



## 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 21 November 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](http://www.wimbornecemetery.co.uk) and requested from Wimborne Minster Town Council offices (for contact details see address above).

Under item 3 of the agenda members of the public can ask questions 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](mailto: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 open to the public and other part for items on the agenda to 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 (decision) is made 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 17 October 2022** - to receive the minutes of the previous meetings of the Committee on 17 October 2022 (appendix 1) as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).
5. **Verbal report** from the Clerk in relation to actions from previous Committee meetings:
  - boundary hedge quotes (annual yearly hedge trim of Cemetery Road hedges and boundary hedges of burial ground)  
Quote 1 - £3,280  
Quote 2 - £3,895  
Quote 3 – TBC.
  - health and safety review,
  - long-term tenancy option for the Lodge,
  - options to manage pre-payment of plots process going forward that safeguarded the size of plots and took into account previous arrangements,
  - updated Groundsman's Statement of Employment,
  - Meeting with the Chairman and Temporary Cemetery Clerk to consider the continued use of a qualified and experienced clerk,
  - review of the fees for all internment and headstone services,
  - outstanding review of the Committee's Constitution including staff resilience and impact of the decision by Pamphill and Shapwick Parish Council (see agenda item 8).
6. **Budget update and financial/activity reports for October 2022.**  
To note the financial and activity reports for October 2022 (appendix 2).
7. **General maintenance and works**



To note the verbal update from the Clerk in relation to grounds and building maintenance/works since the last meeting.

## **8. Updates from Colehill Parish Council and Pamphill and Shapwick Parish Council**

To note the update from Pamphill and Shapwick Council dated 30 October 2022 and consider consequences to the Constitution and specifically budget implications for 2023/2024:

*“At our October meeting Councillors voted to start the process of leaving the cemetery agreement. This review of our involvement has come from the outcome of the boundary review and proposals to change the constitution. Councillors Jonny Purchase and Steve Broad have been delegated to take this decision forward, this will include discussions around our proportion of the assets.*

*We are not in a position to agree to pay a proportion of the cemetery precept for 23/24 at this time as we may not be part of the cemetery at that time.*

*Our previous email regarding a pause on purchases and permanent agreements still stands while negotiations are ongoing.*

*We have a list of the assets but don't believe we have had the latest bank balances being held. Councillors have asked that we are provided with this information please.*

*I believe the next steps would be for all of us to arrange a meeting to discuss the agreement, if we cannot reach a suitable agreement we would look to a mediator.”*

## **9. Benches**

To consider the current amount of benches on site and on-going maintenance implications.

## **10. Post-Christmas and New Year tidy up of site**

To note the post-Christmas and New Year tidy up of site in line with policy.

## **11. Staffing review**

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).

To review the current temporary contract for the Cemetery Clerk (which ends 28 February 2023 as per minute reference WMJMC/2022/033 - the JMC authorised the recruitment of a temporary Cemetery Clerk for a period of 6 months full time on SCP 32) (see appendix 3 for job description and advert).

## **11. Request from the Groundsman**

To consider a CONFIDENTIAL request from the Groundsman received 20 October 2022 (appendix 4).



**12. Close of meeting and date of next meeting (12 December).**

Louise Harrison (and Jane Stevenson), 15 November 2022



## Appendix 1 – draft minutes 17 October 2022

### Wimborne Cemetery Joint Management Committee

Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 17 October at 7pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Cllrs S Broad (Pamphill and Shapwick PC ), C Davison (Colehill PC), L Hinks (Wimborne Minster TC), N Bridle (Chairman of Committee, Colehill PC) and K Webb (Wimborne Minster TC).

Officers: L Harrison (Town Clerk to Wimborne Minster Town Council).

Members of the public: none.

<b>WCJMC/2022/036</b>	<b>Apologies</b> The Cemetery Clerk J Stevenson had sent apologies which were noted by the Committee. Cllr Broad apologised for missing the previous meeting.
<b>WCJMC/2022/037</b>	<b>Declaration of interest and requests for dispensations</b> None
<b>WCMJC/2022/038</b>	<b>Public participation</b> None
<b>WCJMC/2022/039</b>	<b>Committee minutes 25 July and 8 August</b> Cllr Webb proposed that the minutes of the Wimborne Cemetery Joint Management Committee held on the 25 July and 8 August be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Broad and agreed by all. <b>Resolved: the minutes of the Wimborne Cemetery Joint Management Committee held on the 25 July and 8 August be agreed as a true and accurate record of proceedings and signed by the Chairman.</b>
<b>WCJMC/2022/040</b>	<b>Verbal report from the Clerk in relation to actions from previous meetings</b> The Clerk updated the Committee regarding correspondence received from the Monitoring Officer that confirmed the Committee was an independent burial authority in its own right and confirmed agreement with Dorset Council to extend the draft budget apportionments for 2023/2024 to 25 October across all three councils in case arbitration was required. The option of a longer-term lease for the current Lodge tenant was discussed. Cllr Webb proposed to defer this item until a review of the legal position of the Committee was undertaken and the short-term arrangement was to continue, seconded by Cllr Hinks and agreed by all. <b>Resolved: the option of a longer-term lease for the Lodge tenant as deferred until a review of the legal position of the Committee had been undertaken and the short-term arrangement was to continue.</b> It was agreed that three quotes for a health and safety review of the site (excluding memorial headstones) were to be obtained and brought back to the next meeting. It was agreed that a form of words were to be placed on the noticeboard at the site regarding memorial headstone checks.
<b>WCJMC/2022/041</b>	<b>Budget update, finance report for May, June and July 2022, and draft budget for 2023/2024</b>



	<p>The budget update and financial reports for May, June and July 2022 were noted and initialled by the Chairman.</p> <p>The draft budget for 2023/2024 was discussed. It was agreed that a review of the fees for all interment and headstone services would take place before April 2024 and was to go on the next Committee agenda. Cllr Webb proposed to approve the draft budget for 2023/2024 with one amendment (lodge income adjusted), seconded by Cllr Hinks and agreed by all.</p> <p><b>Resolved: the draft budget for 2023/2024 with one amendment (lodge income adjustment) was approved.</b></p>
WCJMC/2022/042	<p><b>General maintenance and work update</b></p> <p>It was agreed that three quotes would be obtained for the annual hedge cutting at the site and brought back to the next meeting.</p>
WCJMC/2022/043	<p><b>IT support for staff</b></p> <p>Cllr Hinks proposed to defer the request for Wi-Fi and a laptop for the Groundsman and approve the request to replace the Groundsman and Cemetery Clerk's mobile phones, seconded by Cllr Davison and agreed by all.</p> <p><b>Resolved: the request for Wi-Fi and a laptop for the Groundsman was deferred and the request to replace the Groundsman and Cemetery Clerk's mobile phones was approved.</b></p>
WCJMC/2022/044	<p><b>Pre-purchase of plots</b></p> <p>Cllr Webb proposed that the Committee was to look at options to manage this process going forward that safeguarded the size of plots and took into account previous arrangements, seconded by Cllr Davison and agreed by all.</p> <p><b>Resolved: the Committee was to look at options to manage this process going forward that safeguarded the size of plots and took into account previous arrangements.</b></p>
WCJMC/2022/045	<p><b>Recommendations from Wimborne Minster Town Council</b></p> <p>A discussion took place around staff resilience and HR management and it was agreed that the three recommendations from Wimborne Minster Town Council were not accepted. Cllr Webb proposed the Committee was to review the way staff were managed fairly and how resilience measures could be put in place by all three constituent Council's, seconded by Cllr Hinks and agreed by all.</p> <p><b>Resolved: the Committee was to review the way staff were managed fairly and how resilience measures could be put in place by all three constituent Council's.</b></p> <p>It was agreed that an informal meeting was to take place between Committee members via the Chairman.</p>
WCJMC/2022/046	<p><b>Request from Wimborne Minster Town Council to plant a tree</b></p> <p>Cllr Hinks proposed to authorise the planting of a magnolia tree at the entrance to the Cemetery, seconded by Cllr Davison and agreed by all.</p> <p><b>Resolved: the planting of a magnolia tree at the entrance to the Cemetery by Wimborne Minster Town Council was authorised.</b></p>
WCJMC/2022/047	<p><b>Request from Colehill Parish Council for burial information</b></p> <p>Cllr Davison confirmed that this request had been dealt with.</p>
WCJMC/2022/048	<p><b>Staffing Review</b></p> <p><b>Exempt Business</b></p> <p>The Chairman proposed to exclude the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following agenda items being considered involved the</p>



