

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Wimborne Cemetery Joint Management Committee held virtually on Monday 17th January 2022 at 6:30pm. This meeting was held virtually due to the current COVID variant and high rates of infection locally.

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

21/75 APOLOGIES FOR ABSENCE

None.

21/76 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 20th DECEMBER 2021

21/71 - Due to the confidential nature of this matter arising, the Clerk confirmed there were no members of the public or press present. Cllr Chedgy provided members with an update following a meeting of Wimborne Minster Town Council's sub-committee on Friday 7th January 2022. Colehill Parish Council and Pamphill & Shapwick Parish Councils will provide further updates in due course.

21/77 APPROVE AND SIGN FINANCIAL REPORTS – DECEMBER 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 no issue or concerns raised. Minutes, Finance Reports and Bank Statements for the months of September, October and December 2021 were signed by the Chair prior to the meeting.

21/78 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY – DECEMBER 2021

The Clerk's Finance Report and Activity Report for December 2021 were provided to the members prior to the meeting. The Fee Income report for Q3 was also distributed to members and the Clerk explained the budgeted income from fees for the year was almost met, and that the average fee income per month had increased year-on-year since 2017/18. There has been no increase to Fees since 1st April 2020, this together with analysis of fees charged, services provided and the forecast of income from an unpredictable stream, indicate the balance is right. Expenditure for the period included general expenditure, annual subscription, and the repairs to the Lodge lead lit windows.

21/79 PLANNED MAINTENANCE REPORT – JANUARY 2022

The Clerk provided the Planned Maintenance Report for the month to members prior to the meeting. All planned maintenance work was reported as up to date with Spraying & Edging planned throughout January. The Clerk explained the Groundsman is using a mechanical means to remove the moss and tidy edges within

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the grounds as opposed to chemicals – although this is still necessary around the chapels due to the gravel. The Chair requested the Clerk arrange for the bramble and ash to be dug out from growing through the yews as soon as time allowed. Cllr Chedgy raised the question of people holding multiple allotments through different organisations, reducing other people’s chances of holding one and requested the Clerk liaise with the Town Council. Cllr Hinks raised the point of another ‘No Through Road’ sign placed at the entrance for vehicles travelling down St Margaret’s Hill towards Wimborne, having noted a number of vehicles entering Cemetery Road and then turn around after seeing the gates at Stone Lane are permanently closed to vehicular access. All other matters were covered under separate items on the agenda.

21/80 MEMORIAL MAINTENANCE PROGRAM

The Clerk reported to members on the completion of Year 1 of the Memorial Maintenance Program, which commenced in October 2020 and out of a total of 557 memorials, 106 or 19% failed the test and required action. Of these 21 could be repaired by the groundsman as they were under the regulation 625mm, and 55 have been repaired by the families, leaving 30 which remain stake & banded.

These are made up of 20 where the owner of the Exclusive Right of Burial is deceased and there is therefore no-one to write to, 9 where letters have been sent, but given the length of time, the owner is likely to have moved house, not visited, or died. And 1 grave which is a ‘common grave’ and therefore there is no permit or entitlement to have a memorial in the first place.

Members discussed the budget provision to repair the remaining 30 memorials in Sections 16, 17, 18 and 22 un-consecrated ground which would cost an estimated total of £4,500 plus VAT. Cllr Hinks suggested contact information be added to the memorials repaired by the cemetery so they could be contacted by families who may still wish to pay for the repairs. The Clerk will look into this as well as keeping record on Epitaph, the electronic grave management system.

IT WAS AGREED that the Clerk make enquiries as to the best price possible given the number in need of repair, but that the work should be carried out in any case to prevent deferring costs building in future years.

21/81 STONE LANE GATES - UPDATE

The Clerk updated members that it had come to light that the gates at Stone Lane were damaged in a drink/drive incident which occurred overnight on Monday 25th October 2021, but the offender had subsequently been to court and retribution issued. The Clerk has already contacted the police disclosure unit and requested information which can be passed to the insurers, together with a quotation for the work. The Clerk will keep members updated on any progress.

21/82 SLCC – COMMUNITY GOVERNANCE

The Clerk requested support to study the next level of qualification with SLCC after completing CiLCA in January 2020. The Community Governance Level 4 is completed over two-years by remote study and includes Local Council Law & Procedures,

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Community Engagement, Managing People, Community & Organisational Governance, Finance and Planning. Members were provided with a report which detailed the course study commitment and fees, as well as provisions in the budget. **IT WAS AGREED** that the Clerk should attend the course as part of Continuing Professional Development in the role of Clerk and Registrar. The JMC would fund the course, but the Clerk would need to check with the employer regarding supported study days included as work time.

21/83 RENOVATION OF THE LODGE

The Clerk reported to members that she had met with the builder to go through some specifications and finer points of the renovations now work was underway. **IT WAS AGREED** that the Clerk will provide further quotations to the committee, but the collective view was to get the work completed at the same time and to the best achievable standard.

21/84 ITEMS FOR INFORMATION

The Clerk updated members on to items for information:

- 1) There have been amendments to the timings for the Queen's Jubilee events involving the lighting of the Beacon. There has to date, been one joint meeting of organisers for this event, but nothing in a while. The Clerk will contact the Town Hall for an update and start to make plans.
- 2) The Clerk received a kind email from a member of the public who wishes to make an anonymous donation of £1,000 to the cemetery which could be used to make improvements to the toilet block. The Clerk will contact the builder and see if they can assist and report back to committee.

21/85 DATE FOR NEXT MEETING

The date for the next meeting of the JMC is Monday 21st February 2022 at 6:30pm - location to be confirmed depending on government guidelines and local infection rates of COVID.

The Chair declared the meeting closed at 7:49pm.

Signed:

Chair

Dated: