

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the Committee Meeting held in the Council Chambers at Wimborne Minster  
Town Hall on Monday 16<sup>th</sup> October 2017 at 10:30am

Present: Cllr. C. Chedgy  
Cllr. S. Kerley  
Cllr. R. Nunn  
Cllr. E. Urquhart  
Cllr. T. Wheeler  
Miss K. St Clair – Clerk & Registrar

Cllr Nunn presiding

## **17/17 ELECTION OF CHAIRMAN**

Cllr T F Wheeler was proposed and seconded to replace Cllr Nunn who had resigned from the Committee

**RESOLVED that Cllr T F Wheeler be elected Chairman of the Joint Management Committee for the remainder of the 2017/18 municipal year.**

Cllr Wheeler in the Chair

## **17/18 APOLOGIES FOR ABSENCE**

Apologies received from Cllr. S. Cowsill prior to the meeting.

## **17/19 DECLARATIONS OF INTERESTS**

Cllr Chedgy declared an interest to Item 12 on the agenda due to her proximity to the hedge bordering Cemetery Lane and Redcotts.

## **17/20 MINUTES OF MEETING HELD ON 17 MAY 2017**

Cllr Urquhart raised concern over record from the last meeting of the JMC and stated she would be unable to approve. Amendments were made by Cllr Wheeler and Town Clerk to remove inappropriate content.

**RESOLVED** the Clerk is to send a copy of the Minutes of the Annual Meeting held on 17 May 2017 to all current members of the Committee and Cllr Chedgy suggested that any amendments be sent to her, collated and the minutes reproduced for approval at the next meeting.

## **17/21 FINANCIAL REPORTS MAY – SEPTEMBER 2017**

The Committee was unable to approve the financial reports for this period as although the Clerk had provided financial reports to the members electronically, most members had been unable to review them. The Clerk discussed the issues she is facing with reporting from the current finance software and Cllr Urquhart asked for clarification on 2 cheques which were cashed at the beginning of August 2017.

**RESOLVED** the Clerk to reproduce these reports and send to members for their review and approval at the next meeting. She will look into implementing SAGE as the finance system for the cemetery and provide clarification on the cheques to the Committee by email.

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## **17/22 CALENDAR OF MEETINGS**

A proposed list of dates was suggested by the Clerk to ensure regular meetings of the Committee as well as discussion around times the meetings could be held in order not to preclude members due to other commitments.

**RESOLVED** the Clerk will produce and circulate a calendar of meetings for the remainder of this municipal year, to include additional meetings for consideration of the Budget and Annual General Meeting.

## **17/23 CLERKS REPORT ON ISSUES SINCE APPOINTMENT TO POST**

The Clerk provided a verbal account of the issues she had faced since appointment to the post of Clerk & Registrar on 31<sup>st</sup> July 2017.

**RESOLVED** the Clerk is to keep a record of her hours as it seems the appointment of 20 hours a week does not cover the requirements of the role. The issues with the bank are well in hand and should be resolved fully in the near future.

## **17/24 TRANSFER OF EXCLUSIVE RIGHTS OF BURIAL REGISTER**

The Clerk informed the Committee of findings within the Registers that amendments had been made to original entries which was not good practice.

**RESOLVED** the Clerk to purchase a Transfer of Exclusive Rights of Burial Register at an estimated cost of £160.00 plus VAT in order to record any transfers of the burial rights and preserve the condition of current Registers.

## **17/25 EXCLUSIVE RIGHTS OF BURIAL COURSE**

Further to 17/24 above and the recording of the Exclusive Rights of Burial, the Clerk requested that she be allowed to attend a course held by ICCM (Institute of Cemetery and Crematorium Management) which covers the benefits of having a proper system, legal documents and Statutory Declarations.

**RESOLVED** the Clerk to send an expression of interest in attending the course at a cost of £130 plus VAT.

## **17/26 MAINTENANCE OF MEMORIALS ROLLING PROGRAMME**

The Clerk, Groundsman and Assistant Groundsman recently attended a Management of Memorials course which covered the legal requirements and necessity of testing memorials for safety. The course included identifying a hazard, risk assessments for employees and safe methods of working. Inspections, fixing, equipment and recording. The recommendation is that the Cemetery have a rolling 5 year programme of testing, fixing and recording of memorials. Each memorial needs to be graded with a Priority from 1 – 3, with action being taken to repair those graded Priority 1 immediately, Priority 2 reviewed in 12 months and Priority 3 are classified as 'safe and stable' and can be looked at again in 5 years' time.

**RESOLVED** all members agreed this work is a priority. The Clerk to make enquiries into manual handling, first aid and working at heights training that the groundsman require to carry out this work. A report needs to be written to give consideration and provide information to the Committee on matters such as the cost of any equipment needed, signage, creation of forms for recording and the additional stress on resources.

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## 17/27 MEMORIAL IN CHILDREN'S SECTION

The Clerk had received enquiries from a local funeral director from a family who had suffered the loss of 2 children aged 1 month and 10 months in 2012 and 2016 respectively. Following the interment of the first child, the unusual decision was taken to allow the interment of the second child as was the parents' wishes. The family would like permission to place a kerb style memorial in addition to the small headstone which is already there.

**RESOLVED** the Committee agreed to allow the addition of the kerb and stone set as this would provide added security given the depth of the second interment is at the limit allowed and would prove less maintenance. However, it was agreed that the lanterns pictured in the image provided by the funeral director would not be allowed due to health and safety as the glass could prove a hazard.

## 17/28 HEDGE MAINTENANCE BORDERING CEMETERY LANE AND REDCOTTS ROAD

Cllr Chedgy provided an update to the Committee of the current state of the hedge where it had not been properly maintained for a number of years and is overgrown and riddled with hawthorn in parts and dead in others. The Clerk suggested a programme to replace with fencing taking a section at a time and over a number of years. Cllr Urquhart raised the question of ancient hedgerow and if it would qualify.

**RESOLVED** the Clerk confirmed that it would be cut within the next few weeks when additional resources from the Town Council were permitting and Cllr Chedgy to gauge residents' thoughts on the hedge being replaced with fencing.

## 17/29 GULLY CLEANING TO BLOCKED DRAINS

The Clerk provided a quotation from Dorset Drainage Services UK Ltd which was obtained and provided by the Town Council. The Committee discussed who was responsible for the maintenance of the land as well as the large tree situated nearby as the roots from it had been highlighted as being the cause of the blockage. It was highlighted that the yellow lines shown in the photographs would be indicative of Highways as being responsible. Cllr Chedgy was able to access a copy of the Land Registry document which was inconclusive but appeared to show the boundary as being from the Culverhayes gates which were previously moved to allow access to the properties.

**RESOLVED** Cllr Chedgy to provide the Clerk with a copy of the Land Registry and make enquiries with the resident who lives nearby. Cllr Wheeler resolved to speak with the Town Clerk as he did not wish there to be any further delay in approving the work. The Clerk will liaise with the Town Clerk and provide an update to the Committee at the next meeting.

## 17/30 ITEMS FOR INFORMATION

None.

The Chairman declared the meeting closed at 1.00pm

Signed: .....

Cllr. T. Wheeler - Chairman