



## 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 25 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](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 4 July 2022** - to receive the minutes of the previous meeting of the Committee on 4 July 2022 (appendix 1) 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:
  - lodge tenancy request
  - health and safety update
  - 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**

The Committee has previously received financial reports up to and including month end May 2022. It is recommended by the Clerk that the following reports are received on a quarterly basis by the Committee: income and expenditure (cash book) reports, bank reconciliations and bank statements, and budget update, and will next be submitted to the Committee in September 2022.
7. **Burial statistics**

The Committee has previously received burial statistics on an informal meeting-by-meeting basis with no set format. It is recommended by the Clerk that burial statistics are formally reported to the Committee on a quarterly basis and will next be submitted to the Committee in September 2022.



**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.

**9. Review of Committee's constitution**

To review the draft constitution (appendix 2)

**10. IT support**

The Clerk recommends that the current email facility for the Clerk is upgraded to 'Office 365' from the current basic web browser set up and incorporated into WMTCs IT support structure. This would incur costs of an annual recharge at an appropriate apportioned cost plus a one-off fee of approximately £80.

**11. Replacement mower**

To date the Clerk and ground staff have not had the opportunity to research and provide a report to the Committee on options for a suitable replacement to the current mower. As a result the Clerk requests that this item is brought back to the Committee when ready.

**12. Close of meeting and date for next meeting – 19 September 2022.**

Louise Harrison, Wimborne Minster Town Clerk / RFO, 19 July 2022.