

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Wimborne Cemetery Joint Management Committee meeting held virtually on Monday 19th October 2020 at 6:30pm.

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

20/51 APOLOGIES FOR ABSENCE

None received. The Chairman also took the opportunity to welcome the new representative from Colehill Parish Council, Cllr Davies, to the JMC.

20/52 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 21st SEPTEMBER 2020

20/46 – The Scouts were pleased to take on the allotment and thanked the committee for the use and consideration.

20/48 – The lodge has now been fitted with a new shower and other minor repairs to plumbing and electrics have been carried out over the last month or so.

20/53 APPROVE AND SIGN FINANCIAL REPORTS – SEPTEMBER 2020

Financial reports for the above periods 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. An electronic copy was provided to the Chairman and checked against the bank statements and no issues or concerns raised. These will be signed by the Chairman as correct at their next meeting with the Clerk.

20/54 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY – SEPTEMBER 2020

The Clerk’s Finance and Activity Reports for September 2020 were provided to the committee prior to the meeting. The Clerk provided a summary of income from fees for the first 6 months of the financial year and which also gave comparable figures for the previous 3 years. The report showed income as above what was expected at the halfway point and also demonstrated the unpredictability of the fee income. Expenditure for the period was as expected and included payment of £3,200 for re-surfacing work to the car park extension.

20/55 MONTHLY MAINTENANCE REPORT – SEPTEMBER 2020

The Clerk confirmed all planned maintenance work was currently up-to-date and the sub-contracted hedge cutting had gone very well. Planned maintenance for October included checking and clearing the chapels both internally and externally. Following a COVID update, the Chairman asked the Clerk to look at registering the cemetery for a NHS Track & Trace QR code to be displayed in the chapel.

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20/56 BUDGET UPDATE 2020/21

In preparation of the accounts for the auditor, the Clerk reviewed the budget for the current year. It was explained to members that due to adverse weather, fence damage and COVID there was a delay in obtaining planning permission to carry out the budgeted work on the Chapel doors and the Lodge. The Clerk requested £3,700 be journalled from 210/2 - Chapel: Repairs & Maintenance to 240/1 - Cemetery Maintenance: General to cover the re-surfacing to the car park extension.

IT WAS RESOLVED that the Clerk journal the proposed amount across to balance the budget.

20/57 CEMETERY LODGE - UPDATE

Following a review of the draft Assured Shorthold Tenancy agreement the Chairman requested the Clerk contact the solicitor to highlight some concerns with the suitability of the document. The Clerk updated members she had contacted the partner of the relevant department at the firm and was assured of a response early next week which will hopefully help to conclude the matter in the near future.

20/58 CLERKS PROJECT LIST 2020/21 – UPDATE

The Clerk provided members with a copy of her project list for the current financial year. This demonstrated to members that despite a challenging 6 months, most projects were completed and within the time frame originally set out. The VE Day event due to be held in May 2020 was the only project cancelled and others, such as the rolling program of memorial maintenance and recording the graves in electronic form on Epitaph were well underway. The Clerk will report to the committee on this in January 2021.

20/59 LAND & BUILDINGS – PLANNING APPLICATION

Further to the Clerk's update on the project list from this year, she updated members that a planning application for the proposed works on the Chapel doors and Lodge would be budgeted for and submitted in 2021.

20/60 ITEMS FOR INFORMATION

There were no items for information.

20/61 DATE FOR NEXT MEETING

The date for the next meeting of the JMC is Monday 16th November 2020 at 6:30pm and will be the annual Budget Meeting.

The Chairman declared the meeting closed at 7.12pm

Signed:
Chair

Dated: