

## WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the **ANNUAL MEETING** held in the Council Chambers at Wimborne Minster Town Hall on Wednesday 17 May 2017 at 10.30 a.m.

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

### 17/01 TO ELECT THE CHAIRMAN OF THE COMMITTEE FOR MAY 2017 – MAY 2018

Cllr Nunn was proposed and seconded. Voting took place and it was **RESOLVED** that Cllr Nunn was duly elected Chairman of the committee  
**Voting:** Unanimous

### 17/02 APOLOGIES OF ABSENCE

None

### 17/03 TO ELECT THE VICE CHAIRMAN OF THE COMMITTEE FOR MAY 2017 – MAY 2018

Cllr Urquhart was proposed and seconded. Voting took place and it was **RESOLVED** that Cllr Urquhart was duly elected Vice Chairman of the committee  
**Voting:** Unanimous

### 17/04 RECEIVE DECLARATIONS OF INTERESTS

None

### 17/05 SIGN AND APPROVE MINUTES OF MEETING HELD ON 11 JANUARY 2017

In reference to Minute No: 16/46 – Fees and Payment List – Cllr Urquhart stated that the Fees List should go on the three council websites. This was agreed by other members. No other matters raised therefore the Minutes of the Meeting held on 11 January 2017 were confirmed and signed as a true and accurate record  
**RESOLVED** Clerk to forward the Fees List to the three constitute councils to be placed on their website.

**Voting:** Unanimous

### 17/06 GROUNDSMEN REPORT

A verbal report was given by the groundsmen regarding the demonstration of machines recently held. Both groundsmen agreed that the new compact tractor, model X758, would be the right machine for the work that is carried out at the cemetery. The safety and security of the ground staff was discussed and the committee were told that during the day, both members of staff usually work within

sight of each other. The badgers at the cemetery are a problem and Cllr Cowsill suggested placing a safety notice at the cemetery regarding the badger holes. Cllr Cowsill also asked them for ideas, regarding safety and security, the type of doors they would like to see fitted at the cemetery. Lockable gates from the inside of the workshop would be their preference.

N. Guest and R. Golding then left the meeting.

**17/07 NEW MACHINERY**

The committee agreed to purchase the X758 compact tractor and funds for this machine would be transferred from a general fund

**Voting:** Unanimous

**17/08 APPROVAL OF FINANCIAL REPORTS FOR JAN 2017, FEB 2017, MARCH 2017 AND APRIL 2017**

Copies had been given to councillors for approval and signing. The broadband fee for the cemetery will be cancelled as this is no longer used.

**RESOLVED** to approve financial reports for Jan 2017, Feb 2017, March 2017 and April 2017

**Voting:** Unanimous

**17/09 APPROVAL OF YEAR END ACCOUNTS AND AUDITOR'S REPORT**

Councillors had been given the year end reports and a letter, received from the Auditor, was read to the committee by Cllr Nunn which stated all controls and procedures were in place. Cllr Cowsill thanked the Clerk for her work during the year. No recommendations were received, therefore it was

**RESOLVED** to approve and accept the year end reports

**Voting:** Unanimous

**17/10 THE LODGE**

Cllr Urquhart informed members that additional persons were living at the Lodge. The Clerk informed members that she had previously been notified of this situation by the Tenant.

**17/11 REPLACEMENT DOORS FOR CEMETERY WORKSHOP**

The quotations received were discussed and it was agreed that the Clerk will contact the Conservation Officer at EDDC and the insurance company for approval of the replacement doors and once received, an order will be placed.

**RESOLVED** to place the order once the above has been approved.

**Voting:** Unanimous

**17/12 REPLACEMENT GATES AND FENCING**

The quotations received were discussed regarding a replacement gate for the Lodge and replacement fencing along the allotment area. It was

**RESOLVED** to place the order for both items

**Voting:** Unanimous

**17/13 BUILDING PLANS FOR TOILETS AND STAFF FACILITIES**

Cllr Nunn asked if Colehill Parish Council would apply for a new building loan. Cllr Cowsill stated that due to an existing loan, this is possibly not an option. Cllr Nunn would also ask Wimborne Minster Town Council. Due to the low interest rate, it would not be good practice to use general funds. Options of a 50% loan from CPC and 50% from WMTC were discussed. The applicant for the planning application was discussed and it was considered to be Pamphill and Shapwick Parish Council to be the applicant as the cemetery is within that parish. Before the application can be submitted, the removal of a holly tree would be required.

**RESOLVED** that members of both CPC and WMTC would discuss the options within their own constitute councils. The Clerk will notify the Clerk of Pamphill and Shapwick PC of the building plans in order that this can be discussed at their next meeting. The holly tree can also be removed prior to the application.

**Voting:** Unanimous

**17/14 CLERKS REPORT**

## a) Minute No: 16/06

Advice regarding damp and structural problems within the two Chapels – *having spoken to the previous cemetery superintendent, Brian Richmond, he informed me that a report was made by English Heritage when a grant was applied for to carry out re-pointing and re-plastering, some 15/20 years ago. The gentleman who was involved in this from EDDC has now retired. As this was so long ago, it may be best to deal with these issues on a new basis.*

## b) Minute No: 16/11a

Refurbishment of toilets and hot water installation within the workshop – *building plans for this item will be discussed at the meeting*

## c) Minute No: 15/56

Memorial testing – *New programme sheet has been produced*

## d) The BRAMM seminar which the Clerk and Groundsmen were going to attend had been cancelled by BRAMM.

**17/15 INFORMATION/AOB**

The Clerk had received a letter of complaint regarding the flowers at the Chapel. These flowers are old and faded and arranged a meeting with a local florist to obtain a quote for replacement flowers. After discussing this item, the councillors unanimously agreed not to purchase replacement flowers and for the old flowers to be removed.

For future meetings, Cllr Urquhart asked that the Cemetery Rules and Regulations be placed on an agenda as they require updating.

**17/16 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday July 26<sup>th</sup> 2017 at 10.30 a.m.

The Chairman declared the meeting closed at 1.00 p.m.