing, and cleaning routines which had been in place to date, to ensure the optimum safety of cemetery staff and visitors.

## **21/39 ITEMS FOR INFORMATION**

Cllr Davies had kept the Clerk informed of a number of attempts and difficulties in getting through to Barclays to update the bank mandate. The Clerk asked if there was another member who might have more flexibility with attending the branch and provide identification, the Chair offered to be added to the mandate instead of Cllr Davies.

## **21/40 DATE FOR NEXT MEETING**

The date for the next meeting of the JMC is Monday 20<sup>th</sup> September 2021 at 6:00pm – venue to be confirmed between Town Hall or Cemetery Chapel.

The Chair declared the meeting closed at 7:36pm.

**Signed:**

**Chair**

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**Dated:**