

## **WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE**

Minutes of the meeting held in the Committee Room at Wimborne Minster Town Hall on  
Thursday 27 November 2014 at 2.00 pm

Present: Cllr. S. Cook – Chairman      Cllr. S. Cowsill  
          Cllr. A. Cross                        Cllr. L. Harvey  
          Mrs P. Holloway – Clerk & Registrar

### **14/62 APOLOGIES OF ABSENCE**

Cllr. M. Huntriss

### **14/63 RECEIVE DECLARATIONS OF INTERESTS**

None

### **14/64 SIGN AND APPROVE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> October 2014**

Matters Arising: Minute No: 14/61

Job Description for Superintendent - Clerk to check that the gate opening/closures for both entrances remain the responsibility of the Superintendent and also to check if the "infill" of burial plots is listed within the job description

The Minutes of the meeting held on 9<sup>th</sup> October 2014 were confirmed and signed as a true and accurate record

### **14/65 BUDGET FOR 2015/2016**

The budget report was discussed together with the price list for 2015 and it was **RESOLVED to**

- a) Agree and approve the budget as set out in the report for 2015/2016
- b) Add the Transfer of Ownership (Deed Of Grant) fee to the price list
- c) Approve the increase for the price list with effect from 1<sup>st</sup> January 2015

**Voting:** Unanimous

### **14/66 CORRESPONDENCE FROM MR. A. BREAKWELL**

A letter had been received from Mr Alan Breakwell concerning the change of internal auditor. The Constitution states that the Clerk shall arrange for the accounts to be audited by an Internal Auditor, which was duly carried out. It was

**RESOLVED to** write to Mr Breakwell, thanking him for his help in carrying out the audit in the past and to apologise for not notifying him of the change of circumstances

**Voting:** Unanimous

**14/67 AUDITOR'S HALF YEARLY REPORT**

The report confirmed that from extensive testing undertaken and records examined, the correct controls and procedures were in place. The report and recommendations were discussed and it was

**RESOLVED** to accept the report and recommendations

**Voting:** Unanimous

**14/68 CONFIRM THE APPOINTMENT OF THE AUDITOR**

Discussion took place regarding the appointment of the Auditor for WCJMC and it was

**RESOLVED** to appoint Mrs Jane Stacey as the Internal Auditor with a review to be carried out every 2 years

**Voting:** Unanimous

**14/69 WORKING HOURS FOR APPRENTICE**

It was confirmed and

**RESOLVED** that the apprentice would work 30 hours per week (including college day) and this would be reviewed in May 2015

**Voting:** Unanimous

**14/70 LAND ADJOINING BACK OF PROPERTIES IN ST. MARGARETS CLOSE**

Discussions took place regarding the problems surrounding the three bungalows which back onto the cemetery land. Clerk to contact the Letting Agency regarding number 6 St. Margaret's Close to establish if the tenancy contract states that the strip of land belonging to the cemetery remains lawned. Due to varying circumstances with each property it was

**RESOLVED** to discontinue sending out the annual letter allowing resident's access and to notify the residents concerned that WCJMC will no longer allow access on this strip of land

**Voting:** Unanimous

**14/71 OPENING/CLOSING LODGE GATE**

Due to the new opening/closing times of the cemetery, the tenant residing in the Lodge now helps with the opening and closing of the main gate. Members discussed some form of recompense and it was

**RESOLVED** that a sum of £300 will be paid as a gratuity payment on an annual basis

**Voting:** Unanimous

**14/72 PURCHASE OF PLOT AT REDUCED RATE**

The Clerk had been contacted by a gentleman who had previously carried out work for the previous committee and asked to purchase the plot that he had been offered at a reduced rate. As this matter was not known to the current committee members, it was

**RESOLVED** that the Clerk check past records to establish if this offer had been minuted/approved and if found to be correct, allow the purchase

**Voting:** Unanimous

**14/73 CLERKS REPORT**

**a) Minute No: 14/07**

**(4c)** Roof on the toilet block has been inspected by the roofing contractor who will carry out repairs to the Lodge, Chapel and the workshop. He did not find any problems with the flat roof, therefore, no work is necessary on the toilet block but will carry out the other repairs as soon as possible. A quotation for £370.00 had been received.

**b) Minute No: 14/51**

Clerk to update members of a possible new sign for vehicles obstructing the entrance to the allotments. Due to the history of the parking problem at the allotment entrance, it was

**RESOLVED** not to go ahead with new signs as the members felt this would not be cost effective

**Voting:** Unanimous

**c) Minute No: 14/55**

The closing times for the new entrance signs have been amended to read 4.30 pm (Fridays only) not 5.00 pm as originally approved. This reflects the earlier leaving time on Fridays for the superintendent.

**14/74 ITEMS FOR INFORMATION**

- a) Clerk informed members that she had attended a Word Advanced Course at Dorchester on the 26<sup>th</sup> November 2014
- b) The Superintendent's new telephone number was given to all members
- c) Progress report on the redecorating of the Superintendent's office
- d) Update on finance software package from Band 1 to Band 2
- e) Invoice received from WMTC regarding solicitor's fees

**14/75 DATE OF NEXT MEETING**

TBA

The Chairman declared the meeting closed at 3.50 pm

Signed: .....

Cllr. S. Cook - Chairman