

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 22nd July 2019 at 7:00pm

Present: Cllr. B Roberts – Chairman
Cllr. C. Chedgy – Vice Chairman
Cllr. S. Broad
Cllr. S. Cowsill
Cllr. M. Tidd
Ms K. St Clair – Clerk & Registrar

19/29 APOLOGIES FOR ABSENCE

None.

19/30 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 24th JUNE 2019

19/25 – The amendment to the Cemetery Regulations has been added and all versions updated.

19/26 – The memorial maintenance program is now underway.

19/31 APPROVE AND SIGN FINANCIAL REPORTS - JUNE 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 Chairman as correct. All reports were available to members for review at the meeting.

19/32 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY - JUNE 2019

The Clerk's Finance Reports and Activity Report for June 2019 were provided to the Committee. The balance of the Active Saver bank account was discussed by members as the balance is £10.28, there is no activity in the account and no financial benefit in retaining it as the rate of interest is not higher than the Base Rate Reward account. Fee income has been consistent for the last 3 months although slightly lower than budgeted, however, this should be offset against lower expenditure on grave digging.

IT WAS RESOLVED that the Active Saver bank account should be closed and any balance transferred into the Base Rate Reward savings account which is ring-fenced funds as detailed in 'Reserves'.

19/33 MONTHLY MAINTENANCE REPORT – JUNE 2019

The Committee were provided with a copy of the Clerk's Planned Maintenance report prior to the meeting. Cllr Chedgy raised the question of Hedge Cutting planned for July and nesting birds? The Clerk explained this was considered however, if hedge cutting was delayed too much, she would begin to receive complaints from neighbouring residents or they would cut the hedges independently and pass the cuttings back to the cemetery.

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



The Clerk informed the committee she now carries out monthly Fire Warden checks of the building and equipment following the PM meetings. New fire 'Assembly Point' signs have been put up and a Basic Risk Assessment for Groups & Visitors written and put on the website to encourage personal responsibility and a good standard of safety awareness when visiting the cemetery.

IT WAS AGREED that this is good progress with safety practices and to make some minor amendments to the wording in the Basic Risk Assessment for Groups & Visitors under item 7 on the agenda.

The Clerk informed the committee she had begun the process of obtaining quotations for fencing the back of the small car park and along the new Children's Section.

IT WAS AGREED that members would like to see the area to review the options with the Clerk, and a meeting date was set (detailed below).

19/34 EXCLUSION OF PRESS AND PUBLIC

IT WAS RESOLVED that in view of the confident nature of the business about to be transacted, the press and public be excluded for the duration of this item.

19/35 LAND AND LEASES

7:33pm - See Confidential Minutes 19/35 below.

19/36 REVIEW OF CEMETERY POLICIES

Members were provided with a List of Policies, Provisions and Risk Assessments together with copies or information to access individual documents prior to the meeting. Each document is sorted into a category, allocated a document number and details the creator, date created and a date for review.

IT WAS AGREED that the documents listed were fit for purpose and covered the general functions of the Joint Management Committee. In addition, each council has its own policies covering members and activities of the three constituent authorities. The Clerk will work together with Wimborne Minster Town Council and Cllr Chedgy to complete these documents and records, as detailed in her project list for 2019/2020.

19/37 ITEMS FOR INFORMATION

Date for the site meeting regarding fencing – Friday 9th August @ 1:00pm
Meet in top car park near to Children's Section.

The Chairman declared the meeting closed at 8:23pm

Signed:
Chair

Dated: