



## Wimborne Cemetery Joint Management Committee

Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 17 October 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).  
Members of the public: none.

<b>WCJMC/2022/036</b>	<b>Apologies</b> The Cemetery Clerk J Stevenson had sent apologies which were noted by the Committee. Cllr Broad apologised for missing the previous meeting.
<b>WCJMC/2022/037</b>	<b>Declaration of interest and requests for dispensations</b> None
<b>WCMJC/2022/038</b>	<b>Public participation</b> None
<b>WCJMC/2022/039</b>	<b>Committee minutes 25 July and 8 August</b> Cllr Webb proposed that the minutes of the Wimborne Cemetery Joint Management Committee held on the 25 July and 8 August be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Broad and agreed by all. <b>Resolved: the minutes of the Wimborne Cemetery Joint Management Committee held on the 25 July and 8 August be agreed as a true and accurate record of proceedings and signed by the Chairman.</b>
<b>WCJMC/2022/040</b>	<b>Verbal report from the Clerk in relation to actions from previous meetings</b> The Clerk updated the Committee regarding correspondence received from the Monitoring that confirmed the Committee was an independent burial authority in its own right and confirmed agreement with Dorset Council to extend the draft budget apportionments for 2023/2024 to 25 October across all three councils in case arbitration was required. The option of a longer-term lease for the current Lodge tenant was discussed. Cllr Webb proposed to defer this item until a review of the legal position of the Committee was undertaken and the short-term arrangement was to continue, seconded by Cllr Hinks and agreed by all. <b>Resolved: the option of a longer-term lease for the Lodge tenant as deferred until a review of the legal position of the Committee had been undertaken and the short-term arrangement was to continue.</b>



	<p>It was agreed that three quotes for a health and safety review of the site (excluding memorial headstones) were to be obtained and brought back to the next meeting. It was agreed that a form of words were to be placed on the noticeboard at the site regarding memorial headstone checks.</p>
<b>WCJMC/2022/041</b>	<p><b>Budget update, finance report for May, June and July 2022, and draft budget for 2023/2024</b></p> <p>The budget update and financial reports for May, June and July 2022 were noted and initialled by the Chairman.</p> <p>The draft budget for 2023/2024 was discussed. It was agreed that a review of the fees for all interment and headstone services would take place before April 2024 and was to go on the next Committee agenda. Cllr Webb proposed to approve the draft budget for 2023/2024 with one amendment (lodge income adjusted), seconded by Cllr Hinks and agreed by all.</p> <p><b>Resolved: the draft budget for 2023/2024 with one amendment (lodge income adjustment) was approved.</b></p>
<b>WCJMC/2022/042</b>	<p><b>General maintenance and work update</b></p> <p>It was agreed that three quotes would be obtained for the annual hedge cutting at the site and brought back to the next meeting.</p>
<b>WCJMC/2022/043</b>	<p><b>IT support for staff</b></p> <p>Cllr Hinks proposed to defer the request for Wi-Fi and a laptop for the Groundsman and approve the request to replace the Groundsman and Cemetery Clerk's mobile phones, seconded by Cllr Davison and agreed by all.</p> <p><b>Resolved: the request for Wi-Fi and a laptop for the Groundsman was deferred and the request to replace the Groundsman and Cemetery Clerk's mobile phones was approved.</b></p>
<b>WCJMC/2022/044</b>	<p><b>Pre-purchase of plots</b></p> <p>Cllr Webb proposed that the Committee was to look at options to manage this process going forward that safeguarded the size of plots and took into account previous arrangements, seconded by Cllr Davison and agreed by all.</p> <p><b>Resolved: the Committee was to look at options to manage this process going forward that safeguarded the size of plots and took into account previous arrangements.</b></p>
<b>WCJMC/2022/045</b>	<p><b>Recommendations from Wimborne Minster Town Council</b></p> <p>A discussion took place around staff resilience and HR management and it was agreed that the three recommendations from Wimborne Minster Town Council were not accepted. Cllr Webb proposed the Committee was to review the way staff were managed fairly and how resilience measures could be put in place by all three constituent Council's, seconded by Cllr Hinks and agreed by all.</p> <p><b>Resolved: the Committee was to review the way staff were managed fairly and how resilience measures could be put in place by all three constituent Council's.</b></p>



	<p>It was agreed that an informal meeting was to take place between Committee members via the Chairman.</p>
<b>WCJMC/2022/046</b>	<p><b>Request from Wimborne Minster Town Council to plant a tree</b> Cllr Hinks proposed to authorise the planting of a magnolia tree at the entrance to the Cemetery, seconded by Cllr Davison and agreed by all. <b>Resolved: the planting of a magnolia tree at the entrance to the Cemetery by Wimborne Minster Town Council was authorised.</b></p>
<b>WCJMC/2022/047</b>	<p><b>Request from Colehill Parish Council for burial information</b> Cllr Davison confirmed that this request had been dealt with.</p>
<b>WCJMC/2022/048</b>	<p><b>Staffing Review</b></p> <p><b>Exempt Business</b> 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 considered involved the disclosure of confidential personnel information, seconded by Cllr Webb and agreed by all. <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> The Chairman proposed to note the successful completion of the Groundsman's probation period and increase his SCP to point 11 from 1 December 2022, seconded by Cllr Hinks and agreed by all. <b>Resolved: the successful completion of the Groundsman's probation period was noted and increase in SCP to point 11 from 1 December 2022 authorised.</b> It was agreed that the Clerk would review the Groundsman's current Statement of Particular and report back to the Committee. The end of the use of the Locum Clerk was noted. The request to consider the continued use of a qualified and experienced clerk was noted and it was agreed that the Chairman would meet with the Temporary Clerk to discuss this issue.</p>
<b>WCJMC/2022/049</b>	<p><b>Date of next meeting and close of meeting</b> The date of the next meeting was confirmed as 21 November 2022 and the meeting was closed at 20.45pm.</p>