

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the Committee Meeting held in the Committee Room at Wimborne Minster Town Hall on Monday 14th May 2018 at 7.00pm

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

18/01 APOLOGIES FOR ABSENCE

None.

18/02 ELECT CHAIRMAN OF THE COMMITTEE FOR MAY 2018 – MAY 2019

Cllr Urquhart proposed that Cllr Wheeler continue as Chairman for another year, this was second by Cllr Broad and agreed by all.

18/03 ELECT VICE CHAIRMAN OF THE COMMITTEE FOR MAY 2018 – MAY 2019

Cllr Chedgy proposed Cllr Cowsill as Vice Chairman for the year, this was second by Cllr Broad and agreed by all.

18/04 DECLARATIONS OF INTERESTS

None – this will no longer appear as an item on the agenda.

18/05 MATTERS ARISING FROM MINUTES OF MEETINGS HELD ON 12th AND 28th FEBRUARY 2018

The Clerk updated the committee on the following matters arising from the above earlier meetings:

17/54 – The insurance provided has been updated that work is complete and the Workshop secure. This was acknowledged by the insurance company and funds received into the Current Account on 3rd April – less the excess premium.

17/55 – Provisions for Reserves as detailed have been made in the accounts for the year 2018/19.

17/56 – Two further quotations for the website were obtained and a committee meeting held on 28th February to discuss and select the best company.

Minutes from the meetings signed by the Chairman.

18/06 FINANCIAL REPORTS FOR FEBRUARY, MARCH AND APRIL 2018

Financial reports for the above periods provided to all members prior to the meeting, including 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.

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18/07 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY

The Clerks Finance Report and Activity Report for the period were reviewed and followed with general discussion and no queries raised. The Clerk highlighted the Income had been low for February and March but, this had risen substantially in April.

18/08 INTERNAL AUDIT LETTER & EXTERNAL AUDITOR EMAIL

The Clerk distributed a copy of the internal Auditors letter to the committee dated, 25th April 2018 – this was following her audit of the accounts from September 2017 – March 2018. She raised minor points which had already been answered by the Clerk and received confirmation by email from the Auditor that she was satisfied with the accounts and procedures in place.

The Clerk distributed an email from the external Auditor prior to the meeting stating that it was not a requirement for Joint Management Committees to have a Limited Assurance Review and this ceased with effect from the 2015/16 year.

RESOLVED: The Clerk to send a copy of the internal Auditor's email to members.

18/09 LAND AND REGISTRATION

Cllr Chedgy updated the committee following her meeting with the Clerk on 15th March to discuss the tenancy agreement for the Lodge, irregularity with the registry of the land and the proposed Licence Agreements for the Allotments. The Clerk had corresponded with a solicitor and provided them with supporting documentation covering these matters, she has further instructed them to advise the committee on the appropriate type of agreement for the Lodge tenant. Cllr Wheeler requested each member take this matter back to their respective councils to discuss.

RESOLVED: The Clerk will attempt to complete the necessary forms for the Land Registry to amend the name and address; Cllr Chedgy to look into the shares of ownership between the councils to be dealt with by a Declaration of Trust and also the wording for the Licence Agreements for the allotment holders – this would be actioned in time for the Clerk to circulate new agreements in conjunction with the annual fees due in October 2018.

18/10 SIGNAGE

Following an inspection of the Cemetery by members earlier in the day, the Clerk highlighted the following issues:

Opening / Closing Times – the current hours are complicated and have caused issue with the changing of the clocks to follow GMT and the cemetery being closed when members of the public expected it would be open. Equally, the Clerk has received a number of enquiries as to why the Stone Lane entrance is closed at weekends and on bank holidays – this was discussed and there is no known reason for this.

Dogs and games within the cemetery – there have been several reports by the Groundsmen of dogs being walked in the cemetery and a complaint to the Clerk from a member of the public regarding dog mess near to his wife's grave in Section 21. There have also been reports of people using the green area over the back of Sections 21 and 23 for outdoor games. The Clerk felt both matters could potentially be improved by better signage including reference to *Offences in cemeteries* under Section 18 of Local Authorities Cemeteries Order 1977 (as amended) which states

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18.(1) *No person shall*

- a) wilfully create any disturbance in a cemetery;*
- b) commit any nuisance in a cemetery;*
- e) play at any game or sport in a cemetery.*

RESOLVED: The Clerk to draft appropriate wording for new signs and distribute to members for approval. The Clerk will contact the tenant at the Lodge to see if they would be willing to assist with opening/closing the Stone Lane entrance at weekends and bank holidays, alternatively it was felt this could be facilitated by the Clerk and Cllr Broad attending.

18/11 CEMETERY WEBSITE

The Clerk updated the committee that development of the website was well underway, and she was currently writing the content for it. Members requested they be allowed to test the website prior to it going live for compliance with Accessibility Standards.

18/12 100 YEAR REMEMBRANCE EVENT - BATTLES OVER

The Clerk attended a meeting on 26th April of a committee (Battles Over Committee) who are looking to put together an event of remembrance for the community. A national Beacon Lighting event was proposed as part of the days events and the Clerk suggested the green area at the top of the cemetery would be an ideal and fitting location for placement of a brazier and to accommodate large numbers of people safely. A site visit was carried out at the cemetery by members of that committee as well as those who attended the Cemetery Inspection held on 14th May at 10:30am and all agreed it would be suitable.

RESOLVED: The Clerk will attend further meetings of the Battles Over Committee and keep members of WCJMC updated as to any developments.

18/13 MATTERS ARISING FROM CEMETERY INSPECTION

Members of the WCJMC were invited to attend the cemetery for an inspection, this was held on 14th May at 10:30am with Cllr Chedgy, Cllr Cowsill and Cllr Wheeler in attendance. Matters which arose from that meeting and taken to committee for discussion were as follows:

- Removal of the green shed behind the Workshop
- Replacement doors to the Chapel
- Building of a Wall of Remembrance and boarder for scattering of ashes
- Placement of a pet cemetery with a Wall of Remembrance and border for scattering of ashes

RESOLVED: The committee agreed the green shed could be removed and the Clerk should investigate the cost and any planning or legal issues regarding the other 3 items above.

18/14 ITEMS FOR INFORMATION

The Clerk updated the committee of her leave dates coming up but, that she would still be contactable by email and had all matters at the cemetery in hand for the two-week period she is away. It was suggested by members the Clerk change the date for the next meeting be moved to the following week (18th June) to allow her time to

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catch up on her return to work on 11th June. The Clerk advised the committee she is currently looking into all requirements for GDPR, policy and risk assessments for the cemetery and this will be on the agenda for the next meeting now proposed for Monday 18th June at 7pm.

The Chairman declared the meeting closed at 8:35pm

Signed:
Cllr. T. Wheeler – Chairman