

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

**Minutes** of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 21<sup>st</sup> January 2019 at 7.00pm

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

## **18/72 APOLOGIES FOR ABSENCE**

None.

## **18/73 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 17<sup>th</sup> DECEMBER 2018**

Matters arising since the last meeting:

18/67 – The Chairman requested it be noted in the minutes that the letter to the resident regarding the Ash Tree: Cemetery Road was delivered by hand today and apologised for the delay in sending the letter.

## **18/74 FINANCIAL REPORTS FOR DECEMBER 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.

## **18/75 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY**

The Clerks Finance and Activity Report for the period were discussed and income and expenditure reported as reasonable for the period. The Clerk provided members with a comparison of Monthly Fee Income from April 2017 to December 2018 inclusive. It was noted this report highlighted the unpredictability of income from fees to the cemetery month on month and demonstrated there are no patterns. However, the total income for the first three quarters of 2018/19 was £18,538 more than for the same period the previous year 2017/18.

## **18/76 MONTHLY INSPECTION REPORT – DECEMBER 2018**

The Clerk introduced the new Monthly Inspection Report to members, explained the idea behind its implementation and how it incorporated other recent changes in management of the cemetery and staff. This report completed the full cycle of planning, review, action and reporting between the Clerk, the Groundsman and the Committee and should lead to informed decisions regarding equipment and resources and provide support and effective use of time.

## **18/77 CiLCA QUALIFICATION**

The Clerk reported to members prior to the meeting a request to start a course in the Certificate in Local Council administration (CiLCA). It was agreed by members

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

the course would endorse the role of Clerk & Registrar and was a relevant qualification. During the meeting the Clerk updated that she had registered for the course which should take 12-months to complete and provided members with an outline of the course.

## **18/78 IT EQUIPMENT AND GDPR**

The Clerk provided members with a quote for the replacement of home computer and IT set up for the cemetery.

**IT WAS AGREED** that the Clerk should go ahead with the quote and order the new equipment.

The Clerk updated members on the GDPR training attended by herself and the Groundsman. The option for members to attend GDPR Training on Tuesday 29<sup>th</sup> January 2019 at Wimborne Minster Town Council was extended to including the Cemetery Committee.

**IT WAS UNDERSTOOD** that the Clerk will work together with Wimborne Minster Town Council to ensure compliance. This will form part of the ongoing item identified as 'Policy and GDPR' on the Clerks updated project list.

## **18/79 PROJECTS 2019/2020**

The Clerk provided members with an updated project list for 2019/2020 which detailed areas for development and focus over the coming year. This allowed members to anticipate where and when expenditure is likely to take place and under which Budget Heading.

**IT WAS UNDERSTOOD** that the Clerk will record her progress and report back to Committee at the relevant times.

## **18/80 PLAQUE FOR BATTLE'S OVER BEACON**

The Clerk suggested to members the purchase of a plaque for the beacon which was commissioned for Battle's Over and is currently sited in the Cemetery. Visitors to the cemetery have shown an interest in the beacon and it would be nice if it could be understood why it is there.

**RESOLVED** that the Clerk would circulate proposed wording and obtain pricing for the plaque.

## **18/81 ITEMS FOR INFORMATION**

It was requested by members to move the proposed date for the next meeting to the following week. The Clerk will make the arrangements and update the Committee prior to the next meeting.

The Chairman declared the meeting closed at 8:12pm

Signed: .....

Cllr. T. Wheeler – Chairman