

DORCHESTER JOINT BURIAL COMMITTEE

25th JUNE, 2009

At a meeting of the Dorchester Joint Burial Committee held in the Council Chamber, Municipal Buildings, Dorchester on Thursday, 25th June, 2009:

PRESENT Councillors M.A. Allwood, C.S. Biggs, R.M. Biggs (Chairman), T. James, F.E. Kent-Ledger and L.M. Phillips.

In attendance:

Mr. D. Holmes, Clerk, Mrs. S. Cheeseman, Administrative Assistant, Messrs. P. Collins and M. Goodman, Financial Services Provider.

APOLOGIES for absence were received from Councillors A. Harries and Trevor Jones and Mr. M. Bungay, Cemetery Attendant.

1. MEMBERSHIP OF THE COMMITTEE

The Committee noted the following representations of the Constituent Authorities.

Dorchester Town Council – Councillors M.A. Allwood, C.S. Biggs, R.M. Biggs, A. Harries, T James, Trevor Jones, F.E. Kent-Ledger, L.M. Phillips.

Winterborne Herrington Parish Council – Mr. D. Read.

2. ELECTION OF CHAIRMAN

It was proposed, seconded and

RESOLVED

That Councillor R.M. Biggs be elected Chairman of the Committee for the ensuing year.

3. ELECTION OF VICE-CHAIRMAN

It was proposed, seconded and

RESOLVED

That Councillor M.A. Allwood be elected Vice-Chairman of the Committee for the ensuing year.

4. MINUTES

The Minutes of the Committee held on 2nd October, 2008, copies of which had been circulated to all Members of the Committee, were taken as read and were confirmed and signed by the Chairman as a correct record.

5. **INTERMENTS**

The Committee received and noted a report listing the dates and times of interments and burials of ashes together with South Chapel usage for the period 9th October, 2008 to 26th June, 2009

	Dorchester				Fordington			Poundbury		
	Interments	Ashes	Garden of Remembrance	South Chapel	Interments	Ashes	Garden of Remembrance	Interments	Ashes	Children's Area
October	1	-	-	-	-	1	1	-	-	-
November	3	1	1	1	1	1	-	3	-	-
December	1	5	-	-	-	1	-	-	1	-
January	1	2	-	1	1	-	-	-	1	-
February	5	1	-	2	1	-	1	2	1	-
March	3	1	-	1	-	-	-	-	-	-
April	2	4	-	-	-	-	-	-	-	-
May	2	2	-	-	-	-	-	2	-	-
June	3	-	1	-	-	-	-	1	1	-

6. **EXCLUSIVE RIGHT OF BURIAL**

The Committee noted that Grants of Exclusive Right of Burial had been granted for the following grave spaces:

Name	Grave Number
Dorchester Cemetery	
Jennifer Forbes	1041/2
Rose Yardley	323/A
Cyril Albert Sheppard	320/A
Sally Emm	3189
Raymond John Harris	2351/A
Peter John Prior	899/2
Leslie James Belcher	905/A
Elaine Lake	3187/B
Michael John Penny	364/A
Richard Macer-Wright	1255A
John & Brenda Wilson	357/A
Ruth Hansford	373/A
Poundbury Cemetery	
Dr Katherine Johnson	322
Alfred Henry Field	321
Patricia Roles	C27
William Henry Thomas Thompson	C100

Mildred Frances Fitches	C142
William Thomas Mitchem	227
William McMahan	347
Hazel Anne Parsons	211
June Clinton	1318
Frank David Fallon	1382
Stephen Foxwell	348
Robert Smalldon	213
Majid Kermani	228A
Margaret Chalker	C64
Fordington Cemetery	
Pamela Wills	GOR 46
Joyce Shehean	GOR 47

7. **HEADSTONES AND INSCRIPTIONS**

The Committee received and noted applications for the design of headstones and inscriptions.

It was

RESOLVED

That the action of the Clerk in approving designs numbered 3651 to 3709 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

8. **ACCOUNTS**

The Committee received a report listing the accounts paid since the last meeting of the Committee to 31st March, 2009 in a total sum of £71,728.49 and from 1st April to 16th June, 2009 in a total sum of £5,787.26.

