

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 24th June 2019 at 7:00pm

Present: Cllr. S. Cowsill – Acting Chairman
Cllr. S. Broad
Cllr. M. Tidd
Ms K. St Clair – Clerk & Registrar

19/20 APOLOGIES FOR ABSENCE

Cllr. B. Roberts (Chairman) and Cllr. C. Chedgy (Vice-Chairman).

19/21 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 20th MAY 2019

There were no matters arising from the meeting held on 20th May 2019.

19/22 APPROVE AND SIGN FINANCIAL REPORTS - MAY 2019

Financial reports for the above period were provided to all members prior to the meeting, including the Clerk's 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 Acting Chairman as correct. All reports were available to members for review at the meeting.

19/23 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY - MAY 2019

The Clerk's Finance Reports and Activity Report for May 2019 were provided to the Committee. It was explained that all contributions had now been received and that income remained similar to the previous month. There had also been a refund of the VAT. Expenditure was all within budget and which included diesel, minor machinery repairs and maintenance and Fire Marshall Training for all staff. The Clerk highlighted that a more competitive energy supplier had been sought and an agreement made for 2-years supply, this will then be reviewed again at the end of the term to ensure continued value for money. Activity for the period was (26) consistent with the previous month and nothing of note.

19/24 MONTHLY MAINTENANCE REPORT – MAY 2019

The Committee were provided with a copy of the Clerk's Planned Maintenance report prior to the meeting. All work is on target for completion as per the Planned Maintenance Schedule. Work within the Fire Pit had been brought forward to June and swapped with Hedging and Tree Pruning (July) in order for the recycling areas within the Fire Pit to be developed and allow space to work. A skip was hired to remove a large build up of rubbish and provide a safe area to work in. The memorial programme is also well underway now and the banding machine has been purchased in preparation.

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19/25 REVIEW CEMETERY REGULATIONS

The Clerk requested the Committee consider amending the Cemetery Regulations to include: *'Memorials are not permitted to be installed onto a full burial plot within 12 months of an interment – even if approval of the memorial has been granted. This is to allow the ground to settle and reduce the risk of subsidence'*.

IT WAS RESOLVED to add the above wording to the regulations and disseminate to stonemasons and update the Cemetery's website.

19/26 REVIEW STONEMASON QUOTATIONS FOR MEMORIAL MAINTENANCE PROGRAMME

The Clerk invited local stonemasons to provide a quotation to carry out work under a 12-month agreement for the rolling program of memorial maintenance in Wimborne Cemetery. Out of the 7 companies contacted, 5 responded and provided a quotation which the Clerk compiled into a report for comparison. The company names were redacted for members to provide impartiality in their decision.

IT WAS RESOLVED that out of companies A-E, the Committee felt company 'D' provided the best value for money. It was proposed by Cllr Tidd and seconded by Cllr Broad to accept their quotation.

19/27 REVIEW LAND AND LEASES

The Clerk updated members of the response received from the solicitor in respect of the Committee's questions in relation to land and leases carried out by the JMC.

IT WAS AGREED that as Cllr Roberts and Cllr Chedgy were not present, the Clerk should arrange to meet with the Town Clerk and Cllr Chedgy due to her legal background, to discuss and put on the next agenda.

19/28 ITEMS FOR INFORMATION

The Clerk updated the committee that leaflets were available and tickets now on sale for the Sting in the Tale festival and which featured a story to be told from the Cemetery Chapel on Tuesday 30th July.

The Chairman declared the meeting closed at 8:30pm

Signed:
Chair

Dated: