

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Committee Meeting held in the Council Chamber at Wimborne Minster Town Hall on Monday 29th April 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

19/01 APOLOGIES FOR ABSENCE

None – all members present.

19/02 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 25th MARCH 2019

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

18/92 – The order has been placed for the Battle's Over plaque with the wording agreed at the last meeting.

All other matters are covered under a separate agenda item and the minutes from the meetings signed by the Chairman.

19/03 FINANCIAL REPORTS - MARCH 2019

Financial 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 were available to members for review at the meeting.

19/04 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY - MARCH 2019

The Clerks Finance Report and Activity Report for the last financial year April 2018 to March 2019 were provided to the Committee. Budget headings which had over-spent were discussed and the Clerk provided details on individual items. It was noted by the Committee there were no points for concern and all expenditure had been brought to and agreed by the Committee in line with the JMC's Constitution. The following points were also noted:

Finance Budget Comparison – this showed the total expenditure for the year was £660 less than income received and was highlighted as good given the unpredictability of the income and also the unexpected expenditure in the year.

Activity Summary & Monthly Fees – showed an increase in activity of 45 events which equated to an increased income of £26,349 on the previous year.

- New plots / Interments and Grave Digging were all up on the previous year.
- Transfers were more than doubled.
- Memorial and Tablets were down on the previous year.
- The percentage of Resident / Non-Resident was 48% / 52% - not too different from previous years.

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Revised Budget – there were adjustments to the budget as detailed and recorded in the minutes of previous meetings. The final budget for 2019/2020 was provided to members and it was highlighted that:

- The bottom-line figures for income and expenditure had not changed.
- Amendments made under expenditure headings reflected a number of changes over the last 6 months and since originally setting the budget for 2019/2020, back in October 2018.

IT WAS AGREED to adopt the amended budget as presented to the Committee. It was also requested for the Clerk to look into the purchase and operation of a card machine to collect payments.

19/05 MONTHLY INSPECTION REPORT – MARCH 2019

The committee were provided with the Clerk's Inspection Report for March 2019 which followed her Planned Maintenance Meeting with ground-staff on Tuesday 23rd April 2019. The Committee discussed the individual items and usefulness of the report which was largely all in order.

IT WAS AGREED that the Clerk should set a date to complete the Risk Assessments with the Cemetery Groundsman so this item could be finalised.

19/06 UPDATE ON RESOURCING (MINUTE 18/96)

The Clerk updated the Committee that she had contacted SW Councils for advice and also met with the Town Clerk to discuss how to proceed. The Clerk will now complete a business plan for the approval of the JMC and which will then be put forward to the Town Council as a request to the establishment.

19/07 UPDATE ON BUILDING REPAIRS (MINUTES 18/97 & 18/98)

The Clerk updated the Committee that she had met with a Conservation Officer on Friday 29th March to discuss the replacement of the doors on the Chapel and also work on the Lodge to improve the damp and internal condition following an inspection. The Conservation Officer had a good look around the interior and exterior of the Chapel and Workshop as well as the outside of the Lodge. From this she provided the Clerk with a course of action to apply for a Listed Building Planning Application together with Heritage Statements in respect of the proposed work. The planning department would then be able to advise on the correct process and materials to use to carry out the work.

19/08 ITEMS FOR INFORMATION

The Clerk will continue to follow up with the solicitor on Land and Building issues which they are currently looking into.

The Chairman declared the meeting closed at 8:23pm

Signed:

Chair

Dated: