

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



Minutes of the Wimborne Cemetery Joint Management Committee meeting held virtually on Monday 22nd March 2021 at 6:30pm.

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

20/106 APOLOGIES FOR ABSENCE

None.

20/107 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 22nd FEBRUARY 2021

20/101 – Following the last meeting, the Clerk received advice from the garden nursery that Birch was not ideal replacement hedging and to plant a Laurel hedge instead. This type of hedging would be more appropriate for what it was needed for, due to being fast growing and maintaining its fullness and colour throughout the year, providing a private and substantial boundary. The birds would still really like to nest within the laurel and cuttings could easily be recycled for lining graves.
20/104 – The COVID Roadmap has been added to this agenda for discussion.

20/108 APPROVE AND SIGN FINANCIAL REPORTS – FEBRUARY 2021

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 were able to meet in-person for signing off of outstanding original documents and statements date.

20/109 CLERKS FINANCE REPORTS AND ACTIVITY SUMMARY – FEBRUARY 2021

The Clerk's Finance and Activity Reports for February 2021 were provided to the committee prior to the meeting. The Clerk reported the 'peak' of burials resulting from the current pandemic to be a 6–7-week period from mid-January to the first week of March 2021. This resulted in fee income of £14,785 for February 2021, which is more than double the average monthly income. In the three previous financial years, the average monthly income was around £6k, with an estimated budgeted income of £6,591 for the year 2020/21. Conversely, expenditure for the period was low due to demand and focus of resources on burials and funerals.

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20/110 MONTHLY MAINTENANCE REPORT – MARCH 2021

The Clerk distributed the Planned Maintenance Report for March prior to the meeting for members information. There were no questions or comments raised, however the Chairman asked the Clerk to appraise members on upcoming annual leave and what procedures were in place to cover this.

20/111 BUDGET ADJUSTMENTS – 2021/22

The Clerk requested movement of budgeted funds within a number of Expenditure headings due to a number of changes since setting the budget in October 2020. There is no change to Income headings, the overall annual budget figure or requested contribution from the constituent authorities. Movement included expenditure items where analysis and progress had been made with the Memorial Maintenance Program, updated account information received from suppliers, such as insurers, and the changing requirements of the cemetery.

IT WAS RESOLVED that members agreed the adjustments for the Clerk to input at the start of the next financial year 2021/22 as reported.

20/112 COVID ROADMAP

The Clerk produced a COVID ‘roadmap’ to demonstrate the potential route out of the current National Lockdown in line with the government restrictions and timeline. This detailed the impact on cemetery functions, meetings of the committee and members, along with other notable dates and as restrictions ease.

IT WAS AGREED by all that the roadmap provided by the Clerk was sufficient in detail to act as a guideline for consideration at each stage.

20/113 MEMORIAL MAINTENANCE PROGRAM

The Clerk reported the current analysis of the Memorial Maintenance Program which showed out of 66 ‘unstable’ memorials, contact had been received in respect of 27, giving a fix rate of 41%. This meant there are potentially 39 memorials left to repair and which ICCM advice states should be ‘concluded’ within 5 years – repaired, laid flat or removed. The decision was previously made not to ‘lay flat’ memorials for many reasons, leaving the options to eventually repair or remove.

Members were asked to consider and reach a decision on two matters; firstly, if further to minute 20/93 and the 5 quotations received, which stonemason the committee would like to recommend under the Memorial Maintenance Program only? And, secondly, if members would like to try and fix those memorials left to repair, e.g., the 39 as it stood today, or arrange for them to be removed in due course. The Clerk clarified the budget to repair the memorials in the next financial year was £2,500. This is estimated to increase incrementally over subsequent years to around £5-6k per year but would have no impact or increase on the contribution figure requested from the constituent authorities.

IT WAS RESOLVED that members accept the lowest quotation provided by the stonemasons as the work required must be fitted to standards set by BRAMM (British Register of Accredited Memorial Masons) and British Standard BS8415.

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AND THAT as we have an approved contractor for this work we are, unusually, prepared to give the name of this contractor as an introduction to an individual liable for repairs, if they ask. No recommendation or warranty will be given and the JMC will not be involved in any financial transaction.

IT WAS FURTHER RESOLVED that members of the JMC would like to fix and keep the memorials that would otherwise be removed to preserve history. The Clerk will provide a report to members and the Clerks of the respective councils so they can also consider which course of action to take.

20/114 EPITAPH RECORDS

The Clerk requested a minute be recorded to enable the removal of registers from Dorset History Centre in Dorchester. They are required to update the electronic database on Epitaph and is a project running in conjunction with the Memorial Maintenance Program. It will alleviate the number of enquiries currently made with the centre when trying to establish ownership and create a permanent electronic record for future use.

IT WAS AGREED that the Clerk's request to remove the following registers be supported and records returned to the centre as soon as practicable:

- Purchase of Exclusive Right of Burial – registers 8, 9 & 10
- Register of Graves – Vol. 6

20/115 ITEMS FOR INFORMATION

The Chairman asked each member if they had any items for information. Cllr Davies updated the committee that following a meeting of the Colehill Parish Council, the revised Constitution and Assured Shorthold Tenancy matters were approved. There were no further matters.

20/116 DATE FOR NEXT MEETING

The date for the next meeting of the JMC is Monday 26th April 2021 at 6:30pm.

The Chairman declared the meeting closed at 7.29pm

Signed:
Chair

Dated: