

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Wimborne Cemetery Joint Management Committee meeting held virtually on Monday 18th January 2021 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

20/87 APOLOGIES FOR ABSENCE

None received.

20/88 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 14th DECEMBER 2020

20/82 – The Clerk confirmed the final draft AST together with supporting documentation was distributed to the three constituent authority Clerks for their council agendas.

20/89 APPROVE AND SIGN FINANCIAL REPORTS – DECEMBER 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 agreed to meet in person once national lockdown restrictions are lifted to sign outstanding finance documents and minutes.

20/90 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY – DECEMBER 2020

The Clerk's Finance and Activity Reports for December 2020 were provided to the committee prior to the meeting. The Clerk reported activity as below average for the month, with 73% received at 'resident' fees, income was also below average, however, looking at the year to date, the overall budgeted fee income for the year is likely to be met. All expenditure reported was as expected and included annual subscriptions and renewals reported to members at the last meeting.

20/91 MONTHLY MAINTENANCE REPORT – JANUARY 2021

The Clerk distributed the Planned Maintenance Report prior to the meeting. The Chairman remarked on the photographs showing the replacement taps throughout the cemetery and thanked the Groundsman for an excellent job. Other matters covered in the meeting included a COVID-19 update following a national lockdown on 5th January 2021 and Winter Procedures. There were no further questions or queries raised by members.

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



20/92 ADDITIONAL WORDING TO THE CONSTITUTION

Following the last meeting the Chairman raised concern about the amended wording to the JMC Constitution, namely the authority to delegate.

IT WAS AGREED that the following wording replace the JMC's previous recommendation and now asks each constituent authority to formally approve:

Cemetery Lodge and Allotments

The Management Committee is authorised to enter into arrangements for letting the Cemetery Lodge and the Cemetery Allotments, including selecting tenants, fixing rents and applying any lawful conditions to any tenancy agreement or licences relating thereto. The Clerk and Registrar is delegated the authority to sign the tenancy agreement and allotment licences approved by the Management Committee on behalf of the three constituent Councils.

20/93 MEMORIAL MAINTENANCE PROGRAM

The Clerk provided members with a detailed report following the completion of the first-years, 5-year rolling program of memorial maintenance. This included analysis of failed memorials, notifications and actions taken to date; together with the percentage return rate of contact for each section. Members asked questions of the Clerk and discussed at length what to do with those memorials identified as 'unstable', but where the owner of the Exclusive Right of Burial is deceased or there is no means to make contact. The Clerk proposed the question to members just for their consideration at this stage, and to allow as much time as possible for discussion in the JMC, as well as time to defer back to the three constituent authorities for their discussion and input.

The Chairman proposed the Clerk could make enquiries with stonemasons which would allow the cemetery to offer families the opportunity to instruct repairs on their behalf and may offer a more preferential rate.

IT WAS RESOLVED that the Clerk invite stonemasons to submit quotations for the committee's consideration.

20/94 FRIENDS OF WIMBORNE CEMETERY

Following the last meeting and resolution of minute 20/84, the Clerk made preliminary enquiries. However, due to the virulence of the pandemic and new strain of virus, the Clerk recommended this matter be put on hold until after the AGM in May.

IT WAS AGREED by all that this matter go back on the agenda after May 2021 should the circumstances of the current situation improve.

20/95 ITEMS FOR INFORMATION

The Chairman informed members this was to be Cllr Tidd's last meeting and thanked him for his commitment and time on the committee. Cllr Tidd expressed thanks to the Chairman, members and the Clerk for her hard work and integrity in post as Clerk and Registrar. Cllr Davies and the Chairman assured the Clerk they were

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



working to resolve the requests from the bank for further information in respect of the amendments to the bank mandate.

20/96 DATE FOR NEXT MEETING

The date for the next meeting of the JMC is Monday 22nd February 2021 at 6:30pm.

The Chairman declared the meeting closed at 7.42pm

Signed:
Chair

Dated: