



Shapwick
PARISH COUNCIL

Wimborne Cemetery Joint Management Committee

Councillors: Colehill Parish Council - N Bridle (Chairman) and C Davison
Wimborne Minster Town Council - L Hinks and K Webb
Shapwick and Pamphill Parish Council - S Broad (Vice- Chairman)

You are hereby summoned to attend a meeting of the **Wimborne Cemetery Joint Management Committee** to be held at the **Committee Room, Wimborne Minster Town Hall, West Borough, Wimborne Minster BH21 1LT** on **Monday 4 July 2022 at 7:00pm** for the purpose of transacting the following business as detailed in the agenda below.

The Joint Management Committee is asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).

Members of the public and press are welcome to attend Committee meeting. All agendas, reports and minutes can be viewed on Wimborne Cemetery website www.wimbornecemetery.co.uk and requested from Wimborne Minster Town Council offices (for contact details see address above).

Under item 5 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with the Committee's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at louise.harrison@wimborne.gov.uk. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.



Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

AGENDA

1. **Apologies for absence** - to receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Councillors give any apologies by email or telephone by 5pm of the day of the meeting.
2. **Declarations of interest and requests for Dispensations** - to declare any interests' councillors may have on items on the agenda and agree any dispensations to stay.
3. **Public participation** - for the public or press to ask questions of the Council on matters relating to this Agenda.
4. **Committee minutes 9 May 2022** - to receive the minutes of the previous meeting of the Committee on 9 May 2022 (appendix 1) of as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).
5. **Matters to report** from the Clerk in relation to actions from previous Committee meetings:
 - lodge tenancy and alarm/security lighting work
 - staffing update - please note that any sensitive information during this item will require the exclusion of the press and public during this item, under the Public Bodies (Admission to Meetings) Act 1960, as extended by Section 100 of the Local Government Act 1972.
6. **Financial reports:**
 - to note the accounts in terms of income and expenditure since the last meeting (appendix 2)
 - to approve and sign the bank reconciliations since the last meeting (appendix 3)
 - to note the current budget (appendix 4)
 - to agree bank mandate changes



7. **Burial statistics** – to note a verbal update from the Clerk in relation the burial statistics since the last meeting.
8. **General maintenance and works** – to note a verbal update from the Clerk in relation to grounds and building maintenance/works since the last meeting.
9. **Review of Committee's constitution** – to note the current constitution (appendix 5) and agree a review.
10. **Equipment review** and quotes (appendix 6):
 - IT support
 - Tractor for grass cutting
11. **Health and Safety** – to consider a health and safety review of the site by an external contractor (appendix 7).
12. **Date for next meeting** – 25 July 2022.

A handwritten signature in cursive script, appearing to read 'Louise Harrison'.

Louise Harrison, Wimborne Minster Town Clerk / RFO, 28 June 2022.