



Wimborne Cemetery Joint Management Committee

Draft Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 19 December 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) and J Stevenson (Cemetery Clerk).
Members of the public: none.

WCJMC/2022/061	Apologies None
WCJMC/2022/062	Declaration of interest and requests for dispensations None
WCMJC/2022/063	Public participation None
WCJMC/2022/064	Committee minutes 21 November 2022 Cllr Webb proposed that the minutes of the Wimborne Cemetery Joint Management Committee held on 21 November be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Broad and agreed by all. Resolved: the minutes of the Wimborne Cemetery Joint Management Committee held on 21 November were agreed as a true and accurate record of proceedings and signed by the Chairman.
WCJMC/2022/065	Verbal report from the Clerk in relation to actions from previous meetings The Clerk confirmed that the tenant at the Lodge had been served section 21 notice. The wording for the management of pre-paid plots was discussed and Cllr Hinks proposed a form of words was to be circulated by email for agreement, seconded by the Chairman, all in favour. Resolved: a form of words to manage pre-paid plots was to be circulated by email for agreement. <i>Wording subsequently agreed: "If, at the time of burial, the casket is too large for a standard size grave, then an alternative plot will be allocated by Wimborne Cemetery".</i> Following advice from ICCM Cllr Hinks proposed that, going forward, an area of four and a half feet should be left between burial plots, at an appropriate time (start of a new burial row at the site), seconded by the Chairman and all in favour.



	<p>Resolved: going forward, an area of four and a half feet was to be left between burial plots, at an appropriate time (start of a new burial row at the Cemetery site).</p> <p>The Clerk confirmed that the review of the Groundsman's statement of employment remained outstanding.</p>
WCJMC/2022/066	<p>Review of fees</p> <p>The Clerk provided information on fees at neighbouring cemetery's. Cllr Webb proposed the purchase of ERoB plots was to increase from 1 April 2023 to £1,200 for non-residents and £450 for residents, seconded by Cllr Hinks, four in favour and one abstention.</p> <p>Resolved: the purchase of ERoB plots was to increase from 1 April 2023 to £1,200 for non-residents and £450 for residents.</p> <p>Cllr Webb proposed that the same percentage increase as calculated above was to apply to child and cremation plots from 1 April 2023 for non-residents and residents, seconded by Cllr Hinks, four in favour and one abstention.</p> <p>Resolved: the same percentage increase as calculated above was to apply to child and cremation plots from 1 April 2023 for non-residents and residents.</p> <p>Cllr Webb proposed the following charge increases from 1 April 2023: all internments, gravedigging, use of Chapel, memorial and inscription fees and searches for non-residents and residents were to increase by 10%; transfer fee were to increase to £60 with an additional charge of £35 per additional document; seconded by Cllr Hinks, four in favour and one abstention.</p> <p>Resolved: all charges for internments, gravedigging, use of Chapel, memorial and inscription fees and searches for non-residents and residents were to be increased by 10% from 1 April 2023, and the transfer fee was to increase to £60 with an additional charge of £35 per additional document.</p> <p>It was noted that any review of the allotment plot hire charges for 2024 2025 would need to be reviewed by the Committee in the new year.</p>
WCJMC/2022/067	<p>Budget review 2023 2024</p> <p>The updated budget was noted. It was agreed the budget would come back to the next meeting following amendments to show the increase in income fees, and additional training and office rental expenditure. It was also discussed that if Pamphill and Shapwick did not pay their contribution for 2023 2024 the shortfall could be taken from the Committee's reserves.</p>
WCJMC/2022/068	<p>Internal Auditors Interim Report 2022 2023</p> <p>The amended Internal Auditors Interim Report for 2022 2023 was noted by the Committee.</p>
WCJMC/2022/069	<p>Constitution review</p> <p>The current situation was discussed and the Chairman suggested three options going forward:</p> <ol style="list-style-type: none"> 1. Wimborne Minster Town Council became the burial authority,



	<p>2. Pamphill and Shapwick pay a minimal contribution and stay in the JMC with voting rights,</p> <p>3. Pamphill and Shapwick leave the JMC and burial authority responsibility is split equally between Colehill and Wimborne Minster.</p> <p>Cllr Hinks suggested a fourth option:</p> <p>4. Colehill became the burial authority.</p> <p>The Chairman proposed the four options were put to the three constituent Council's for their preferred option and each Council was to report back to the JMC, seconded by Cllr Webb, all in favour.</p> <p>Resolved: the four options were to be put to the three constituent Council's for their preferred option and each Council was to report back to the JMC.</p> <p>The Clerk requested Pamphill and Shapwick write into the JMC to confirm their plan to leave the Constitution and once this was received the JMC should then instruct a solicitor to assess and advise the JMC on the decision of Pamphill and Shapwick to leave the constitution and the impact on the JMCs constitution and assets.</p>
WCJMC/2022/070	Date of next meeting and close of meeting The date of the next meeting was confirmed as 16 January 2023 and the meeting was closed at 20.35pm.