

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the meeting held in the Council Chamber at Wimborne Minster Town Hall on
Wednesday 26 October 2016 at 10.30 a.m.

Present: Cllr. S. Cowsill – Chairman
Cllr. L. Harvey
Cllr. S. Kerley
Cllr. R. Nunn
Cllr. E. Urquhart
Mrs P. Holloway – Clerk & Registrar
Mr N. Guest – Supervising Groundsman
Mr R. Golding – Assistant Cemetery Groundsman

16/30 APOLOGIES OF ABSENCE

None

16/31 RECEIVE DECLARATIONS OF INTERESTS

None

16/32 SIGN AND APPROVE MINUTES OF MEETING HELD ON 24 AUGUST 2016

No matters raised therefore the Minutes of the Meeting held on 24 August 2016 were confirmed and signed as a true and accurate record

16/33 INTRODUCTION OF NEW CEMETERY STAFF

The two new members of staff were introduced to the committee and N. Guest gave a verbal report on the progress being made within the cemetery grounds. Both groundsmen spoke of the machinery and other equipment used and Cllr. Harvey suggested a possible replacement for one of the Kubota tractors in due course. A new wheeled strimmer had recently been purchased and this was helping to reduce strimming time in larger areas

N. Guest and R. Golding left the meeting at 11.00 a.m.

16/34 APPROVAL OF FINANCIAL REPORTS FOR AUGUST 2016 AND SEPTEMBER 2016

Copies had been given to councillors for approval and signing

RESOLVED to approve financial reports for Aug 2016 and Sept 2016

Voting: Unanimous

16/35 HALF YEARLY REPORT FROM AUDITOR

The half yearly audit had been carried out and a letter received from the auditor, Mrs Jane Stacey, was read to the committee members. All controls and procedures were in place and it was therefore

RESOLVED to approve and accept the audit by the committee members

Voting: Unanimous

16/36 REVIEW OF APPOINTED INTERNAL AUDITOR

The two yearly review of the internal auditor took place and it was **RESOLVED** to agree and approve the continued use of Mrs Jane Stacey, for a further two years, to act as the internal auditor for WCJMC

Voting: Unanimous

16/37 BUDGET FOR 2017 – 2018

Copies of the proposed budget had been given to the councillors and following discussions it was agreed to accept the proposal but with the following wording on the Table of Fees and Payment to be amended as such:

The words Parishioner and Non-Parishioner will be replaced with the words Resident and Non-Resident

RESOLVED to agree and approve the budget as set out in the report for 2017-2018 together with the word amendments

Voting: Unanimous

Cllr. S. Kerley left the meeting at 12.30 p.m.

16/38 CLERKS REPORT

- a) Minute No: 16/27d

The repairs to the small tarmac areas within the cemetery has now been completed

- b) Minute No: 16/06

Advice regarding damp and structural problems within the two Chapels - outstanding

- c) Minute No: 16/11a Refurbishment of toilets and hot water installation within the workshop – Inspection of the toilet block shows signs of this building in a poor state of repair. The walls are cracked (showing daylight in many places), the roof lining has come away from the main frame of the roof and the guttering is held up in places with wood. The wooden doors are badly damaged, the timber door and window frames are rotted. Quotes have not been obtained as the Clerk feels this building is not worthy of a refurbishment and alternatives should be discussed. The hot water installation for the workshop could be included in the above.

Cllr. Harvey will ask a builder who is currently carrying out work for WMTC to have a look at this project and advise accordingly

16/39 INFORMATION/AOB

The Clerk informed councillors that an order had been placed for a tree surgeon to carry out work within the allotment area

Cllr. Harvey reminded councillors of the donation we received from the previous Mayor of Wimborne for bat boxes and asked that these be placed within the cemetery shortly. The Clerk to contact the person concerned.

A report will be carried out in due course to ascertain the number of burial years left within Wimborne Cemetery

16/40 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 11th January 2017 at 10.30 a.m.

The Chairman declared the meeting closed at 13.10 p.m.