



**MORNINGTON
PENINSULA**
Shire

MINUTES

**MORNINGTON PENINSULA CEMETERY TRUST
MEETING**

WEDNESDAY, 17 AUGUST 2022

4.30PM

**MUNICIPAL OFFICES
BESGROVE STREET, ROSEBUD**

MORNINGTON PENINSULA CEMETERY TRUST

TRUST MEMBERS

Cr Lisa Dixon (Chairperson)
Cr Antonella Celi
Mayor, Cr Anthony Marsh

Mr Nathan Kearsley, Manager – Property and Commercial Services (Executive Officer)

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	PROCEDURAL MATTERS.....	4
1.1	Apologies	4
1.2	Disclosure of Conflicts of Interest Pursuant to Sections 126 – 131 of the <i>Local Government Act 2020</i>	4
1.3	Confirmation of Minutes	4
2	MANAGEMENT REPORTS.....	5
2.1	Audited Financial Statements for the year ended 30 June 2022.....	5
2.2	Abstract of Accounts for the year ended 30 June 2022.....	6
2.3	Financial Report for the Quarter Ended 30 June 2022.....	7
2.4	Mornington Peninsula Cemetery Trust - Proposed Budget 2022/2023.....	8
2.5	Mornington Peninsula Cemetery Trust - Gazetted Fees 30 June 2022.	9
3	OTHER BUSINESS	10
3.1	Cemetery Trust Decision Register.....	10
4	URGENT BUSINESS.....	11
5	CONFIDENTIAL ITEMS.....	11
6	MEETING CLOSE.....	12

1 PROCEDURAL MATTERS

Meeting Opened: 4.32pm

Present

Mayor, Cr Anthony Marsh
Cr Antonella Celi
Deputy Mayor, Cr Lisa Dixon (Chairperson)

Officers Present

Ms Laura Bettles, Senior Finance Business Partner
Ms Jenny Brown, Senior Cemeteries Officer
Mr Mark Schubert, Manager – Finance
Ms Lauren Tyrrell, Council Reports Officer
Ms Linda Yorke, Senior Council Reports Officer

Guests Present

Greg Kirpichnikov, Shepard Webster & O’Neil (Cemetery Trust Auditors)
David Szepflausy, Shepard Webster & O’Neil (Cemetery Trust Auditors)

1.1 Apologies

Mr Nathan Kearsley, Manager – Property and Commercial Services (Executive Officer)

1.2 Disclosure of Conflicts of Interest Pursuant to Sections 126 – 131 of the *Local Government Act 2020*

Deputy Mayor, Cr Dixon disclosed a general conflict of interest in relation to item 2.1. Audited Financial Statements for the year ended 30 June 2022 as the Auditors present are her personal accountants.

1.3 Confirmation of Minutes

RECOMMENDATION

That the Minutes of previous Mornington Peninsula Cemetery Trust held on 8 June 2022, be confirmed.

TRUST DECISION

Moved: Cr Celi
Seconded: Cr Marsh

That the recommendation be adopted.

Carried

2 MANAGEMENT REPORTS

2.1 Audited Financial Statements for the year ended 30 June 2022

RECOMMENDATION

1. That the Financial Statements for the Mornington Peninsula Cemetery Trust for the year ended 30 June 2022 be received and approved (Attachment 1).
2. That the Management Representation Letter for the year ended 30 June 2022 be received and approved (Attachment 2).
3. That the Financial Statements and the Management Representation Letter be signed by two Trustees and the Executive officer and be sent to the Auditor for an audit opinion.

TRUST DECISION

Moved: Cr Marsh
Seconded: Cr Celi

UPDATED RECOMMENDATION

1. That the Financial Statements for the Mornington Peninsula Cemetery Trust for the year ended 30 June 2022 be received and approved (Attachment 1).
2. That the Management Representation Letter for the year ended 30 June 2022 be received and approved (Attachment 2).
3. That the Financial Statements and the Management Representation Letter be signed by two Trustees being Cr Celi and Cr Marsh and the Executive officer and be sent to the Auditor for an audit opinion.

That the updated recommendation be adopted.

Carried

Attendance

Cr Dixon having a conflict of interest, left the meeting at 4.34pm prior to consideration of this item.

ELECTION OF A TEMPORARY CHAIRPERSON

TRUST DECISION

Moved: Cr Celi
Seconded: Cr Marsh

That Cr Marsh be elected temporary Chairperson for item 2.1.

Carried

Attendance

Cr Dixon returned to the meeting at 4.42pm after consideration of this item.

2.2 Abstract of Accounts for the year ended 30 June 2022

RECOMMENDATION

1. That the Abstract of Accounts for the Mornington Peninsula Cemetery Trust for the year ended 30 June 2022 be received and approved (Attachment 1).
2. That the Abstract of Accounts be signed by two Trustees and the Executive Officer and be sent to the Department of Health.

TRUST DECISION

Moved: Cr Marsh

Seconded: Cr Celi

That the recommendation be adopted.

Carried

2.3 Financial Report for the Quarter Ended 30 June 2022

RECOMMENDATION

That the Financial Report for the Mornington Peninsula Cemetery Trust for the quarter ended 30 June 2022 be received and noted (Attachment 1).

TRUST DECISION

Moved: Cr Celi
Seconded: Cr Marsh

That the recommendation be adopted.

Carried

2.4 Mornington Peninsula Cemetery Trust - Proposed Budget 2022/2023

RECOMMENDATION

That the Updated Budget for the Mornington Peninsula Cemetery Trust for the year ending 30 June 2023 (Attachment 1) be received and adopted.

TRUST DECISION

Moved: Cr Celi
Seconded: Cr Marsh

That the recommendation be adopted.

Carried

2.5 Mornington Peninsula Cemetery Trust - Gazetted Fees 30 June 2022.

RECOMMENDATION

That the Trust receives and notes the attached Notice of Approval of Cemetery Trust Fees and Charges (Attachment 1) and accompanying Fee Schedule dated 30 June 2022 (Attachment 2).

TRUST DECISION

Moved: Cr Marsh

Seconded: Cr Celi

That the recommendation be adopted.

Carried

3 OTHER BUSINESS

3.1 Cemetery Trust Decision Register

RECOMMENDATION

1. That the Decision Register as shown in Confidential Attachment 1 be received and noted.
2. That the Trust resolves that Attachment 1 to this report be retained as a confidential item pursuant to section 3 (1) (h) of the *Local Government Act 2020* as it contains confidential meeting information.

TRUST DECISION

Moved: Cr Celi
Seconded: Cr Marsh

That the recommendation be adopted.

Carried

4 URGENT BUSINESS

Nil.

5 CONFIDENTIAL ITEMS

Nil.

6 MEETING CLOSE

As there was no further business, the meeting closed at 4.51pm

Confirmed this 9th day of November 2022

.....
Deputy Mayor, Cr Lisa Dixon, Chairperson - Mornington Peninsula Cemetery Trust