

Draft Minutes of the Annual Wimborne Cemetery Joint Management Committee Meeting held at the Chapel at Wimborne Cemetery on **14 June 2023**, at **7.15pm**.

PRESENT

Cllrs Nigel Bridle (Colehill), Louise Hinks (Wimborne Minster), Carole Chedgy (Wimborne Minster), Jonny Purchase (Pamphill & Shapwick) and Emma Urquhart (Colehill).
Officer: Louise Harrison (Town Clerk, Wimborne Minster).
Members of the public: one.

APOLOGIES

Zoe Caddy (Clerk, Colehill)

Prior to the commencement of the meeting, members, officers and the Groundsman undertook an inspection of the Cemetery site (see 'notes' section below).

PUBLIC PARTICIPATION

There was no public participation

- WCJMC/2023/001** **Election of Chairman**
Cllr Hinks proposed Cllr Chedgy was elected Chairman, seconded by Cllr Bridle, all in favour.
Resolved: Cllr Chedgy was elected Chairman.
- WCJMC/2023/002** **Election of Vice Chairman**
Cllr Bridle proposed Cllr Hinks was elected Vice Chairman, seconded by Cllr Urquhart, all in favour.
Resolved: Cllr Hinks was elected Vice Chairman
See minute WCJMC/2023/010 below.
- WCJMC/2023/003** **Minutes of the JMC meeting 24 May 2023**
Cllr Hinks proposed the minutes of the Wimborne Cemetery Joint Management Committee held on 24 May 2023 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Urquhart, all in favour.
Resolved: the minutes of the Wimborne Cemetery Joint Management Committee held on 24 May 2023 were agreed as a true and accurate record of proceedings and signed by the Chairman.
- WCJMC/2023/004** **Questions from the previous minutes**
The Clerk confirmed the request to change bank signatories was ongoing, the tree and hedge work previously authorised was underway, the shower in the Lodge had been replaced and a "Edge" bookkeeper was still being sought.
- WCJMC/2023/005** **Invoicing**

The Clerk confirmed the invoicing matter was not ready for approval and it was agreed this item was deferred.

WCJMC/2023/006

Battery mower

Cllr Hinks proposed to approve and authorise the purchase a Mountfield Freedom Electress at a cost of £149, seconded by Cllr Bridle, all in favour.

Resolved: the purchase a Mountfield Freedom Electress at a cost of £149 was approved and authorised.

Cllr Urquhart left the meeting.

WCJMC/2023/007

Staff update

The Clerk informed the Committee a temporary cemetery clerk had been recruited and was due to start on 10 July 2023.

Cllr Bridle proposed to increase the Groundsman's SCP by one point as a result of a positive annual appraisal process, seconded by Cllr Purchase, all in favour.

Resolved: the Groundsman's SCP was increased by one point as a result of a positive annual appraisal process.

WCJMC/2023/008

Dissolution of the JMC

Cllr Bridle proposed the following exit terms for the constituent councils and dissolution of the JMC and recommended for approval by the three constituent councils:

- (i) Exit terms were to be the same for both Colehill Parish Council and Pamphill and Shapwick Parish Council save for item (iii) below;
- (ii) The dissolution of the JMC was to be concluded in a few months - if possible, by 1st September 2023;
- (iii) Colehill Parish Council were to pay their full contribution for the current financial year 1 April 2023 to 31 March 2024 even if they were to leave the JMC part way through the financial year. Pamphill and Shapwick Parish Council were exempt from paying their contribution for the same period.
- (iv) All assets (for example cash and equipment etc.) except the land was to transfer absolutely on exit to Wimborne Minster Town Council and any debts were to be indemnified from Wimborne Minster Town Council.
- (v) The costs of the exit agreement and associated land transfers were to be borne by the JMC unless independent advice was taken and then each council was liable for their own costs.
- (vi) The land was to be transferred to Wimborne Minster Town Council and the transfer subject to an overage over 10 years if the land or part thereof disposed of in that period being sale proceeds less expenses and taxes. Overage was to reduce by 10% per annum to zero, with overage for Colehill Parish Council at 47.5% and for Pamphill and Shapwick Parish Council at 5%.
- (vii) Existing interment plot holders and those interment plots purchased by Colehill Parish and Pamphill and Shapwick Parish residents by 31 March 2024 were to be entitled to the same rates as residents of Wimborne Minster going forward, for the duration as long as the rights of burial lasted.

