

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 12th February 2018 at 7.00pm

Present: Cllr. S. Broad
Cllr. C. Chedgy
Cllr. S. Cowsill
Cllr. T. Wheeler
Miss K. St Clair – Clerk & Registrar

17/48 APOLOGIES FOR ABSENCE

Apologies received from Cllr. E. Urquhart.

17/49 DECLARATIONS OF INTERESTS

None.

17/50 MINUTES OF MEETINGS HELD ON 17th MAY 2017

Amended Minutes for the meeting held on 17th May 2017 have not been provided to the Chairman, the Clerk or any other member of the Committee and it was therefore resolved the copy marked 'Draft' would be signed in accordance with Part VI – Provisions Relating to Local Authority Generally 41(2) of LGA 1972 *'Minutes.....be drawn up and entered in a book kept for that purpose and shall be signed at the same or next [suitable] meeting of the authority by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof'*.

17/51 MATTERS ARISING FROM MINUTES OF MEETING HELD ON 15TH JANUARY 2018

The Clerk updated the Committee of the matters arising from the last meeting:
17/43 - The Current Account provides 0% interest on any balances and all other accounts being the Base Rate Reward and Active Saver business accounts provides 0.20% interest.

17/45 - The Clerk has been in touch with a solicitor and provided them with all available information. A follow up will be made by the Clerk with regards to any appointments or further information required with the solicitor.

17/46 - The Clerk met with the memorial mason to discuss the decision of the Committee and worked through possible solutions for their client. This has been satisfactorily resolved.

Minutes from the meeting signed by the Chairman.

17/52 FINANCIAL REPORTS 1st JANUARY - 31st JANUARY 2017

Financial reports for the above period provided to all members prior to the meeting, this included 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 signed by the Chairman as correct. All reports were available to members for review at the meeting.

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

17/53 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY

The Clerks Finance Report and Activity Report for the period were reviewed and followed with general discussion by the Committee. Budget Headings 210/1 Chapel Repairs & Maintenance and 220/1 Lodge Repairs & Maintenance were further highlighted as going over the budgeted cost for the year due to the break-ins at the cemetery and cost of repairs.

17/54 UPDATE ON LODGE, CHAPELS & GARAGE

The Clerk provided photographs of the new doors for the Workshop chapel which were fitted on Saturday 10th February 2018, she will update the insurance provider that the work has been done and measures taken to ensure the Workshop is secure. Various necessary maintenance work is in progress at the Lodge and new gates have been fitted between the garage and the laurel hedge providing greater security. The garage which was until recently hired out for storage, was also discussed, and the Committee will look at possible options at the AGM to be held at the cemetery grounds in May 2018.

17/55 AGREED RESERVE FUNDS

The proposed starting position for Reserves for 2018/19 was discussed and the headings and amounts agreed as follows: Equipment & Machinery - £10,000, Chapel Maintenance - £5,000, Lodge Maintenance - £5,000, Memorial Maintenance Program - £5,000, General Fund - £15,000 – making a total in Reserves of £40,000 and which is reflective of the amount held in the Base Rate Reward account. Cllr Chedgy suggested an adjustment of Reserves in this financial year to reduce the deficit of spending on the new John Deere tractor.

RESOLVED the Clerk will make provisions in the accounts for this.

17/56 CEMETERY WEBSITE

The Clerk obtained a proposal from Wimborne Business Systems for the provision of a website for the cemetery. As the quotation was around the limit of £1,500 provided for in the constitution, it was discussed and agreed further quotations should be obtained.

Cllr Cowsill provided information on a new EU policy as a '*plain English guide to the EU public sector accessibility directive*' which covers the provision of websites by public sector bodies. This is to be taken into consideration in any proposal for building a new website.

RESOLVED the Clerk will obtain 2 further quotations for building a new website.

17/57 100 YEAR REMEMBRANCE EVENT

The Clerk conducted a recent audit of the war graves, their positions and condition of memorials within the cemetery. She subsequently made contact with the War Graves Commission to request assistance with cleaning and maintenance of these memorials. It was during this work she felt an event in remembrance of 100 years since the end of WW1 would be appropriate for the cemetery and requested approval of the Committee to arrange such an event to be held towards the end of the year in line with (but not on) Remembrance Sunday.

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

RESOLVED the Committee discussed and agreed offering contact details for the Priest House Museum, Royal British Legion and the Town Cryer and for the Clerk to keep this item on future agendas for discussion.

17/58 RISK ASSESSEMENT

Cllr Chedgy raised the question of a Risk Assessment as detailed at point 24 of the constitution. The Clerk had recently discussed this matter with Wimborne Minster Town Clerk at a recent meeting and believed it was a task delegated to the Clerk by the Committee under point 13 of the constitution. She intended to put the item of 'Risk Assessment' on the agenda for the AGM to be held in May 2018, as the main purpose of this meeting is for the Committee to meet at the cemetery and take a walk around. This would provide a good opportunity for each Committee member to see and raise any such matters which are a cause for concern, the Risk Assessment would then be written by the Clerk and approved at the next meeting of the Committee. Going forward, the Clerk would suggest the Risk Assessment be reviewed at each AGM and any amendments or adjustments made. To her knowledge there is no such document for Wimborne Cemetery currently and is unaware of the last time a formal Risk Assessment was carried out.

17/59 ITEMS FOR INFORMATION

Cllr Cowsill asked the Clerk if the current provision and new working arrangement were satisfactory. She responded that the increase in hours was making for a more thorough and productive way of working.

The Chairman declared the meeting closed at 8.18pm

Signed:

Cllr. T. Wheeler – Chairman