

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



**Minutes** of the Informal Committee Meeting held virtually on Monday 25<sup>th</sup> May 2020 at 6:30pm.

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

## **20/09 APOLOGIES FOR ABSENCE**

Cllr. S. Broad – Vice Chairman

## **20/10 REVIEW OF CURRENT ELECTED POSTS OF CHAIRMAN AND VICE CHAIRMAN FOR THE YEAR COMMENCING MAY 2020**

Due to the ongoing pandemic formal meetings, AGM's and elections of posts were not viable. The Clerk confirmed with Cllrs Chedgy and Broad prior to the meeting that they were happy to continue in their current roles, this was agreed by all at the informal meeting.

## **20/11 REVIEW AND UPDATE FROM CURRENT MEMBERS OF THE JMC FOR THE YEAR COMMENCING MAY 2020**

Members were also individually consulted as to whether they were happy to continue on the JMC at this time. Cllr Morawiec who was initially designated on a temporary basis is able to continue for the time being, but may have to review in the future depending on other commitments and will keep the Clerk and Chairman informed.

## **20/12 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 23<sup>rd</sup> APRIL 2020**

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

19/79 – The Clerk provided an update regarding the near completion of the new Tenancy Agreement. The Chairman requested the Clerk ensure any excess deposit held be returned to the tenant by 31<sup>st</sup> May 2020 to avoid unnecessary fines for retaining deposit monies.

20/05 – Members confirmed if they had attended the cemetery in recent weeks to inspect the cemetery on an individual basis – this would also usually be held at the same time as the AGM. All passed on their thanks and compliments to the Cemetery Groundsman for his hard work and the excellent condition of the cemetery grounds especially during difficult times.

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## **20/13 APPROVE AND SIGN FINANCIAL REPORTS - APRIL 2020**

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 prior to the meeting and no issue or concerns raised.

## **20/14 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY - APRIL 2020**

The Clerks Finance Report and Activity Report for April 2020 were provided to the Committee prior to the meeting. The Clerk reported expenditure was in-line with that expected for the time of year and income as average. The activity for the period was also average.

## **20/15 MONTHLY INSPECTION REPORT – APRIL 2020**

The Clerk provided the report prior to the meeting and no questions raised by members.

## **20/16 INTERNAL AUDIT LETTER**

The Clerk provided members with a copy of the auditor's letter dated 28<sup>th</sup> April 2020 following the completion of the accounts up to 31<sup>st</sup> March 2020. It was noted that *"I raised a number of minor queries with the Clerk which were promptly and satisfactorily resolved. The queries were not material issues and I am satisfied that, the accounts are being recorded and managed appropriately and I thank the Clerk for her assistance during this review"*.

## **20/17 ADOPTION OF NEW POLICIES**

The Clerk provided members with the current list of Policies, Procedures and Provisions which are adhered to by staff, members, visitor and sub-contractors. New policies added recently included Electronic, Digital and Virtual Meetings (P11); Lone Working (RA07); COVID-19 (RA08) and Winter Procedure (RA09). Some minor amendments were suggested for the Clerk to update and the adoption of the policies was agreed by all.

## **20/18 TREE PLANTING**

The Clerk presented an idea to the committee regarding the planting of yew trees in the upper part of the cemetery. This was with a view to keeping the theme of the iconic trees running throughout the cemetery, enhance the existing, but sparse landscape and potential provide memorials for remembrance. Members felt this was, in principle, a good idea and asked the Clerk to produce a report for consideration at the next meeting.

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## **20/19 ITEMS FOR INFORMATION**

The capacity to conduct virtual meetings with the safe admission of members of the public is currently under review by the constituent authorities and the Clerk has continued to liaise with respective Clerks. It was agreed the current use of 'Zoom' as a platform for informal meetings should continue on a monthly basis in place of formal meetings and until such a time as they can either safely resume in person or virtual meetings can be opened up to member of the public.

## **20/20 DATE FOR NEXT MEETING**

The date for the next meeting of the JMC is Monday 29<sup>th</sup> June 2020 at 7pm. The Clerk will send members an invitation to join the Zoom meeting by email.

The Chairman declared the meeting closed at 7:19pm

**Signed:**  
**Chair**

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**Dated:**