

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

**Minutes** of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 19<sup>th</sup> November 2018 at 7.00pm

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

7:01pm - A member of the public attended with a question regarding the large piles of earth put back onto the graves following an interment. He was concerned they would not sink leaving the ground unlevel and that there was no turf on them. The Clerk provided a detailed reply into the process of refilling, levelling and seeding following an interment.

## **18/56 APOLOGIES FOR ABSENCE**

Cllr E Urquhart

## **18/57 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 22<sup>nd</sup> OCTOBER 2018**

There were no matters arising from the previous meeting. Cllr Chedgy requested minor corrections to the minutes marked 'Confidential'; numbering of item 18/54 and for the conclusion to read 'IT WAS UNDERSTOOD' instead of 'RESOLVED' which the Clerk would do following the meeting, the minutes were then signed by the Chairman.

Cllr Cowsill thanked the Clerk for her work in putting together Battle's Over which had been a very fitting and moving tribute to commemorate Armistice and 100 years since the guns fell silent. It was estimated in excess of 600 people attending and she wished her thanks and that of the committee to be noted.

## **18/58 FINANCIAL REPORTS FOR OCTOBER 2018**

Financial reports for the above period were 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. Full reports were available to members for review at the meeting.

## **18/59 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY**

The Clerks Finance Report and Activity Report for the period were reviewed for October 2018 and both were reported as good for the period. All contributions and allotment rents have been received. The budgeted income from fees and grave digging is down on where the Clerk previously estimated, however, if interments are lower the grave digging would also reflect this. The income from interments had been discussed by the committee at previous meetings and members are aware they are unpredictable. Expenditure in the period did not exceed income and included

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the payment for the new security system. Activity was up considerably on previous months and the split between residents and non-residents steady.

7:25pm - the member of the public left the meeting.

## **18/60 AUDITORS HALF YEARLY REPORT**

The Chairman was provided with a copy of the auditor's letter dated 25<sup>th</sup> October 2018 prior to the meeting which he read to members. The letter contained one recommendation raised by the auditor previously regarding EDGE finance and that transaction numbers can be deleted. The Clerk had spoken to EDGE regarding this prior to the meeting, who stated the Transaction Numbers should not be relied upon as an audit trail and there is a new service provided by EDGE whereby an auditor can purchase a license to access but not change anything within the accounts. The current audit report does not provide any detail and is very sparse with information. The use of the Transaction Numbers is currently the most detailed and comprehensive means of audit and would highlight any issues or discrepancies to the auditor. Also, that as the license would cover the auditor to access a number of client accounts it is not considered something the committee should provide for.

**RESOLVED** that the Clerk will provide a copy of the auditor's letter to all members.

## **18/61 DRAFT BUDGET – 1<sup>ST</sup> APRIL 2019**

The Clerk provided financial reports to the committee prior to the meeting including projections of income on the proposed fee structure; Activity Summary for the year to date and grave digging comparisons of cost against income. The Chairman confirmed the proposed contribution was in line with inflation at a 3% increase on the previous year, which the Clerk confirmed she did not see that changing in future years as things stabilise. Cllr Chedgy highlighted there was no increase on the Allotment rents which Cllr Cowsill believed there was scope to put them up compared to others. Grave digging fees, VAT and staff expenditure and training were also discussed with no significant concerns or highlights. The Chairman asked the committee to consider adoption of the draft budget subject to minor amendments to be approved at the next meeting. This was proposed by Cllr King, seconded by Cllr Broad and agreed by all.

**RESOLVED** that the Clerk will send out a copy of the Reserves list and amended budget to all members for review at the next meeting.

## **18/62 ITEMS FOR INFORMATION**

The committee agreed a short and informal de-brief of Battle's Over following the close of this meeting.

The Chairman declared the meeting closed at 8:20pm

Signed: .....

Cllr. T. Wheeler – Chairman