

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE



**Minutes** of the Wimborne Cemetery Joint Management Committee held virtually on Monday 22<sup>nd</sup> November 2021 at 6:30pm. This was a last-minute change to holding the meeting in-person due to high rates of COVID infection locally.

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

## **21/51 APOLOGIES FOR ABSENCE**

None. The Chair gave an introduction and warm welcome to new member from Colehill Parish Council, Cllr Davison.

## **21/52 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 20<sup>th</sup> SEPTEMBER 2021**

The following matters arising are from the above earlier meeting:

21/39 – bank mandate amended and checked by the Clerk.

21/37 – annual hedge work completed, and invoice settled.

21/47 – the Clerk will provide a full update on the Memorial Maintenance Program to members at the December or January meeting, including a simplified report to take back to each full council.

21/48 – fuel is not currently causing an issue with the machinery, however, should it do so in the future, the generator is not believed to be worth replacing.

## **21/53 APPROVE AND SIGN FINANCIAL REPORTS – SEPTEMBER & OCTOBER 2021**

Financial reports for the above period were provided to 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 no issue or concerns raised. Minutes, Finance Reports and Bank Statements to be signed at the next in-person meeting.

## **21/54 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY – SEPTEMBER & OCTOBER 2021**

The Clerk's Finance Report and Activity Report for September and October 2021 were provided to the members prior to the meeting. Income and expenditure continue to remain stable with all expected income received and standard expenditure for maintenance and servicing, subscriptions and annual costs being met. Activity and income from Fees were above average for both months, with October being particularly busy.

## **21/55 PLANNED MAINTENANCE REPORT – SEPTEMBER & OCTOBER 2021**

The Clerk reported that all matters relating to planned maintenance were now up-to-date and on schedule. The groundsman had only the second bonfire of the year

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(last in January 2021) following a build-up of non-compostable material and debris from recent storms. The Clerk sent an email to notify the neighbours in advance and received no complaints or issues reported.

## 21/56 AUDITORS HALF YEARLY REPORT

The Chair received the auditor's letter which stated '*The Clerk is keeping good clear records*', and no queries raised. The Chair and committee thanked the Clerk for another efficient 6-months work on the accounts.

## 21/57 DRAFT BUDGET FOR THE YEAR COMMENCING 1<sup>ST</sup> APRIL 2022

The Clerk provided financial reports to the committee prior to the meeting including Budget Comparison (2018/19 – to date); Summary of Cemetery Fees (2016/17 – to date); Income Projection 2022/23 based on calculations for a 3-year average; Activity Summary - Yearly Comparison (2015/16 – to date); and Financial Budget Comparison including all sub-headings. The Clerk also provided the full set of Financial Statements approved by the auditor in her recent audit.

The Clerk's budget reflected again the potential hardship for the local and wider community from a second year of potential job losses, job furlough and death due to the ongoing pandemic, with no proposed increase to Fees (excluding Grave Digging which is subcontracted). It was accepted income from the Lodge may be reduced for the year depending on the length of time it takes to renovate and re-let. Budgeted expenditure items which have seen costs rise across the sector, such as Insurance, Fuel for Machinery and Electricity were reflected and, money set aside for project work such as Fencing, Gates & Boundaries (Stone Lane Boundary – Phase 2), Chapel doors and the Memorial Maintenance Program.

### IT WAS AGREED

- a) that the committee adopt the draft budget.
- b) that in accordance with Section 103 of the local government Act 1972 the following amounts be requested from the constituent authorities (in the proportions agreed under the constitution) to meet the expenses of the Joint Management Committee for 2022/23 financial year:

Colehill Parish Council	£12,574.71
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Pamphill & Shapwick Parish Council	£1,323.66
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Wimborne Minster Town Council	£12,574.71
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## 21/58 PROPOSED BUS STOP - UPDATE

The Clerk reported to Dorset Council on 31<sup>st</sup> January 2020, the concerns of the JMC regarding the proposed position of a new bus stop in the lay-by next to the allotment gate. Dorset Council decided not to proceed, but this was never reported back to the Clerk. On 18<sup>th</sup> August 2021, the Clerk reported damage to fencing and planting in the same area following contractors parking large plant vehicles in the lay-by. It

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was thought this may be commencement of works for the bus stop and followed up with Dorset Council, at the same time as putting in a claim for the damages. The claim was upheld, and replacement fencing installed, with planting to follow at a later date.

## 21/59 STONE LANE BOUNDARY – PHASE 2

The JMC had previously resolved to purchase the additional privet hedging to complete the second phase of the Stone Lane Boundary (minute 21/46). However, the Clerk reported that, on closer inspection of the area behind the current metal fencing, planting of a hedge had been attempted in the past. It is estimated to be in excess of 7 years ago and had not successfully established, most likely due to the tree canopy.

**IT WAS AGREED** the Clerk obtain quotations for a more substantial border such as a brick or stone wall with railings and to defer until March / April 2022.

## 21/60 DAMAGE TO STONE LANE GATES

On Tuesday 26<sup>th</sup> October the gates at Stone Lane were found to have been damaged overnight, this was reported to police who would only record it as a RTC with damage to property. An engineer attended to carry out a temporarily fix, but the gates need to be removed to be repaired fully.

**IT WAS AGREED** the Clerk make enquiries with the engineer and arrange repair.

## 21/61 RENOVATION OF THE LODGE

The tenant at the Lodge gave notice to vacate after 22 years of occupancy. The Clerk reported to members this was a good opportunity to carry out some much needed, renovations and redecoration. The Clerk also relayed information from the insurer regarding the terms and obligations of the insurance policy. Some initial quotations for work have been received and disseminated to members.

**IT WAS AGREED** the Clerk obtain further quotations from a builder to manage the majority of the project for comparison. These can be emailed to members for consideration of approving and management of financing.

## 21/62 THE QUEEN'S PLATINUM JUBILEE

Following resolution at minute 21/27, the Clerk updated members of the first town meeting to co-ordinate events for the Queen's Platinum Jubilee. The proposed order of events involving the Cemetery, at this stage are:

### Thursday 2<sup>nd</sup> June

1pm	Proclamation in The Square announcing the lighting of the Beacon
8pm	Parade from The Square
8:30pm	Arrive at top of Cemetery
	Display from Wimborne Militia (or similar)
9:09pm	Pipers play <i>Diu Regnare</i>

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9:15pm Lighting of Beacon

9:30-9:45pm Dispersal

## **21/63 ITEMS FOR INFORMATION**

There were no items for information.

## **21/64 DATE FOR NEXT MEETING**

The date for the next meeting of the JMC is Monday 20<sup>th</sup> December 2021 at 6:30pm  
– location to be confirmed depending on local infection rates of COVID.

The Chair declared the meeting closed at 7:30pm.

**Signed:**

**Chair**

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**Dated:**