	<p>disclosure of confidential personnel information, seconded by Cllr Webb and agreed by all.</p> <p><b>Resolved: the press and public were excluded in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the agenda items being considered involved the disclosure of confidential personnel information.</b></p> <p>The Chairman proposed to note the successful completion of the Groundsman's probation period and increase his SCP to point 11 from 1 December 2022, seconded by Cllr Hinks and agreed by all.</p> <p><b>Resolved: the successful completion of the Groundsman's probation period was noted and increase in SCP to point 11 from 1 December 2022 authorised.</b></p> <p>It was agreed that the Clerk would review the Groundsman's current Statement of Particular and report back to the Committee.</p> <p>The end of the use of the Locum Clerk was noted.</p> <p>The request to consider the continued use of a qualified and experienced clerk was noted and it was agreed that the Chairman would meet with the Temporary Clerk to discuss this issue.</p>
<b>WCJMC/2022/049</b>	<p><b>Date of next meeting and close of meeting</b></p> <p>The date of the next meeting was confirmed as 21 November 2022 and the meeting was closed at 20.45pm.</p>



## Appendix 2 – Ban reconciliations, financial and activity reports for October 2022

### Bank Account Reconciled Statement

**Current Account**

Statement Number	7	Bank Statement No.	7
Statement Opening Balance	£44,708.29	Opening Date	01/10/22
Statement Closing Balance	£36,495.50	Closing Date	31/10/22
True/ Cashbook Closing Balance	£36,495.50		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/10/22	DCR-DL	[REDACTED]	0.00	1,195.00	45,903.29
03/10/22	FORWARD 080922	Weldon Funeral Services	0.00	1,970.00	47,873.29
03/10/22	Plot 11	[REDACTED]	0.00	65.00	47,938.29
04/10/22	BURGESS 070722	Nicholas O'Hara	0.00	700.00	48,638.29
04/10/22	CHISMAN 120922	Nicholas O'Hara	0.00	1,300.00	49,938.29
04/10/22	HARTRIDGE 180822	Nicholas O'Hara	0.00	1,160.00	51,098.29
04/10/22	HOWARD 020922	Nicholas O'Hara	0.00	440.00	51,538.29
04/10/22	KIDWELL 031022	Nicholas O'Hara	0.00	1,190.00	52,728.29
04/10/22	REDFERN 080822	Nicholas O'Hara	0.00	920.00	53,648.29
04/10/22	RICKETTS 040822	Nicholas O'Hara	0.00	830.00	54,478.29
05/10/22	DDr-BB	Barclays Bank	8.50	0.00	54,469.79
05/10/22	HOLLINS 170822	[REDACTED]	0.00	700.00	55,169.79
06/10/22	HARVELL Underpymnt	A E Jolliffe & Son	0.00	30.00	55,199.79
06/10/22	STONE 101022	Nicholas O'Hara	0.00	440.00	55,639.79
06/10/22	THOMPSON 100822	Lesley Shand Funeral Service	0.00	700.00	56,339.79
06/10/22	WEIR 100822	A.E. Jolliffe & Son	0.00	1,160.00	57,499.79
07/10/22	OLIVER Pre Pch 24A14	[REDACTED]	0.00	390.00	57,889.79
10/10/22	Plot 10	[REDACTED]	0.00	65.00	57,954.79
10/10/22	Plot 3a	[REDACTED]	0.00	45.00	57,999.79
10/10/22	Plot 4a	[REDACTED]	0.00	45.00	58,044.79
11/10/22	DDR 03.10.22 11.88	Octopus Energy Ltd	11.88	0.00	58,032.91
11/10/22	DDR 03.10.22 20.96	Octopus Energy Ltd	20.96	0.00	58,011.95
12/10/22	Plot 9b	[REDACTED]	0.00	66.25	58,078.20
13/10/22	BRYSON 201022	Nicholas O'Hara	0.00	1,220.00	59,298.20
13/10/22	BRYSON PRE-P 24A18	Nicholas O'Hara	0.00	390.00	59,688.20
13/10/22	FOOT 191022	Nicholas O'Hara	0.00	700.00	60,388.20
13/10/22	SHIPTON 131022	Nicholas O'Hara	0.00	800.00	61,188.20
14/10/22	DDr 141022 42.92	Hillier Recycling Ltd	42.92	0.00	61,145.28
17/10/22	DDR-PW	Pennon Water	19.50	0.00	61,125.78





