



Wimborne Cemetery Joint Management Committee

Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 25 July at 7pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Cllrs S Kirley (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).

Officers: L Harrison (Town Clerk to Wimborne Minster Town Council) and Z Caddy (Clerk to Colehill Parish Council).

Members of the public: two

WCJMC/2022/015	<p>Apologies</p> <p>Apologies were received from Cllr Broad (non-business). Cllr Kirley was thanked for attending the meeting in his place.</p>
WCJMC/2022/016	<p>Declarations of interest and requests for dispensations</p> <p>None.</p>
WCJMC/2022/017	<p>Public participation</p> <p>The two members of the public confirmed they were present in relation to agenda item 5 (Lodge tenancy). It was agreed that this item would be moved up the agenda to accommodate the members of the public.</p> <p>The members of the public informed the Committee they would be interested in undertaking a long term lease on the lodge once their short terms tenancy agreement ended in December. Cllrs discussed this request and Cllr Webb proposed the Committee review the option of a long term lease with the current tenants on the proviso that the current 6 month short term tenancy ended without any breaches and suitable break clauses were set out in any new lease, seconded by Cllr Hinks and agreed by all.</p> <p>Resolved: the Committee was to review the option of a long term lease with the current tenants on the provision that the 6 month short term tenancy ended without any breaches and suitable break clauses were set out in any new lease.</p>
WCJMC/2022/018	<p>Committee minutes 4 July 2022</p> <p>Cllr Davison proposed that the minutes of the Wimborne Cemetery Joint Management Committee held on the 4 July 2022 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Webb and agreed by all.</p> <p>Resolved: the minutes of the Wimborne Cemetery Joint Management held on the 4 July 2022 were agreed as a true and</p>



	accurate record of proceedings and were signed by the Chairman.
WCJMC/2022/019	Matters to report from the Town Clerk in relation to actions from previous Committee meetings The Town Clerk confirmed that the health and safety review of the site was ongoing. It was agreed that the staffing update would be moved to the end of the agenda.
WCJMC/2022/020	Financial reports Cllr Webb proposed that the financial reports were to be presented to the Committee on a temporary quarterly basis until a permanent Cemetery Clerk was in post, seconded by Cllr Hinks and agreed by all. Resolved: the financial reports were to be presented to the Committee on a temporary quarterly basis until a permanent Cemetery Clerk was in post.
WCJMC/2022/021	Burial statistics Cllr Webb proposed that the burial statistics were to be presented to the Committee on a temporary quarterly basis until a permanent Cemetery Clerk was in post, seconded by Cllr Davison and agreed by all. Resolved: the burial statistics were to be presented to the Committee on a temporary quarterly basis until a permanent Cemetery Clerk was in post.
WMJMC/2022/022	General maintenance and work The Clerk confirmed the backlog of grass cutting at the site was nearly complete and the Committee noted the positive comments on social media in relation to the work the groundsman was undertaking at the site. It was agreed that the review of the constitution would be moved to the end of the agenda.
WMJMC/2022/023	IT support The request from the Town Clerk was discussed. Cllr Hinks proposed the current Cemetery Clerk's email facility was upgraded to Office 365 and incorporated into WMTCs IT support structure at an annual recharge and one off fee of £80, seconded by Cllr Webb and agreed by all. Resolved: the current Cemetery Clerk's email facility was upgraded to Office 365 and incorporated into WMTCs IT support structure at an annual recharge and one off fee of £80.
WCJMC/2022/024	Replacement Mower



	<p>The Town Clerk confirmed that the agenda item was incorrect because the information was now available to the committee regarding the groundsman's preferred mower following a visit to a supplier. Cllr Davison proposed the Town Clerk was to email all members with the mower information and members were respond detailing their support or not, seconded by Cllr Webb and agreed by all.</p> <p>Resolved: the Town Clerk was to email all members with the mower information and members were respond detailing their support or not.</p>
WCJMC/2022/025	<p>Exempt Business</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 considered involved the disclosure of confidential personnel information, seconded by Cllr Hinks 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>
WMJMC/2022/026	<p>Staffing update</p> <p>The Town Clerk confirmed to date 3 applications had been received in relation to the temporary Cemetery Clerk post and the closing date was 276 July.</p> <p>It was agreed the Town Clerk would email Members those applications that met the essential criteria on the person specification and Chairman and Town Clerk would arrange and undertake any interviews.</p>
WMJMC/2022/027	<p>Review of constitution</p> <p>The Town Clerk informed members that the review document had been undertaken as an independent piece of work without any input from Members and/or other officers.</p> <p>Cllr Webb commented that resilience in terms of staff cover (e.g. leave or sickness) was a key factor in some of the recommendations contained in the report.</p> <p>The Term 'burial authority' was discussed and it was agreed the Town Clerk would contact Dorset Council for clarification on the Committee's legal responsibilities as a burial authority in relation to its principal authority.</p> <p>The apportionment figure error in the report was noted.</p>



	<p>The Clerk for Colehill Parish Council commented that the potential perception from Colehill councillors on receipt of the report could result in a perceived ‘lack of independence’ in relation to the proposed changes to the recruitment and management of the role.</p> <p>Members acknowledged that if the recommendations were not supported by their respective council’s that there was an expectation that each council would feedback alternative options in relation to supporting staff resilience in the day to day management and administration of the cemetery.</p> <p>The Chairman proposed that the Town Clerk was to amend the report as discussed and once agreed via email Members were to report back to their respective councils with the amended report and report back to the Committee’s next meeting with their Council’s views.</p>
WMJMC/2022/029	Date of next meeting and close of meeting <p>The date of the next meeting was confirmed as 19 September 2022. It was agreed that an Extraordinary Meeting would be called to consider the temporary Cemetery Clerk recruitment if required. The Chairman thanked everyone for attending and closed the meeting at 20.03pm.</p>