

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Informal Committee Meeting held virtually on Monday 29th June 2020 at 7:00pm. The Chairman commenced the meeting with a roll call of members present and confirmed the meeting as quorate.

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

20/21 APOLOGIES FOR ABSENCE

None.

20/22 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 25th MAY 2020

The Clerk updated the committee on the following matters arising from the above earlier meeting, all other matters were covered elsewhere under the agenda:
19/79 – The Clerk confirmed the tenants excess deposit was returned in time for the 31st May 2020 deadline.

20/23 APPROVE AND SIGN FINANCIAL REPORTS – MAY 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.

The Chairman asked the Clerk to note the Contribution not received from Pamphill and Shapwick, although this was potentially unavoidable due to the pandemic, Cllr Broad offered to follow up with their Clerk.

20/24 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY - MAY 2020

The Clerks Finance Report and Activity Report for May 2020 were provided to the Committee prior to the meeting. The Clerk reported activity for the period as quite high at 23, however, the income received was average due to 83% charged at 'resident' fees. Expenditure matched income and consisted of regular items and general costs.

20/25 MONTHLY INSPECTION REPORT – MAY 2020

The Clerk provided the report prior to the meeting and no questions raised by members. The Clerk updated members that quotes were now in the process of being received for the extension to the car park and will provide a report in due course for the committee to decide on a contractor for the work.

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20/26 TREE PLANTING – SEPTEMBER 2020

The Clerk provided members with a report prior to the meeting which was reviewed by members and no questions raised. Discussion amongst members followed and it was agreed the Clerk assemble wording for a plaque to commemorate the work of those in the funeral and death care services as well as the towns people and those affected by the Coronavirus.

20/27 CRITERIA TO RESUME IN-PERSON MEETINGS

The Clerk provided members with a report following the outbreak of the Coronavirus which set out the criteria for reverting to virtual meetings, format and conduct and a road map to resuming in-person meetings. This would provide clear criteria and guidance and could then be implemented again quickly at any time in the future should the need arise, such as a local lockdown.

IT WAS AGREED that:

Virtual Meetings would be commence when: The Government implements rules, advice, and restrictions, such as to work from home; the Threat Level increased nationally (see chart below); a local outbreak – proximity to be assessed at the time; one or more members or staff vulnerable or shielding, including their household.

Format and conduct of Virtual Meetings: Document P11-Electronic, Digital or Virtual Meetings Protocol - adopted May 2020 – reviewed and updated to include provisions for admittance to members of the public and press to meetings held virtually.

Criteria to resume meetings in-person:

Government rules, advice, and restrictions – that the current restrictions allow for:

- the requisite number of people to meet, this would need to be 6+ in the case of the JMC, plus consideration for members of the public
- the necessity exceeds the advice to work from home
- social distancing rules can be followed
- an appropriate venue is operational and available

Health, safety & welfare –

- The threat level is reduced to 1 or 2 (see chart below)
- Any members or staff (or household) not in high risk group, shielding or vulnerable
- Ability to supply and use own equipment, electronically where possible
- Non-attendance if suspect illness or awaiting test results, but meeting can still be quorate

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Coronavirus alert levels in UK

Stage of outbreak		Measures in place
Risk of healthcare services being overwhelmed	5	Lockdown begins
Transmission is high or rising exponentially	4	Social distancing continues
Virus is in general circulation	3	Gradual relaxation of restrictions
Number of cases and transmission is low	2	Minimal social distancing, enhanced tracing
Covid-19 no longer present in UK	1	Routine international monitoring

Source : UK government



20/28 ITEMS FOR INFORMATION

The Clerk reported an average of 265-275 visitors to the cemetery website each month, this has been consistent for the last 12 months.

The Clerk advised the committee the new Assured Shorthold Tenancy agreement in respect of the Lodge and a Declaration of Trust had been received from the solicitor and were ready for review and execution by the constituent authorities. Members provided the Clerk with dates of their next council meetings and she will ensure the Electrical Testing requirements are met in line with The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

20/29 DATE FOR NEXT MEETING

The date for the next meeting of the JMC is Monday 20th July 2020 at 6:30pm. The Clerk will send members an invitation to join the Zoom meeting by email.

The Chairman declared the meeting closed at 7:51pm

Signed:

Chair

Dated: