



Wimborne Cemetery Joint Management Committee

Draft Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 21 November 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) and J Stevenson Cemetery Clerk.
Members of the public: two.

WCJMC/2022/050	Apologies None
WCJMC/2022/051	Declaration of interest and requests for dispensations None
WCMJC/2022/052	<p>Public participation</p> <p>One member of the public asked the following questions to the Committee in relation to the agenda:</p> <ul style="list-style-type: none"> • Item 4 - re minute 2022/047 what are the results of this request? • Item 5 - review of fees. In the past fees have been reviewed at budget time. Will the budget and contributions from Councils be reviewed after any fee increase is determined together with its effect on the budget? Resilience - WMTC have put forward proposals for resilience. What is the alternative plan from CPC with specifics for the problems which have arisen this year and past years? • Item 6 - in past years the committee received a Financial Budget Comparison report showing actual income and expenditure against budget. This appears to be missing. Is this an oversight or change of policy and if the latter why? • Item 8 - will the committee implement 16iv of the constitution that the agreement for any disposal to P&S has to be unanimous? Is this constitution correct and legal as a Burial authority? Will the committee seek legal and accounting advice? Will the depreciation rule at 16vii be implemented? If P&S are seeking bank balances are the yearend accounts also to be looked at and current liabilities and those to the end of the year? If P&S have extra members present can C and WM also have outside members? How are the committee going to assess surplus income which could have been generated by fees which form a bigger proportion of income than Council contributions?



	<p>It was agreed that the Chairman and Clerk would agree a response outside the meeting (<i>response agreed and sent via email 23 November 2022</i>).</p> <p>The other member of the public identified himself as the Chairman of Pamphill and Shapwick Parish Council, confirmed the intention of Pamphill and Shapwick Parish Council to leave the JMC constitution due to the boundary changes coming into effect 1 April 2024, and requested an informal meeting going forward to discuss options and agree a process of leaving the constitution as soon as possible.</p> <p>It was agreed that item 8 on the agenda was brought forward to accommodate the member of public present.</p> <p>The Clerk confirmed any assets belonged to the burial authority as a body, any expenditure items going forward would need to go head if they were required to support the provision of the service, and that if Pamphill and Shapwick Parish Council left the constitution the Committee would need to consider budget implications for 2023/2024.</p> <p>Cllr Webb proposed an hold informal meeting and the outcome reported back to the Committee at its next meeting or an extra meeting called, and the budget reviewed if required (25 November 1030am), seconded by Cllr Hinks and agreed by all.</p> <p>Resolved: an informal meeting to be arranged for Committee members and the outcome reported back to the Committee at its next meeting or an extra meeting called (25 November 1030am).</p> <p>The Chairman of Pamphill and Shapwick Parish Council then left the meeting and was thanked for attending.</p>
WCJMC/2022/053	<p>Committee minutes 17 October 2022</p> <p>Cllr Hinks proposed that the minutes of the Wimborne Cemetery Joint Management Committee held on 17 October be agreed as a true and accurate record of proceedings with one amendment (removal of words “not accepted” and additional words inserted to minute reference WCJMC/2022/45 “the Committee did not vote on the three recommendations from Wimborne Minster Town Council, discussions then stalled and an informal meeting was agreed”) and signed by the Chairman, seconded by the Chairman and agreed by all.</p> <p>Resolved: the minutes of the Wimborne Cemetery Joint Management Committee held on 17 October be agreed as a true and accurate record of proceedings with one amendment (removal of words “not accepted” and additional words inserted to minute reference WCJMC/2022/45 “the Committee did not vote on the three recommendations from Wimborne Minster Town Council, discussions then stalled and an informal meeting was agreed”) were agreed as a true and accurate record of proceedings and signed by the Chairman.</p>
WCJMC/2022/054	<p>Verbal report from the Clerk in relation to actions from previous meetings</p>



	<p>The three quotes for the site boundary hedge cut were discussed. Cllr Hinks proposed to accept quote 1 at a cost of £3,280, seconded by Cllr Broad and agreed by all.</p> <p>Resolved: quote 1 for the boundary hedge cut at a cost of £3,280 was accepted.</p> <p>It was agreed that the lease item was moved to the end of the agenda.</p> <p>The Clerk confirmed that the health and safety audit for the site would come back to the Committee once the new contract with Wimborne Minster Town Council was in place.</p> <p>A discussion took place around managing pre-paid plots. It was agreed that the Clerk was to draft a form of words on the current pre-purchase interment forms that reflected current standard size coffin plots and that any resulting non-standard size coffin at the time of burial would result in alternative plot that facilitated the larger size coffin.</p> <p>The Clerk confirmed that the review of the Groundsman's statement of employment. review of fees and current Committee Constitution were outstanding.</p>
WCJMC/2022/055	<p>Budget update, finance and activity report for October 2022</p> <p>The budget update, financial and activity reports for October 2022 were noted. Cllr Webb proposed the bank reconciliation and statements for October 2022 were approved and initialled by the Chairman, seconded by Cllr Hinks and agreed by all.</p> <p>Resolved: the bank reconciliation and statements for October 2022 were approved and initialled by the Chairman.</p>
WCJMC/2022/056	<p>General maintenance and work update</p> <p>The maintenance plan update was noted by the Committee. Committee members commented on the positive comments they received from members of the public.</p>
WCJMC/2022/057	<p>Benches</p> <p>The Clerk confirmed that there were approximately 30 benches on the site and subsequent maintenance implications for the Committee. Cllr Webb proposed to hold any further requests for benches and the Clerk was to review or create a bench policy and bring back to a future meeting, seconded by Cllr Broad and agreed by all.</p> <p>Resolved: any further requests for benches were to be put on hold and the Clerk was to review or create a bench policy and bring back to a future meeting.</p>
WCJMC/2022/058	<p>Post-Christmas and New Year tidy up</p> <p>The Clerk confirmed that following an appropriate period staff would undertake a tidy up of the site and put up notices to warn users over the next few months.</p>
WCJMC/2022/059	<p>Staffing Review and Lodge update</p> <p>Exempt Business</p> <p>Cllr Webb proposed to exclude the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the</p>



	<p>grounds that the following agenda items being considered involved the disclosure of confidential personnel information, seconded by Cllr Broad and agreed by all.</p> <p>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.</p> <p>The member of public left the meeting and was thanked for attending.</p> <p>The Lodge was discussed. Cllr Hinks proposed that a section 21 Notice was issued to the current Lodge tenant, an offer of a short term 6 month tenancy was made to a person that had approached the Committee, and the current letting management company were to undertake this process and associated work at a total cost of £974.75, seconded by Cllr Webb, four in favour and one against.</p> <p>Resolved: a section 21 Notice was issued to the current Lodge tenant, an offer of a short term 6 month tenancy was made to a person that had approached the Committee, and the current letting management company were to undertake this process and associated work at a total cost of £974.75.</p> <p>The temporary Cemetery Clerk stated she was enjoying her role and was happy to take on the clerking responsibility for the Committee in due course with appropriate training and qualification. She was thanked for all her hard work and asked to leave the meeting while the Committee considered her post. The Cemetery Clerk left the meeting and was thanked for attending.</p> <p>The Committee agreed that there was still some uncertainty around the role moving forward and Cllr Webb proposed to extend the current temporary post for a further 6 months from 28 February 2023, seconded by Cllr Davison, all in favour.</p> <p>Resolved: the temporary Cemetery Clerk post was extended for a further 6 months from 28 February 2023.</p> <p>It was agreed that this matter was hoped to be resolved before the extended 6 month period and would form part of the informal meeting discussion later this month (see minute reference WCMJC/2022/052).</p>
WCJMC/2022/060	<p>Date of next meeting and close of meeting</p> <p>The date of the next meeting was confirmed as 12 December 2022 and the meeting was closed at 20.45pm.</p>