

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the informal meeting held in the Committee Room at Wimborne Minster Town Hall on Tuesday 10th June 2014 at 6.00 pm

Present: Cllr. S. Cook – Chairman Cllr. S. Cowsill
 Cllr. L. Harvey Cllr. M. Huntriss
 Mrs P. Holloway – Interim Clerk
 Mr Alan Breakwell – Internal Auditor

14/03 APOLOGIES OF ABSENCE

None

ABSENCE WITHOUT APOLOGIES

Cllr. A. Cross

14/04 RECEIVE DECLARATIONS OF INTERESTS

None

14/05 AUDIT REPORT

The internal auditor, Mr Alan Breakwell discussed the year end audit and gave advice on the investment account. A payment received in error was found and arrangements have been made to pass this onto the correct account. The year end accounts for 2013/2014 has now been completed and the Annual Return had been signed by the internal auditor

14/06 ANNUAL RETURN AND GOVERNANCE STATEMENT FOR 2013/2014

This was approved and signed by the chairman

14/07 SIGN AND APPROVE MINUTES OF THE MEETING HELD ON 28th MARCH 2014

Matters arising – (4c) Interim Clerk to check that the roof has been repaired on the toilet block and (4d) Cllr. Cook confirmed that the boundary line for the cemetery includes Culverhayes Place. The Interim Clerk to look into obtaining the Deeds for the cemetery land

The Minutes of the meeting held on 28th March 2014 were confirmed and signed as a true and accurate record

14/08 SIGN AND APPROVE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 9th April 2014

The Minutes of the meeting held on 9th April 2014 were confirmed and signed as a true and accurate record

14/09 CLERKS REPORT

- a) Update on Bank Mandate Forms
- b) Work has now been completed by Abbott Street Forge with regards to the new wrought iron fencing at entrance of the cemetery
- c) Abbott Street Forge has also replaced the structure to hold the entrance sign. This has been designed to match the new railings.
- d) Installation to replace the kerbing for an old grave has now been carried out. Due to the kerbing now in place, the grass cutting within this plot has not been carried out

and it was agreed that a letter to the owners of this plot should be notified and asked to maintain the grave. Letter to be drafted and agreed by WMTC and WCJMC.

- e) The Superintendent has arranged for a Mr Keith Taylor to visit the cemetery to control the rabbits. This work will be undertaken either early in the morning or late at night

14/10 FINANCE UPDATE

Members were given an update on the income and expenditure for April and May 2014

14/11 ALLOTMENT FEES

Interim Clerk and Superintendent to inspect untidy plots and notify plot holders of their responsibilities before sending out renewal fees. After discussions, it was **RESOLVED** to increase the annual rent as per the budget set for 2014/2015, which takes effect 1st September 2014.

14/12 FEES FOR CLEANING/REPLACEMENT OF MEMORIALS

The fee which is shown on the 2014 price list for cleaning/replacing memorials was discussed and

RESOLVED that this will be removed and the price list amended accordingly

14/13 CEMETERY MANAGEMENT COURSE

Councillors discussed this course held on the 20th May 2014 and gave reports on what they gained by attending. Membership to the I.C.C.M was discussed and it was **RESOLVED** to become a member of this organisation for a yearly fee of £90.00

14/14 NATIONAL LANDLORDS ASSOCIATION

The councillors discussed renewing this membership which had expired in May 2014 and

RESOLVED not to renew the membership

14/15 CORRESPONDENCE

None

14/16 ANY OTHER BUSINESS

The Interim Clerk advised that the signatories for the investment account had to be updated and it was agreed that all five councillors would become the new signatories. Interim Clerk to make the arrangements

Future Agenda's to include re-election of Chairman & Vice Chairman and to review any issues with regards to the future of the cemetery

14/17 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 13th August 2014 at 6.00pm in the Council Chamber at Wimborne Minster Town Hall

The Meeting Closed at 8.10 pm

Signed:

Cllr. S. Cook - Chairman