# Bank Account Reconciled Statement

17/10/22	Plot 1	[REDACTED]	0.00	65.00	61,190.78
18/10/22	BARR 211022	Nicholas O'Hara	0.00	1,970.00	63,160.78
19/10/22	2022-5b	[REDACTED]	0.00	45.00	63,205.78
19/10/22	Plot 14a	[REDACTED]	0.00	45.00	63,250.78
19/10/22	Plot 14b	[REDACTED]	0.00	45.00	63,295.78
19/10/22	Plot 5a	[REDACTED]	0.00	45.00	63,340.78
20/10/22	Plot 3b	[REDACTED]	0.00	45.00	63,385.78
20/10/22	TURNER 251022	A.E. Jolliffe & Son	0.00	1,300.00	64,685.78
25/10/22	Plot 13	[REDACTED]	0.00	65.00	64,750.78
26/10/22	DEAN 201022	Minster Stone Memorials Ltd	0.00	100.00	64,850.78
26/10/22	HAMPTON Mem permit	[REDACTED]	0.00	200.00	65,050.78
26/10/22	MARTIN 181022	[REDACTED]	0.00	530.00	65,580.78
26/10/22	Plot 4b	[REDACTED]	0.00	45.00	65,625.78
27/10/22	BACS CARTER plaque	Anglian Sign Casting	-100.09	0.00	65,725.87
27/10/22	LEWARS 271022	[REDACTED]	0.00	35.00	65,760.87
28/10/22	WREN 81022 To/O	[REDACTED]	0.00	105.00	65,865.87
31/10/22	BACS 101022 450.00	Nigel Whitefield Limited	450.00	0.00	65,415.87
31/10/22	BACS 11.10.22 919.50	Edge IT Systems	919.50	0.00	64,496.37
31/10/22	BACS 15.10.22 27.00	BT Business	27.00	0.00	64,469.37
31/10/22	BACS 19.10.22 78.00	UK Safety Management Ltd	78.00	0.00	64,391.37
31/10/22	BACS 280822 192.09	SSE	192.09	0.00	64,199.28
31/10/22	BACS 300922 1340.00	O'Neil Digging Services	1,340.00	0.00	62,859.28
31/10/22	BACS 300922 WIMJCM	Wimborne Minster Town Council	14,089.98	0.00	48,769.30
31/10/22	BACS 300922 WM1	Wimborne Minster Town Council	6,817.27	0.00	41,952.03
31/10/22	BACS 310322 204.91	Wimborne Minster Town Council	204.91	0.00	41,747.12
31/10/22	BACS 310722 5109.11	Wimborne Minster Town Council	5,109.11	0.00	36,638.01
31/10/22	BACS 311022 186.79	SSE	-186.79	0.00	36,824.80
31/10/22	BACS WM1 -39.72	Wimborne Minster Town Council	-39.72	0.00	36,864.52
31/10/22	BACSWM1	Wimborne Minster Town Council	2,427.82	0.00	34,436.70
31/10/22	DDr 291022 36.20	EE	36.20	0.00	34,400.50
31/10/22	NEWMAN 080922	Nicholas O'Hara	0.00	1,940.00	36,340.50
31/10/22	Plot 15a	[REDACTED]	0.00	45.00	36,385.50



## Bank Account Reconciled Statement

31/10/22	Plot 7b	Mr Barrie Cambridge	0.00	45.00	36,430.50
31/10/22	Plot 8	Mr Stuart Bruce	0.00	65.00	36,495.50

### Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	31469.04	23256.25

Reconciled by Jane Stevenson \_\_\_\_\_

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_

Chair

Date \_\_\_\_\_

\_\_\_\_\_



**Clerks Finance Report and Activity Summary**  
**For the period 1st – 31st October 2022**

**Brought Forward balances as at 1st October 2022:**

Current Account	£ 44,708.29	£	36,495.50
Base Rate Reward	£ 40,702.24	£	40,702.92
Petty Cash	£ 20.00	£	20.00
<b>Total</b>	<b>£ 85,430.53</b>		

**Receipts for the month included:**

Fees	£ 21,220.00
Lodge Rent	£ 1,195.00
Allotment Rent	£ 841.25
Interest	£ 0.68
<b>Total</b>	<b>£ 23,256.93</b>

**Total payments for the period were:**

Staff Costs	£ 17,009.31
Grave Digging	£ 1,790.00
Machinery Repairs & Maintenance	£ 4,763.20
Office Administration costs	£ 20.29
IT costs	£ 1,831.76
General Cost & Expenditure	£ 5,182.47
Lodge costs	£ 458.30
Cemetery costs	£ 232.79
Cemetery maintenance	£ 172.42
Bank charges	£ 8.50
<b>Total</b>	<b>£ 31,469.04</b>

**Balances on the bank accounts as at 31st October 2022 were:**

Current Account	£ 36,495.50
Base Rate Reward	£ 40,702.92
Petty Cash	£ 20.00
<b>Total</b>	<b>£ 77,218.42</b>

