

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



**Minutes** of the Wimborne Cemetery Joint Management Committee meeting held virtually on Monday 14<sup>th</sup> December 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

## **20/76 APOLOGIES FOR ABSENCE**

None received.

## **20/77 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 19<sup>th</sup> OCTOBER 2020**

20/70 – Following the extraordinary meeting of WMTC, the Clerk will now draft a letter in respect of the PSPO for dog control.

20/73 – Forms to amend the bank mandate have been obtained for completion by Cllr Chedgy and Cllr Davies.

## **20/78 APPROVE AND SIGN FINANCIAL REPORTS – NOVEMBER 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, checked against the bank statements and no issues or concerns raised. The Clerk and Chairman have arranged to meet in January 2021 to sign outstanding finance documents.

## **20/79 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY – NOVEMBER 2020**

The Clerk's Finance and Activity Reports for November 2020 were provided to the committee prior to the meeting. The Clerk updated members that income and activity for the period were high and any outstanding invoices had now been received and paid. Income continued to be above the average predictions for each month which has facilitated essential works on the lodge whilst remaining in budget. Members were provided details of budgeted expenditure for the coming months, which included Employers Liability Insurance, SLCC Subscription, Solicitor fees and nominal renewals and subscriptions.

## **20/80 MONTHLY MAINTENANCE REPORT – DECEMBER 2020**

The Clerk outlined matters covered in the planned maintenance report for December and reported all was in order while in a wind down for the Christmas period. To date, COVID regulations have been observed without issue and the Clerk passed her thanks to the team at Redcotts for their assistance over the last few months with some unforeseen tasks.

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## **20/81 APPROVE ACCOUNTS FOR THE YEAR TO 31<sup>ST</sup> MARCH 2020**

It was omitted from minute 20/16 for members to approve and accept the accounts as reviewed by the internal auditor for the year to 31<sup>st</sup> March 2020. A full set of accounts were provided to members prior to the meeting for review and **IT WAS RESOLVED** to approve and accept the accounts for the period.

## **20/82 AST AGREEMENT – THE LODGE**

The Clerk provided a report prior to the meeting which stated the final draft AST Agreement together with supporting documentation was ready to be approved by members. The Chairman suggested the start date be set at a future date and the 12<sup>th</sup> of the month.

**IT WAS RESOLVED** that the AST be amended and then distributed to the tenants and three constituent authorities for approval, signing and returning to the Clerk.

## **20/83 ADDITIONAL WORDING TO THE CONSTITUTION**

The Clerk requested members approve an amendment to the Constitution to provide a delegated authority to the Clerk in respect of the letting of the Cemetery Lodge and Cemetery Allotments. This would negate the need for each constituent authority to sign a new AST every January and would instead allow the Clerk to sign on their behalf as an 'agent' to the JMC. The Clerks report also suggested the amendment of any reference to "the District Council" be replaced with "Dorset Council" following the recent changes to the council structure in Dorset.

**IT WAS AGREED** that the following additional wording is recommended by the JMC for each constituent authority to formally approve:

### *25. Cemetery Lodge and Allotments*

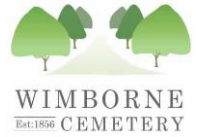
*In respect of the letting of the Cemetery Lodge and the Cemetery Allotments, the Management Committee is authorised to select tenants, fix the rents and apply any lawful conditions to any tenancy agreements relating thereto and the Clerk and Registrar is delegated the authority to sign those agreements on behalf of the Management Committee.*

## **20/84 FRIENDS OF WIMBORNE CEMETERY**

The Chairman proposed the idea of forming a 'Friends of Wimborne Cemetery' group with a view to raising the profile of the cemetery within the community, fund raising for small items such as shrubs, plants or benches, volunteering, and support with cemetery events. Members discussed the options and merits of an affiliated group and the proposal was unanimously thought to be a good one.

**IT WAS RESOLVED** that the Clerk make further enquiries and add to future agendas for discussion.

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## **20/85 ITEMS FOR INFORMATION**

The Clerk reported she has regularly attended webinars to keep appraised of the law and developments around COVID and within the industry. Cllr Davies updated members the matter of Colehill's Tommy Figure was due to go to committee in the New Year and she would keep members informed of any outcome.

## **20/86 DATE FOR NEXT MEETING**

The date for the next meeting of the JMC is Monday 18<sup>th</sup> January 2021 at 6:30pm.

The Chairman declared the meeting closed at 7.13pm

**Signed:**  
**Chair**

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**Dated:**