



## 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 – TBC.

You are hereby summoned to attend a meeting of the **Wimborne Cemetery Joint Management Committee** to be held in the Julian Room at the Allendale Centre, Hanham Road, Wimborne Minster, Wimborne BH21 1AS on **Monday 17 April 2023 at 7pm** 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. Agendas and minutes are available on Wimborne Cemetery website [www.wimbornecemetery.co.uk](http://www.wimbornecemetery.co.uk). For other documents please contact the Cemetery Clerk at [clerk@wimbornecemetery.co.uk](mailto:clerk@wimbornecemetery.co.uk).

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 13 March 2023** - to receive the minutes of the previous meetings of the Committee on 13 March 2023 (appendix 1) as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).
5. **Staffing update**
  - (i) To note the resignation of the temporary Cemetery Clerk.
  - (ii) To agree a way forward to:
    - manage and administer the day-to-day enquiries received in relation to the Cemetery site due the departure of the temporary Cemetery Clerk (mobile phone, emails and face to face enquiries),
    - short term and long-term options to cover the cemetery clerk role (for information of JMC members the following documents have been circulated - current job description appendix 2, person specification appendix 3 and previous advert appendix 4).
6. **Legal advice response**

To conder the legal advice received as a result of the meeting held by the Committee on 13 March 2023 and consider options going forward (appendix 5).
7. **Close of meeting and date of next meeting** (24 April 2023).



L Harrison, Town Clerk, Wimborne Minster Town Council

5 April 2023