**Activity Summary**

	Res	Non Res		Res	Non Res
Purchase of Burial Rights	3		2 Interment - Full Burial	1	4
Interment of Cremated Remains	2		1 Tree / Bench / Plaque	0	1
Grave Digging	3		5 Headstones	1	2
Tablets	0		0 Additional Inscriptions	2	2
Deed of Grant Transfer	0		4 Chapel	0	1
	<u>8</u>	<u>12</u>		<u>4</u>	<u>10</u>

**Total activity for the period: 34**

**Percentage split of activity to date:**

**Resident 35%**

**Non-Resident 65%**



## Appendix 3 - Temporary Cemetery Clerk job description and advert

### Wimborne Cemetery

### Wimborne Minster Town Council

#### Job Description

<b>Title:</b>	Temporary Cemetery Administrator.
<b>Located:</b>	Town Hall, 37 West Borough, Wimborne Minster, Dorset BH21 1LT.
<b>Reporting to:</b>	Wimborne Cemetery Joint Management Committee and Wimborne Minster Town Council Town Clerk.
<b>Salary:</b>	LC3 SCP 32 (£18.90 per hour)
<b>Hours:</b>	30 hours a week (Monday to Friday 9am to 3pm).

#### **Purpose of the Job**

In accordance with Sections 101, 102 and 103 of the Local Government Act 1972 and the obligations of Wimborne Cemetery Joint Management Committee as a burial authority, the Clerk to Wimborne Cemetery will be responsible for the proper management, regulation, and control of the cemetery site.

The role will require a wide range of administrative and finance tasks and day to day management of the site in terms of grounds, buildings and staff, on behalf of the Joint Management Committee.

#### **Main Duties**

1. To oversee all burial requests, including allocating new plots and re-opening of burial plots and ensure the Committee manages the Cemetery in accordance with all burial laws and practices as prescribed by guidelines and legislation.
2. To ensure all burial records are kept up to date including the purchase of graves register and burials register.
3. To issue Exclusive Rights of Burial to new plot holders.
4. To liaise with Funeral Directors, contractors and families to ensure the burials go smoothly and deliver services in a way which is sensitive and responsive to those receiving such services.
5. To issue memorial permits in line with the rules for monuments and headstones.
6. To ensure that all graves are kept in accordance with the cemetery rules.
7. Liaise with ground staff regarding the correct and appropriate preparation of graves.
8. Attend burials as required and check internment notices/dig sheets/disposal certificates against plaques on coffins or urns.
9. To liaise with the tenants of a privately rented property and ensure the duties and responsibilities of the Joint Management Committee as a landlord are met.
10. Manage the allotments on the site in terms of issuing plot licence agreements, collection of rents, and regular inspections.



11. Updating the Cemetery website on a regular basis including the posting of statutory requirements (agendas/summons, minutes, and financial information).
12. Oversee the Annual Management Plan for the site with ground staff.
13. Produce regular reports for the Joint Management Committee including burial statistics and financial information (bank reconciliations, budget updates, payments authorisations and income and expenditure reports).
14. Maintain the financial administration of the Joint Management Committee's accounts including invoicing, payments, receipts, income, all within budget and delegated authority, and deal with all day-to-day correspondence.
15. To be responsible for Health and Safety policy, legislation and regulations in relation to the Cemetery site.
16. To carry out any other work commensurate with the role of cemetery management support to the Joint Management Committee.

## **Wimborne Cemetery**

### **Temporary Clerk (6-month appointment)**

**Salary Scale: LC3 SCP 32 - £18.90 per hour**

Wimborne Minster Town Council is seeking to appoint a dynamic, forward thinking, and proactive Clerk to support the Wimborne Cemetery Joint Management Committee achieve their aims and aspirations of delivering an effective cemetery service as a burial authority.

The role holder will be responsible for the proper management, regulation, and control of the cemetery site and will require a wide range of administrative and finance tasks and day to day management of the site in terms of grounds, buildings and staff, on behalf of the Joint Management Committee.

Experience of burial management is essential and knowledge of relevant guidance and guidelines required. Attendance at occasional evening meetings will also be required.

For an informal discussion about this role and a recruitment pack please contact Louise Harrison by email at [louise.harrison@wimborne.gov.uk](mailto:louise.harrison@wimborne.gov.uk) or call 01202 881655.

**The closing date for applications is 12 noon on Monday 22 July 2022.**

**Formal interviews will take place Wednesday 24 July 2022.**

*Wimborne Minster Town Council is committed to equality of opportunity and actively welcomes applications from all sections of the community.*



## Appendix 4 – CONFIDENTIAL Request from Groundsman

***Not for publishing***