

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

**Minutes** of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 16<sup>th</sup> July 2018 at 7.00pm

Present: Cllr. T. Wheeler – Chairman  
Cllr. S Cowsill – Vice Chairman  
Cllr. S. Broad  
Cllr. C. Chedgy  
Miss K. St Clair – Clerk & Registrar

## **18/24 APOLOGIES FOR ABSENCE**

Cllr E Urquhart

## **18/25 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 18<sup>th</sup> JUNE 2018**

The Clerk updated the committee on the following matters arising from the meeting held on 18<sup>th</sup> June 2018:

Items 18/19, 18/20, 18/21 covered as separate items on this agenda.

18/23 - The Clerk produced a project list which was circulated to members, however, some said they had not received it so it will be circulated again.

Minutes from the meetings signed by the Chairman.

## **18/26 FINANCIAL REPORTS FOR JUNE 2018**

Finance reports for the above period provided to all 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. All reports made available to members for review at the meeting.

## **18/27 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY**

The Clerks Finance Report and Activity Report for the period were reviewed and it was noted that income for June 2018 was exceptionally low. There was also minimal activity, including no memorial applications.

## **ITEM 5 DEFERRED UNTIL THE END OF THE MEETING**

## **18/28 CEMETERY REGULATIONS REVIEW**

The Clerk circulated a copy of the Cemetery Regulations to members at the last meeting and by email for them to review and agree at this meeting, however some members had not received them. Cllr Chedgy requested a 'response request' or 'respond by' date be added to Clerk's correspondence to ensure the members get back to her.

The Committee went through the regulations and discussed the removal of words such as 'Superintendent' as this post no longer existed.

**RESOLVED:** That the Clerk rewrite the Cemetery Regulations and circulate to members for agreement and adoption at the next meeting.

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## **18/29 WEBSITE LAUNCH**

The Committee were informed that the website is now live. Relevant checks had been done by WBS and all seemed to be working well. The Committee have reviewed the website prior to the meeting and no issues reported to the Clerk. The Clerk submitted a press release to Stour & Avon Magazine which was due to appear in the magazine on Friday 20<sup>th</sup> July 2018.

**RESOLVED:** Associated councils notified and their own Clerk's to update links and websites.

## **18/30 BADGER SETTS**

The Clerk informed the committee of recent activity from 2 badger setts in Section 9 of the cemetery. The setts have been monitored by cemetery staff over the last year however, it was clear there was recent activity which rendered close-by memorials unsafe. The Clerk acted to remove and lay flat the memorials nearby, submit an application form to Natural England to allow for the destruction of those specific setts and met with a representative on site for advice.

**RESOLVED:** All necessary work was in hand and being undertaken by the Clerk. Cllr Broad suggested the Clerk contact the RSPCA to see if they can offer any assistance or advice.

## **18/31 SECURITY UPDATE**

Following the most recent break to the workshop reported to the committee at 18/19. The Clerk sought professional advice regarding suitable security measures which could be undertaken at the workshop given its remote location and lack of internet and broadband.

So far, two companies have attended and are in the process of providing quotations for an audible alarm with a camera detector.

**RESOLVED:** The Clerk will continue to investigate and report to members as soon as quotation are received. This is so the work can be undertaken without necessarily having to wait until the next committee meeting.

## **18/32 ITEMS FOR INFORMATION**

The Clerk recently made enquiries following and an instruction made in February 2017 for proposed building works to the toilet block. At that time, 50% of the quoted fee of £1,875 plus VAT was paid, and some preparation works carried out to 31<sup>st</sup> July 2017.

**RESOLVED** that the current committee do not intend to pursue any building works and the Clerk confirmed with the consultant this is the end of the matter and there is nothing outstanding to pay.

## **18/33 DATE FOR NEXT MEETING – 17<sup>TH</sup> SEPTEMBER 2018**

Cllr Wheeler requested the date for the next meeting be changed to 10<sup>th</sup> September, all members present did not feel this should be an issue and the Clerk will make enquiries and update the committee.

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**18/34 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** 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.

**18/27 STAFFING BUDGET**

See Confidential Minutes 18/27 below.

The Chairman declared the meeting closed at 9:10pm

Signed: .....

Cllr. T. Wheeler – Chairman