

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 10th September 2018 at 7.00pm

Present: Cllr T. Wheeler - Chairman
Cllr S. Cowsill - Vice-chairman
Cllr. S. Broad
Miss K. St Clair - Clerk & Registrar

18/35 APOLOGIES FOR ABSENCE

Cllr C Chedgy
Cllr E Urquhart

18/36 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 16th JULY 2018

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

18/23 - The Clerk's Project List was circulated to members.

18/30 – The ecologist attended and installed one-way gates to the badger setts for the time required and which were monitored both physically using wildlife cameras. Under the supervision and advice of the ecologist the 2 setts have been destroyed in accordance with the license issued by Natural England. In carrying out this work it showed the setts were not linked to the main setts the other side of the hedge and boundary. The area has now been made safe and chain-link fencing laid to try and prevent the badgers returning.

All other matters covered as separate items on the agenda and the minutes from the meetings signed by the Chairman.

18/37 FINANCIAL REPORTS FOR JULY AND AUGUST 2018

Financial reports for the above period provided to all members prior to the meeting. Bank statements and 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 – although the Chairman highlighted a minor amendment to the Expenditure report following the omission of a transaction. All reports were available to members for review at the meeting.

RESOLVED: The Clerk to amend and add the corrected report to the file.

18/38 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY

The Clerks Finance Report and Activity Report for the period were reviewed for July and August 2018. She reported that income had been reasonable for the period and expenditure kept to a minimum. The budget was looked at in detail with members and expected income for Cemetery Fees identified as low, this is also reflected in the Grave Digging income but this is offset by the Grave Digging expenditure. Areas of proposed spending over the next few months highlighted including, Training, Chapel Maintenance for redecoration and also necessary expenditure on Security.

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

18/39 CEMETERY REGULATIONS

The committee reviewed the final draft circulated prior to the meeting. The wording of Point 13 for 'headstone' was explained by the Clerk to the committee and agreed. The committee requested at Point 19 to remove '*with the approval of the WCJMC*' and replaced with '*under advice to the Joint Management Committee*'.

RESOLVED: Following these amendments the revised Cemetery Regulations can be used by the Clerk and added to the Cemetery Website.

18/40 CHAPEL RENOVATION

The Clerk updated most of the work to renovate the Chapel was completed including the replacement of cloth coverings and curtains. The assistance of Mrs Pauline Wheeler in machining and sewing was greatly appreciated and saved around £400 in having the work completed professionally. The committee extended their thanks to Mrs Wheeler and agreed a gift should be purchased by way of thanks.

Four quotes to redecorate the interior of the Chapel were obtained by the Clerk and discussed by the committee. Of these, the two mid-priced quotes were closely compared, and it was agreed the Clerk would need to clarify a couple of questions. However, the committee agreed to the expenditure and that the work was necessary.

RESOLVED: The Clerk to clarify the company's insurance and use of a platform and update the committee via email.

18/41 SECURITY FOR CHAPEL

The committee reviewed and discussed the three quotations provided for installation of an audible alarm and monitoring system to the cemetery Workshop. All quotes were comparable and of these, one was identified as preferable.

RESOLVED: The Clerk to clarify a couple of questions with the proposed supplier/fitter, which she can email to members for approval to proceed with work.

18/42 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.

8:01pm - No other persons present at the meeting.

18/43 CONSULTATION - STAFFING BUDGET

See Confidential Minutes 18/43 below.

18/44 ITEMS FOR INFORMATION

There were no items for information.

The Chairman declared the meeting closed at 8:28pm

Signed:

Cllr. T. Wheeler – Chairman