

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the meeting held in the Chamber Room at Wimborne Minster Town Hall on
Friday 27th November 2015 at 2.00 p.m.

Present: Cllr. S. Cook – Chairman
Cllr. S. Cowsill Cllr. L. Harvey Cllr. S. Kerley
Mrs P. Holloway – Clerk & Registrar
Mr Steve Corkhill – Cemetery Superintendent

15/41 APOLOGIES OF ABSENCE

Cllr. E. Urquhart

15/42 RECEIVE DECLARATIONS OF INTERESTS

None

15/43 SIGN AND APPROVE MINUTES OF THE MEETING HELD ON 28 AUGUST 2015

Minute No. 15/32 - Cllr. Cook confirmed that a discussion had previously taken place and it was agreed that Mr Michael Evans from the Dorset Wildlife Trust would now be contacted directly by the Superintendent to discuss this project in the new year. No other matters were raised from the minutes of the meeting held on 28 August 2015, therefore the minutes were confirmed and signed as a true and accurate record.

15/44 SUPERINTENDENT'S REPORT

A verbal report was given by the Superintendent. The work at the cemetery with regards to the cutting back of yew trees is progressing slower than anticipated due to weather conditions. Arrangements had been made for an electrician to install a new heater in the office, together with an additional light in the workshop. Advice had been sought with regards to the damp and leaks within the workshop and chapel. An air blower would help in drying out the damp patches and roof. Lead flashing to replace the old concrete gullies on the workshop and chapel roofs, also missing tiles to be replaced. Clerk to organise the purchase of an air blower and obtain new quotations for the roof repairs.

15/45 APPROVAL OF FINANCIAL REPORTS FOR AUGUST, SEPTEMBER AND OCTOBER 2015

Copies had been given to councillors for approval and signing

No matters were raised, therefore it was

RESOLVED to approve and sign the financial reports for August, Sept and Oct 2015

Voting: Unanimous

15/46 BUDGET FOR 2016 – 2017

The budget report was discussed together with the increase in the grave digging fees and allotment fees. All other fees remain the same.

RESOLVED to agree and approve the budget as set out in the report for 2016-2017

Voting: Unanimous

15/47 AUDITORS HALF YEARLY REPORT

The half yearly audit had taken place and a letter from the internal auditor, Mrs Jane Stacey, was read to the committee stating that all controls and procedures were in place for the completion of the accounts up to 30 September 2016. No matters were raised.

15/48 TREE WORK

Quotations had been received to cut/remove a large tree close to the Lodge. This work must be carried out for insurance purposes and after discussions it was **RESOLVED** to cut the tree down to ground level

Voting: Unanimous

15/49 SURFACE REPAIRS

Quotations had been received to repair tarmac areas within the cemetery and after discussions it was

RESOLVED to appoint Brantal Surfacing to carry out this work after the tree work had been completed

Voting: Unanimous

Cllr Harvey left the meeting at 3.20 pm

15/50 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 Chapel/Workshop discussed under Minute No: 15/44 and Clerk to obtain further quotes
- c) Asset Valuation – (Minute No: 15/34 b) – currently being updated
- d) Standing Orders/Financial Regulations - (Minute No: 15/35 d) – these do not apply to this committee, therefore this item can now be **Resolved**
- e) Savings account – (Minute No: 15/36) – A new savings account has been opened with Barclays Bank
- f) Accident book – (Minute No: 15/37) – carbon copied books are no longer available, therefore this item can now be **Resolved** as we will continue to use the current book which is an up to date version

15/51 ITEMS FOR INFORMATION/AOB

None

15/52 DATE FOR NEXT MEETING

This has been arranged for Friday 12th February 2016 at 10.30 a.m.

The Chairman declared the meeting closed at 3.27 pm

Signed:

Cllr. S. Cook - Chairman