

WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

Minutes of the **Annual Meeting** held in the Council Chambers at Wimborne Minster Town Hall on Wednesday 25 May 2016

Present: Cllr. S. Cook – Chairman
 Cllr. S. Cowsill Cllr. L. Harvey
 Cllr. S. Kerley Cllr. R. Nunn Cllr. E. Urquhart
 Mrs P. Holloway – Clerk & Registrar
 Mr Steve Corkhill – Cemetery Superintendent
 Member of Public – Vera Ricketts

16/01 APOLOGIES OF ABSENCE

None

16/02 TO ELECT THE CHAIRMAN OF THE COMMITTEE FOR MAY 2016 – MAY 2017

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

Cllr Cook left the meeting at 10.40 a.m.

16/03 TO ELECT THE VICE CHAIRMAN OF THE COMMITTEE FOR MAY 2016 – MAY 2017

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

16/04 RECEIVE DECLARATIONS OF INTERESTS

None

16/05 SIGN AND APPROVE MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2016

Minute No: 15/59 - Cllr Harvey informed the committee that the evening meeting held with Beatrice Dopita regarding the bats in the cemetery was a success
 No matters raised therefore the Minutes of the meeting held on 12 February 2016 were confirmed and signed as a true and accurate record

16/06 SUPERINTENDENT'S REPORT

A verbal report was given by the Superintendent in which he stressed that help is urgently required with the upkeep of the cemetery grounds. Cllr Harvey offered the help of the groundsmen from WMTC on a temporary basis but the committee discussed employing another person to help with the cemetery duties. The Superintendent spoke about the structural problems and damp within the two buildings and this will need addressing. He had been in touch with a conservation

company to visit the cemetery and report their findings but to date this has not been received. The Superintendent will make other enquiries to obtain such reports and the issue of purchasing a blower for the buildings will be postponed until this matter has been discussed further.

16/07 APPRENTICE VACANCY

Enquiries regarding a new apprentice has failed to find a candidate. After discussing this matter it was

RESOLVED to advertise for a cemetery assistant

Voting: Unanimous

The Superintendent left the meeting at 11.15 a.m.

16/08 APPROVAL OF FINANCIAL REPORTS FOR FEB 2016, MARCH 2016 & APRIL 2016

Copies had been given to councillors for approval and signing

RESOLVED to approve financial reports for Feb 2016, March 2016 & April 2016

Voting: Unanimous

16/09 APPROVAL OF YEAR END ACCOUNTS AND AUDIORS REPORT

Councillors had been given the year end reports together with the auditor's report.

No recommendations were received, therefore it was

RESOLVED to approve and accept the year end reports

Voting: Unanimous

16/10 CLERKS REPORT

- a) Minute number 15/34b – the asset valuation has been updated and approved by the auditor during the year end finance reports
- b) BDO – letter offering annual reviews – *the committee agreed not to take up this offer as felt it was unnecessary*
- c) EDDC – review of business rates – *Clerk to register with the VOA to view draft details on line when available*
- d) Commonwealth graves – letter advising funds no longer available – *Clerk to write letter asking for funds to continue*
- e) Bat boxes – funds received from Cllr Bartlett – a letter had been sent to Cllr Bartlett thanking him on behalf of the committee for the donation

16/11 ITEMS FOR INFORMATION/AOB

The Clerk asked for the following recommendations to be listed for future discussions:

- a) Toilets at the cemetery to be refurbished and to install hot water
- b) A telephone landline to be installed
- c) Charges for cremated remains grave digging fees to be introduced

16/12 DATE FOR NEXT MEETING

This has been arranged for Wednesday 24 August 2016 at 10.30 a.m.

16/13 QUESTIONS FROM MEMBERS OF PUBLIC

Vera Ricketts asked the committee why Pamphill & Shapwick PC was not informed about the cutting down of one tree within the cemetery. The Clerk explained this had to be removed for insurance purposes and all members of the committee were aware of this decision before work took place.

The Chairman declared the meeting closed at 12.12 p.m.