

## **WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE**

Minutes of the meeting held in the Committee Room at Wimborne Minster Town Hall on  
Friday 28<sup>th</sup> August 2015

Present: Cllr. S. Cook – Chairman  
Cllr. S. Cowsill Cllr A. Cross Cllr. L. Harvey Cllr. E. Urquhart  
Mrs P. Holloway – Clerk & Registrar  
Mr S. Corkhill - Superintendent

### **15/28 APOLOGIES OF ABSENCE**

None

### **15/29 RECEIVE DECLARATIONS OF INTEREST**

None

### **15/30 SIGN AND APPROVE MINUTES OF THE ANNUAL MEETING HELD ON 26 MAY 2015**

The Minutes of the meeting held on 26 May 2015 were confirmed and signed as a true and accurate record

### **15/31 SUPERINTENDENT'S REPORT**

A verbal report was given by the Superintendent regarding newly purchased machinery and the servicing of tractors. Weather conditions had delayed the cutting of the yew trees and bad weather had also caused a few graves to become "sunken", this matter would be dealt with together with re-seeding of other graves.

Superintendent to discuss obtaining top soil with the WMTC groundsman, who he has a good working relationship with. The old "wheelhorse" tractor which no longer works would be sold to help towards purchasing new tools.

The Superintendent advised the committee that he had attended a Sexton duties course, held by ICCM on the 19<sup>th</sup> August 2015 at Wareham and found it very informative.

### **15/32 DORSET WILDLIFE TRUST**

The Superintendent confirmed his interest in this project and gave advice on this matter. The Chairman suggested Mr Michael Evans and a representative from DWT would be asked to a future meeting with a view to starting this project.

**Voting:** Unanimous

### **15/33 ANNUAL RETURN AUDIT FOR 2014/2015**

Two issues were raised in the report which are currently being dealt with, therefore it was

**RESOLVED** to approve and accept the audit by the committee members

**Voting:** Unanimous

**15/34 ISSUES ARISING FROM THE EXTERNAL AUDIT REPORT**

- a) Risk Assessment

This has now been updated and copies were given to all councillors for approval

- b) Asset Valuation

This is currently being updated

**RESOLVED** to accept the recommendations of the report and action

**Voting:** Unanimous

**15/35 ISSUES ARISING FROM THE INTERNAL AUDITOR**

- a) Approval and signing of financial reports - These reports will now be signed at appropriate meetings

- b) Asset Valuation – Currently being updated

- c) Risk Assessment – This has now been updated and awaiting approval by councillors

- d) Standing Orders or Financial Regulations – This is currently being looked into

**RESOLVED** to accept the recommendations of the report and action

**Voting:** Unanimous

**Cllr Urquhart left the meeting at 3.12 pm**

**15/36 APPROVAL OF FINANCIAL REPORTS FOR MAY, JUNE AND JULY 2015**

Copies had been given to councillors for approval and signing

No matters raised, it was agreed however, that the Clerk show the Received Income Reports in the same format as the Paid Expenditure Reports and the petty cash statements will be noted on the bank statements. The Clerk also to look into a savings account in order to transfer funds.

**RESOLVED** to approve financial reports for May, June and July 2015

**Voting:** Unanimous

**15/37 RISK ASSESSMENT**

A risk assessment had been circulated to all councillors and after discussion it was agreed that the Clerk will purchase a carbon copy accident book. It was therefore

**RESOLVED** to accept this updated version

**Voting:** Unanimous

**15/38 CLERKS REPORT**

- a) Item agenda number 15/06 – The advert for the testing of memorials remains outstanding

- b) Item agenda number 15/08c – Roof repairs to the Lodge have now been completed. Clerk to obtain further quotes for the roof repairs to the Chapel/Workshop

- c) Deposit Protection Service – Councillors were informed of account held

**15/39 ITEMS FOR INFORMATION**

Cllr Cook attended a PACT meeting recently and spoke of the problems the cemetery encounters this time of the year. The police now have a mobile phone and we have the telephone number to use for emergencies. This number will be given to the appropriate people.

Cllr Cross reported that she had recently seen the use of taps which were enclosed with a cover and could only be used by key holders. This information may be useful for future needs.

**15/40 DATE FOR NEXT MEETING**

This has been arranged for Friday 27<sup>th</sup> November 2015 at 2.00 p.m.

The Chairman declared the meeting closed at 4.30 pm

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