



## Wimborne Cemetery Joint Management Committee

Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 4 July at 7pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Cllrs S Broad (Vice Chairman of Committee, Shapwick & Pamphill PC), C Davison (Colehill PC), L Hinks (Wimborne Minster TC), N Bridle (Chairman of Committee, Colehill PC) and K Webb (Wimborne Minster TC).  
Officer L Harrison, Town Clerk to Wimborne Minster Town Council.

<b>WCJMC/2022/001</b>	<b>Apologies</b>  None.  The Town Clerk for Wimborne Minster was thanked for temporarily taking over the role of Clerk to Wimborne Cemetery.
<b>WCJMC/2022/002</b>	<b>Declarations of interest and requests for dispensations</b>  None.
<b>WCJMC/2022/003</b>	<b>Public participation</b>  None.
<b>WCJMC/2022/004</b>	<b>Committee minutes 9 May 2022</b>  Cllr Broad proposed that the minutes of the Wimborne Cemetery Joint Management Committee held on the 9 May 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Hinks and agreed by all. <b>Resolved: the minutes of the Wimborne Cemetery Joint Management held on the 9 May 2022 were agreed as a true and accurate record of proceedings and were signed by the Chairman.</b>
<b>WCJMC/2022/005</b>	<b>Matters to report from the Town Clerk in relation to actions from previous Committee meetings</b>  The Clerk confirmed the new tenant had moved into the lodge and the alarm and security light matters were resolved.  It was agreed that the staffing update would be moved to the end of the agenda.
<b>WCJMC/2022/006</b>	<b>Financial reports</b>  The bank reconciliations, bank statements, income and expenditure, cashbook and budget update were considered. Cllr Davison proposed that the Chairman sign and initial the above



	<p>financial documents as approved, seconded by Cllr Hinks and agreed by all.</p> <p><b>Resolved: the Chairman signed as approved the bank reconciliations, bank statements, income and expenditure, cashbook and budget update.</b></p> <p>The Clerk confirmed the previous Clerk to the Cemetery had been removed from the bank mandate and the current temporary Clerk added.</p>
<b>WCJMC/2022/007</b>	<p><b>Burial statistics</b></p> <p>The Clerk apologised for the lack of update on the previous months burial information and it was agreed that this information would be brought back to the next meeting.</p>
<b>WMJMC/2022/008</b>	<p><b>General maintenance and work</b></p> <p>The Clerk confirmed that the backlog of grass cutting at the site was being addressed by the groundsman supported by Wimborne Minster TC ground staff and the outstanding area in the older section of the site was due to be cut and strimmed in the next week or two.</p> <p>The Clerk also confirmed she had witnessed a member of the public inform the previous Clerk on the excellent work the current groundsman was undertaking at the site, which was noted by the Committee.</p>
<b>WMJMC/2022/009</b>	<p><b>Review of Committee's constitution</b></p> <p>It was noted that the current Committee Constitution was due for a review in May 2022. It was agreed that the Clerk would review the Constitution in line with other similar sized joint burial committees and report back to the next meeting.</p>
<b>WMJMC/2022/010</b>	<p><b>Equipment review and quotes</b></p> <p>The mower and IT quotes were noted. It was agreed the IT quote would be put on hold until the permanent role of the Clerk had been resolved and the mower quote would come back to the next meeting with specifications and cost options.</p>
<b>WCJMC/2022/011</b>	<p><b>Health and Safety</b></p> <p>The Clerk recommended the Committee consider undertaking a health and safety review of the site. It was agreed that the Clerk would make enquiries regarding cost and scope and report back to the next meeting.</p>
<b>WCJMC/2022/012</b>	<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</p>



	<p>considered involved the disclosure of confidential personnel information, seconded by Cllr Hinks 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>
WMJMC/2022/013	<p><b>Staffing update</b></p> <p>The current staffing requirements to support the day-to-day administration and management of the Cemetery site was discussed. Cllr Webb proposed the following:</p> <ul style="list-style-type: none"><li>• the Clerk contact the Clerk for Shapwick and Pamphill PC and ascertain whether she had any capacity to take on the paid role of clerk to the Cemetery in any capacity as soon as possible,</li><li>• if the above was not viable an advert for a temporary Cemetery Clerk for 6 months was published as soon as possible,</li><li>• the Committee make use of a locum cemetery clerk in the short term,</li><li>• if no suitable applicants were identified for a temporary clerk, Council representatives from the Committee were to go back to their respective Council's and review and agree a way forward, and report back to the Committee,</li></ul> <p>seconded by Cllr Davison and agreed by all.</p> <p><b>Resolved: the Clerk was to contact the Clerk for Shapwick and Pamphill Parish Council and ascertain whether she had any capacity to take on the paid role of clerk to the Cemetery in any capacity as soon as possible; if the above was not viable an advert for a temporary Cemetery Clerk for 6 months was to published as soon as possible; the Committee was to make use of a locum cemetery clerk in the short term, and if no suitable applicants were identified for the temporary clerk role Council representatives from the committee were to go back to their respective Council's and review and agree a way forward and report back to the Committee.</b></p>
WMJMC/2022/014	<p><b>Date of next meeting and close of meeting</b></p> <p>The date of the next meeting was confirmed as 25 July 2022. The Chairman thanked everyone for attending and closed the meeting at 20.10pm.</p>