

# WIMBORNE CEMETERY JOINT MANAGEMENT COMMITTEE

**Minutes** of the Committee Meeting held in the Council Chambers at Wimborne Minster Town Hall on Monday 15<sup>th</sup> January 2018 at 10.30am

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

## **17/39 APOLOGIES FOR ABSENCE**

Apologies received from Cllr. E. Urquhart.

## **17/40 DECLARATIONS OF INTERESTS**

None.

## **17/41 MINUTES OF MEETINGS HELD ON 17<sup>th</sup> MAY, 16<sup>th</sup> OCTOBER AND 29<sup>th</sup> NOVEMBER 2017**

The Minutes for the meeting held on 17<sup>th</sup> May 2017 were not available, the Clerk will follow this up. The Chairman had already requested the addition of a line noting when Cllr Nunn left the meeting in the minutes for 16<sup>th</sup> October and went through the resolutions of the minutes for 29<sup>th</sup> November 2017 to include any 'confidential' additions to be printed on pink paper for clarity. No other matters arising therefore the Minutes of the Meetings held on 16<sup>th</sup> October 2017 and 29<sup>th</sup> November 2017 were confirmed and signed as a true and accurate record.

## **17/42 FINANCIAL REPORTS 1<sup>st</sup> OCTOBER – 31<sup>st</sup> DECEMBER 2017**

Financial reports for the above period provided to all members prior to the meeting, this included a new report named Clerks Finance Report and 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 at the meeting.

## **17/43 CLERKS FINANCE REPORT AND ACTIVITY SUMMARY**

The Clerk went through the new Clerks Finance Report and Activity Report as a proposed way of reporting to the committee going forward and which was agreed as a clearer, more concise way of reporting. An explanation of what the report demonstrated was provided and members were shown how this linked back to the Financial Summary – Cashbook and Income and Expenditure Transactions reports produced from EDGE Finance the accounting package used.

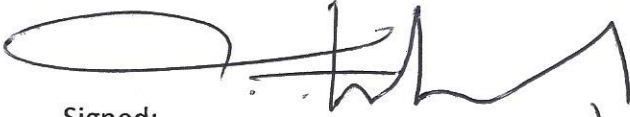
Items of expenditure for each month were explained and Cllr Cowsill provided background information to the annual Gratuity payment of £300.00 detailed on the report for November 2017. In the past the Superintendent had asked the tenant of the Lodge to close the gates during 'Summer Hours' (approximately May to October) to save him returning to work at dusk. It was agreed by that committee an annual payment would be made to the tenant by way of thanks, as to provide the same

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## 17/47 ITEMS FOR INFORMATION

Cllr Chedgy requested enquiries be made by the Clerk into a website for the Cemetery and the item to be put on a future agenda.

The Chairman declared the meeting closed at 11.38pm



Signed: .....

Cllr. T. Wheeler – Chairman

12/2/18