9. **FINAL ACCOUNTS 2008/09 & ANNUAL GOVERNANCE STATEMENT**

The Committee considered its Final Accounts for 2008/09 together with the Audit Commission's Annual Return duly signed by the internal auditor.

It was

RESOLVED

That the Final Accounts for 2008/09 as now submitted be noted and that the Annual Return summarising the financial information contained in the Accounts and incorporating the Annual Governance Statement be approved and signed by the Chairman and the Clerk accordingly.

10. **INTERNAL AUDIT**

(a) **Internal Auditor's Report**

The Committee received and considered the report of the Joint Committee's Internal Auditor.

It was

RESOLVED

That the implementation of the recommendations contained within the report be noted.

(b) **Review of Effectiveness**

The Joint Committee reviewed the effectiveness of its internal audit arrangements in the light of guidance abstracted from 'Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide' and it was

RESOLVED

That the Joint Committee expresses its satisfaction as to the effectiveness of its arrangements for internal audit.

(c) **Terms of Engagement**

The Committee considered the Terms of Engagement of Accounts and Audit Services Limited for the provision of the Joint Committee's internal audit service for 2009-10.

It was

RESOLVED

That the Terms of Engagement be approved.

(d) **Programme**

The Committee considered the proposed internal audit programme for 2009-10 which took into account the guidance in the latest edition of the Practitioner's Guide.

It was

RESOLVED

That the proposed internal audit programme for 2009-10 as now submitted be approved.

11. **REVIEW OF BANKING OPERATIONS**

The Committee considered whether to split the Committee's investments as suggested by the Committee's Internal Auditor.

Following discussion it was

RESOLVED

- (1) That a report be submitted to the next meeting of the Committee on the possibility of investing income from green burials at Poundbury into an ethical account.
- (2) That in the meantime no further action be taken.

12. **RISK ASSESSMENT**

The Committee undertook the annual review of its risk assessment.

It was

RESOLVED

That the Risk Assessment be approved.

13. **SCHEDULES OF CONDITION – DORCHESTER CEMETERIES**

The Committee considered whether to engage a surveyor to inspect all buildings, paths, premises and walls at all of Dorchester cemeteries at an estimated cost of £3,500 excluding VAT.

It was

RESOLVED

That the Clerk be authorised to engage a surveyor to carry out the necessary investigations.

14. **FORDINGTON GRASS CUTTING**

The Committee noted that the grass cutting contract at Fordington Cemetery had remained at £1,433.00 per cut.

15. **CEMETERY ATTENDANT'S REPORT**

In the absence of the Cemetery Attendant, the Administrative Assistant informed the Committee on the activities of staff which included general maintenance of the three cemeteries, grass cutting and burials.

In response to a question she confirmed that the trees overhanging King's Road had been crown-lifted recently.

In response to another question it was confirmed that the Committee had sought the advice of the Dorset Wildlife Trust regarding planting within the wild flower meadow at Poundbury Cemetery and that all green burials adhered to the Natural Death handbook.

16. **ALTAR CLOTH – SOUTH CHAPEL, WEYMOUTH AVENUE**

The Administrative Assistant informed the Committee that Dorchester Stitchers had agreed to supply an embroidered altar cloth and curtains for the South Chapel at a cost of £401.05. The Committee considered their suggested designs.

Following discussion it was

RESOLVED

That the Clerk be authorised to proceed with the commission and that Dorchester Stitchers be informed of the Committee's preference for the centre piece on the altar frontal to be in pink with the embroidered wild flower orphries, that the embellishments be silver and if possible there should be no tassels on the bottom fringe.

17. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was

RESOLVED

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matter the public and representatives of the press be excluded from this meeting during its discussion.

18. **BANK ACCOUNTS AND FINANCIAL REPORT**

The Committee received and noted a report on its financial arrangements and a report setting out a comparative financial statement between the current year and the previous year.

The Meeting closed at 7.45p.m.

Chairman