



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 10 October 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 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. 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 25 July and 8 August 2022** - to receive the minutes of the previous meetings of the Committee on 4 July (appendix 1) and 8 August 2022 (appendix 2) of 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:
 - update on the review of the Committee's Constitution – verbal update from the Clerk in relation to advice received from the Monitoring Officer at Dorset Council and NALC,
 - long term lease option for Lodge tenant - Clerk to request authority to instruct solicitor in relation to appropriate draft lease,
 - health and safety update – Clerk to request authority to obtain quotes from external contractors to provide a health and safety assessment of the site.
- 6. Budget update and financial/activity reports for May, June and July 2022.**
To note the financial and activity reports for the first and second financial quarters (1 April to 30 June and 1 July to 30 September 2022) (appendix 3).
- 7. Draft budget 2023/2023**
As detailed in the JMCs constitution "The Management Committee shall, before the 10 October, consider and prepare a draft budget for the following financial year"(appendix 4).
- 8. General maintenance and works**
To note the verbal update from the Clerk in relation to grounds and building maintenance/works since the last meeting.



To note the requests for rent allotment plot rents have been issued.
To authorise the Clerk to instruct the usual contractor to undertake annual boundary hedge work at a cost of £400.

9. IT support for staff

- (i) To consider authorising the Clerk to obtain a laptop and Wi-Fi support for the Groundsman at the workshop on the Cemetery site supported by WMTCs external IT contractor at a similar cost to recent previous purchase (approximately £600, plus monthly cost of £11.30 for Microsoft Office 365).
- (ii) To consider replacing the Groundsman mobile phone at a cost of £17.00 over 36 months.
- (iii) To consider replacing the Cemetery Clerk's mobile phone at a cost as detailed above.

10. Pre-purchase of plots

To consider a policy of no further pre-purchasing of plots to ensure long term future of cemetery and placement of coffins (approximately 1000 individual plots left).

11. Recommendations for consideration by the JMC from Wimborne Minster Town Council, Pamphill and Shapwick Parish Council, and Colehill Parish Council

- (i) Wimborne Minster Town Council
 - recommends three options to Wimborne Cemetery Joint Management Committee (JMC) in relation to the Cemetery Clerk role and requests the Committee reports back to the Town Council with a decision within two months: (i) Cemetery Clerk role absorbed into the Town Council Deputy Town Clerk Role and allocated 20-25 hours a week to cemetery duties; or (ii) Cemetery Clerk role a standalone role separate to the Town Council with the JMC taking responsibility for all Cemetery staff HR management (including appraisals), or (iii) Cemetery Clerk role as an individual role under WMTC's staff structure and HR management with hours to be set by the JMC.
 - recommends to the JMC that the Groundsman at the Cemetery site come under WMTC staff structure with supervisory responsibility via the Town Council's Grounds Manager to provide resilience for cover, appraisals etc.
- (ii) Pamphill and Shapwick Arish Council: tbc.
- (iii) Colehill Parish Council: tbc.



12. Request from WMTC to plant a tree on the Cemetery site

To consider a previous JMC resolution (9 May 2022 minute reference 21/108 “Cllr Hinks asked the Clerk if the cemetery would consider receiving a tree to mark the Queen’s Platinum Jubilee and will keep the Clerk updated of progress”) and approve the planting of plant a ‘Magnolia brooklynensis Elizabeth’ in Cemetery Road. The tree is a primrose yellow flowering hardy Magnolia which will reach 5 x 3 metres in 20 years and have a slender conical shape. This planting is part of WMTCs ‘Tree and History Trail’ to celebrate the late Queen’s Platinum Jubilee and Tree Canopy Initiative (<https://www.wimbornehistorytrail.uk/treetrail.html>).



13. Request from Colehill Parish Council

In 2020 Colehill Parish Council requested information from the previous Cemetery Clerk in relation to the number of internments for 2020 per parish area, which was responded to. Subsequently in February 2022 Colehill Parish Council requested further information in regard to all internments that have taken place in the Cemetery in last five years relating to postcodes. This work has not been carried out to date and Colehill Parish Council are asking for the information as a matter of priority.

The current Temporary Clerk has been prioritising the backlog of financial administration as well as managing the day-to-day administration of the site and does not currently have the capacity to complete this piece of work. The following options are recommended for consideration by the JMC:

- Colehill Parish Council are authorised access to JMC records to pull out the information they require;
- external help is authorised to extract the information at an additional cost (approximately £18 per hour),
- the current temporary clerk prioritises the request in line with other priorities (internments) over the next eight working weeks.

14. 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).

- (i) To review the SCP increase for the Cemetery Groundsman in line with his ‘offer letter’ subject to satisfactory completion of the probation period as agreed by the Clerk dated 29 April 2022 from SCP 7 to SCP 8 (£10.81 per hour) on top of any national pay award due for 2021/2022 payable from 1 December 2022. It is recommended that any increase is implemented following the successful completion of his probationary period (29 October 2022) in line with the usual six-month probation period. It is also



recommended that his Statement of Written Particulars is reviewed by the JMC to bring it up to standard in line with other current JMC and WMTC employees.

- (ii) The note the end of the requirement for a Locum Cemetery Clerk.
- (iii) To consider a request from the Clerk to consider the continued use of a qualified and experienced parish or town clerk by the JMC in terms of Committee administration (meetings, agendas, minutes, and reports) while the outstanding item of the Constitution is resolved' and going forward the clerking of the Committee falls to the Wimborne Minster and Colehill qualified Clerk's on a three-year rotation basis at the start of the Committee's municipal year.

15. Close of meeting and date for next meeting – to be confirmed.

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

Louise Harrison and Jane Stevenson, 4 October 2022.