

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

**Minutes** of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 17<sup>th</sup> December 2018 at 7.00pm

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

## **18/63 APOLOGIES FOR ABSENCE**

Cllr C Chedgy and Cllr C Greening

## **18/64 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 19<sup>th</sup> NOVEMBER 2018**

Matters arising since the last meeting:

18/57 – minor amendments to the minutes of the meeting held on 22<sup>nd</sup> October 2018 were updated and redistributed to members.

18/60 – a copy of the Auditor's letter was sent to all members.

18/61 – Draft Budget covered as a separate item on this agenda.

The minutes from the meeting of 19<sup>th</sup> November 2018 were signed by the Chairman.

## **18/65 FINANCIAL REPORTS FOR NOVEMBER 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.

## **18/66 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY**

The Clerks Finance and Activity Report for the period were reviewed and income reported as exceptional; there were 15 interments in November 2018.

The expenditure for the period was also higher but included exceptional and one-off payments such as, the redecoration of the Chapel, Lodge insurance, payment for the new signage and half yearly audit fees. The Clerk highlighted a saving of over £100 on the cost of annual PAT testing of equipment.

## **18/67 MAINTENANCE**

The Clerk provided a report to members and Cllr Chedgy sent an email to all members with her thoughts on the two matters prior to the meeting.

**Hedging: Cemetery Road** – the Clerk updated the committee of concerns raised and difficulties with cutting the hedge on the boundary with properties on Cemetery Road. The matter was discussed during the Planned Maintenance meeting on 27<sup>th</sup> November and a new piece of equipment purchased to resolve the issues. The work should be complete prior to the next meeting of the JMC and the Planned Maintenance schedule should address there being any ongoing issues.

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

**Ash Tree: Cemetery Road** – The Clerk’s report included a summary of earlier correspondence between Cllr Chedgy and the resident concerned about an ash tree with dead limbs and which required work or removal. She also provided members with title plans from Land Registry to the Cemetery and the resident’s property. These showed the location of the ash tree as not being within the Cemetery’s boundary – but does show it within the resident’s own boundary. The Clerk made recommendation that it would inappropriate to contribute to the cost of work to the tree as it did not sit within Cemetery land. Cllr Cowsill was concerned that to do this in the spirit of being ‘a good neighbour’ would set a precedent and Cllr Broad highlighted the number of properties which share a boundary with the Cemetery. The Clerk’s recommendation was approved.

**RESOLVED** by all that the Clerk and Chairman will write to the resident and explain the decision of the committee, including a copy of the title plans.

## **18/68 ALLOTMENT REVIEW**

18/61 minute raised the question of an increase to the Allotment rent in the proposed budget for 2019/20. The Clerk had since reviewed the matter and confirmed she had made a provision for a small increase to the Allotment rent in the proposed budget. However, she carried out an exercise to gain a comparison of cost and services offered by other authorities which she provided in a report to members prior to the meeting. This suggested an increase in rent to £45 for a half size and £65 for a full-size allotment, and the introduction of a £25 administration fee to any new applicants.

**RESOLVED:** The Chairman reiterated there was no amendment to the proposed budget for 540: Allotment Rent and minute 18/61. However, the introduction of an administration fee for new applicants should be voted on by the committee. This was proposed by Cllr Cowsill, seconded by Cllr Broad and agreed by all with immediate effect for any new applicants.

## **18/69 RESERVES**

A list of Reserves and summary of the cost of work to the Chapel was circulated to members prior to the meeting. The committee discussed whether the cost of the interior renovations to the Chapel should be transferred from Reserves. The Chairman suggested to members the principle behind the ringfenced Reserves, which includes the budget heading - Chapel Maintenance, would include the recent renovations. It was clarified that Reserves are ringfenced and to be used for large and one-off project expenditure such as replacement of large machinery, as detailed by the budget headings identified by the committee at minute 17/55.

**IT WAS UNDERSTOOD** that the Clerk will move the total cost of the interior renovations to the Chapel from the Base Rate Reward account to the Current Account and record within the Cemetery accounts. In future, the Clerk is permitted to make such transfers as is within these principles after bringing it to the committee.

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

## **18/70 DRAFT BUDGET**

While carrying out a review of the Allotment rents the Clerk identified and corrected an error to the Proposed Fees for Cremation Plots. This meant an additional £1000 in income which the Clerk distributed between 230: Cemetery Costs and 240: Cemetery Maintenance. Copies of all reports referenced were distributed to members prior to the meeting and Cllr Chedgy asked for consideration that the additional income be added to 190/2: Legal fees, in light of upcoming work by the solicitor. The Clerk explained to members the current provision should suffice and was the amount approved by the individual councils in their instruction letters to the solicitor. Cllr Broad proposed the adoption of the budget and adjustments made, this was seconded by Cllr Cowsill and agreed by all.

**RESOLVED** that the draft budget be adopted.

## **18/71 ITEMS FOR INFORMATION**

The Clerk informed the committee she would soon introduce a Monthly Inspection Report. This report would provide feedback to members on the physical work undertaken at the Cemetery including discussion and outcomes of the monthly Planned Maintenance Meetings, Allotment Inspections and data collected from time sheets. This information should make it easier for the committee to discuss, understand and make decisions on equipment purchases, public queries and resourcing.

The Chairman declared the meeting closed at 8:23pm

Signed: .....

Cllr. T. Wheeler – Chairman