- (viii) The interment resident discount rates for Wimborne Minster pre-purchase of plots would apply to Colehill Parish and Pamphill and Shapwick Parish residents until 31 March 2024.
- (ix) Apart from interment plot purchase, the interment resident discount rates for Wimborne Minster residents for other interment matters was to apply to Colehill Parish and Pamphill and Shapwick Parish residents from 1 April 2024 to 31 March 2027.

Resolved: the dissolution of the JMC and exit terms as detailed in points (i) to (ix) inclusive were approved and recommended for approval by the three constituent councils.

WCJMC/2023/009

Appointment of solicitor

Cllr Hinks proposed Roger Taylor, solicitor with Wellers Headley, was instructed to act on behalf of the JMC to implement the dissolution of the JMC and exit terms as detailed in section (i) to (ix) above, seconded by Cllr Bridle, all in favour.

Resolved: Roger Taylor, solicitor with Wellers Headley, was instructed to act on behalf of the JMC to implement the dissolution of the JMC and exit terms as detailed in section (i) to (ix) above.

WCJMC/2023/010

Review of the current JMC Constitution

Cllr Purchase proposed two amendments to the current JMC Constitution:

- (i) The words “who shall be a member of one of the two other constituent authorities from which the Chairman of the Management Committee has not been selected” were deleted from Section 7(ii) page 2.
- (ii) The words “all three” were removed and replaced with “two of the “in Section 8 (i) page 2.

And both amendments were to be recommended to the three constituent councils for approval and adoption. Seconded by Cllr Hinks, all in favour.

Resolved: two amendments to the current JMC Constitution were approved (the words “who shall be a member of one of the two other constituent authorities from which the Chairman of the Management Committee has not been selected“ were deleted from Section 7(ii) page 2 and the words “all three” were removed and replaced with “two of the “in Section 8 (i) page 2) and both amendments were to be recommended to the three constituent councils for approval and adoption.

WCJMC/2023/011

Internal Auditor

The Clerk confirmed that an Internal Auditor had provided a quote of £25 per hour for an independent examination of the JMC end of year 2022 2023 accounts and handover balance of current accounts as of 30 September. It was agreed to request two further quotes from the Internal Auditor: a fixed fee for the independent examination of the JMC end of year 2022 2023, and a fixed fee for the handover balance of current accounts (anticipated end date 1 September 2023), and report back to the next meeting.

It was agreed the next JMC meeting was to take place on 24 July 7pm at Wimborne Minster Town Council Committee Room.

The meeting closed at 20:40 pm.

Notes from the inspection of the Cemetery site 14 June 7.15pm

Present - Cllrs: Nigel Bridle, Carole Chedgy, Louise Hinks, Jonny Purchase and Emma Urquhart.

Officers: Louise Harrison and Craig Hilton.

One member of the public.

The following areas were inspected on foot by Committee members and officers: the Chapel, workshop, toilets, all interment areas, allotments and communal access areas/paths.

The following issues were noted by the Committee:

1. The Groundsman confirmed the small wooden posts at the ashes interment section were erected to divide the area for maintenance purposes. It was agreed the Groundsman was authorised to research appropriate small flowering trees to plant in the section and report back to the Committee.
2. The tree line on the footpath boundary parallel to the burial areas was noted as being overgrown and overhanging the allotment plots next to the footpath. It was agreed the Groundsman was to undertake work to reduce the issue (thin out and reduce the trees) and monitor the situation.
3. The Groundsman requested authority to research means of securing benches to the ground to minimise damage caused by inclement weather.
4. The need to repaint the internal walls and external woodwork to the toilets was discussed.

The presentation of the site was positively commented on by my members and the Groundsman congratulated on his hard work at the site.

[end]