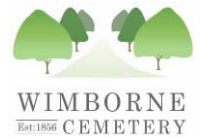


# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



**Minutes** of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 20<sup>th</sup> January 2020 at 7:00pm

Present: Cllr. C. Chedgy – Chairman  
Cllr. S. Broad – Vice Chairman  
Cllr. N. Bridle  
Cllr. S. Morawiec  
Cllr. M. Tidd  
Ms. K. St Clair – Clerk & Registrar

## **19/72 APOLOGIES FOR ABSENCE**

None.

## **19/73 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 16<sup>th</sup> DECEMBER 2019**

19/59 – Item moved to a future agenda for members to discuss and resolve.

19/70 – VE Day will now appear as an item on each agenda until the event on 8<sup>th</sup> May 2020, this will keep members updated on arrangements and allow the discussion and resolution of matters.

## **19/74 APPROVE AND SIGN FINANCIAL REPORTS – DECEMBER 2019**

Financial reports for the above period were provided to all members prior to the meeting, including the Clerk's Reports, Activity Summary and the Budget Comparison reports 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. New members were appraised of this process and all reports were available to members at the meeting.

## **19/75 CLERKS FINANCE REPORTS & ACTIVITY SUMMARY – DECEMBER 2019**

The Clerk's Finance Reports and Activity Reports for December 2019 were provided to committee. The Clerk reported fee income as low for December with resident / non-resident activity at 73/27% which would also reduce the income received in comparison to activity. Expenditure was reasonable in the period as the Clerk is able to analyse and then generally match any additional expenditure to expected income from fees. This means the overall budget remains on target for the year.

## **19/76 MONTHLY MAINTENANCE REPORT – JANUARY 2020**

The committee were provided with a copy of the Clerk's Planned Maintenance reports prior to the meeting. The Clerk reported there were a few matters such as the allotments, fire pit and spraying & edging of pathways which were on standby until the weather improved. This has allowed for rainy day jobs to be carried out such as painting benches and reviewing the lone working policy. The Chairman requested Chemical Spraying be added to the next agenda for discussion. The Clerk updated that matters such as the cemetery's winter procedures, grave maintenance and equipment & resources were all in hand.

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



## 19/77 BOLLARDS AND ROAD SAFETY

The Clerk reported there had been a number of incidents in the cemetery involving dangerous and inconsiderate driving. In order to protect the staff, sub-contractors and members of the public, the Clerk installed temporary bollards to restrict vehicular access to the busiest working areas of the cemetery (near the car park, Children's Section and Section 19). The Clerk recommended a more substantial replacement style of bollard, which is sunken into the ground, has a reflective strip, highly visible and with a practical means of securing.

**IT WAS RESOLVED** that two replacement bollards at a cost of £475 (plus VAT and padlocks) be supplied and fitted.

## 19/78 SCATTERING & FEES LIST

The Clerk provided members with a comprehensive report regarding the provision of scattering of ashes, ornamental trees and benches in the cemetery, together with appropriate amendments to the fee structure. The Clerk also made the following recommendations:

- The fees for the scattering of ashes to take place in the new raised beds are already agreed at R: £100/NR: £200 for 2020/21, but proposed to include the supply of a brass plaque (6" x 3") which could be fixed to the front of the raised borders.
- There is currently no more room for the planting of ornamental trees, however, it could be permitted to plant yew trees along the pathways in the top part of the cemetery and allow the scattering of ashes and dedication of the tree with a plaque (not included), for a fee of R: £125/NR: £250.
- The current process of allowing families to place a bench in Wimborne Cemetery cannot continue due to VAT implications. However, the Clerk advised it could revert to a 'donation', with ownership and maintenance becoming the responsibility of the cemetery. The application form and website need updating to reflect these changes and any costs relating to the bench and plaque would be paid for by the applicant. In order to cover the costs of maintaining the bench for its reasonable life, the fee to donate a bench is proposed to be R: £100 /NR: £200

**IT WAS RESOLVED** that all recommendations of the Clerk be implemented with immediate effect. There are no current outstanding applications for scatterings, trees or benches, so all subsequent applications are to follow the new procedures – allowing time for the bench applications, to be amended and approved at the next meeting of the JMC.

## 19/79 LAND & LEASES

The matters under review by the solicitor are a Declaration of Trust and new Assured Shorthold Tenancy agreement. Both documents were provided to members prior to the meeting and the Chairman requested any amendments be submitted to the Clerk within 7 days of this meeting. Following this, the Clerk will request the solicitor to amend the documents, and once received, members should take the final drafts back to their constituent councils for action, approval and adoption.

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



## **19/80 PROJECT LIST**

The Clerk provided members with a copy of her Project List 2020/21, which detailed projects to be undertaken in conjunction with regular tasks. For example, arranging the cemetery event for VE Day, applying for faculties and undertaking a CiLCA review of processes following her successful completion of this qualification. The Chairman congratulated her on passing the course and thanked her for her hard work and personal time dedicated to complete it.

## **19/81 VE DAY**

The Clerk met with other local council Clerks on Friday 17<sup>th</sup> January 2020 to share current ideas on VE Day events from their respective councils. This was with a view to try and minimise any clashes on the program and timings, and to help make future meetings more efficient and productive. The Clerk presented her proposed program of events involving the cemetery.

**IT WAS RESOLVED** that the Clerk organise the proposed events as part of her role and an estimated budget of £500 to cover costs agreed to come from Reserves.

## **19/82 ITEMS FOR INFORMATION**

The new members from Colehill Parish Council requested a tour of the cemetery to help get to know the business and functions of the JMC. This was arranged for Thursday 6<sup>th</sup> February 2020 and any members are welcome to attend.

## **19/83 DATE FOR NEXT MEETING**

The date for the next meeting is Monday 17<sup>th</sup> February 2020.

The Vice-Chairman declared the meeting closed at 8:37pm

**Signed:**  
**Chair**

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**Dated:**