

## **Wimborne Cemetery Joint Management Committee**

Councillors: Colehill Parish Council - N Bridle and E Urquhart.  
Wimborne Minster Town Council – C Chedgy (Chairman) and L Hinks.  
Shapwick and Pamphill Parish Council – J Purchase.

You are hereby summoned to attend a meeting of the **Wimborne Cemetery Joint Management Committee** to be held at the **Committee Room, Wimborne Minster Town Hall, West Borough, Wimborne Minster BH21 1LT** on **Monday 24 July 2023 at 7pm** for the purpose of transacting the following business as detailed in the agenda below.

The Joint Management Committee is asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Members of the public and press are welcome to attend Committee meeting.  
Agendas and minutes are available on Wimborne Cemetery website [www.wimbornecemetery.co.uk](http://www.wimbornecemetery.co.uk). For other documents please contact the Cemetery Clerk at [clerk@wimbornecemetery.co.uk](mailto:clerk@wimbornecemetery.co.uk).

Under item 3 of the agenda members of the public can ask questions in relation to items on the agenda in accordance with the Committee's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at [louise.harrison@wimborne.gov.uk](mailto:louise.harrison@wimborne.gov.uk). Members of the public are asked to restrict their comments and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting open to the public and other part for items on the agenda to be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution (decision) is made to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

## Agenda

1. **Apologies for absence** - to receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Councillors give any apologies by email or telephone by 5pm of the day of the meeting.
2. **Declarations of interest and requests for dispensations** - to declare any interests' councillors may have on items on the agenda and agree any dispensations to stay.
3. **Public participation** - for the public or press to ask questions of the Committee on matters relating to this Agenda.
4. **Committee minutes 14 June and 10 July 2023** - to receive the minutes of the previous meetings of the Committee on 14 June (appendix 1) and 10 July 2023 (appendix 2) 2023 as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).
5. **Verbal report from the Clerk in relation to actions from previous Committee meetings:**
  - (i) Bank mandate update.
  - (ii) Groundsman's Statement of Employment.
  - (iii) Responses from the constituent council's regarding exit terms.
  - (iv) Recruitment of temporary Cemetery Clerk and finance support.
  - (v) Confirmation of solicitor's fees for "winding up of the Joint Committee incorporation the terms agreed and to prepare and complete a transfer of the Cemetery to the Town Council, subject to overage" - £1,250 plus VAT and Land Registry fees.
6. **End of year accounts and Internal Auditor's report for year end 2022 2023**

To consider, review and approve the end of year accounts (appendix 3) and Internal Auditor's report (appendix 4) for year end 2022 2023.
7. **Finance and activity reports for April, May and June 2023**

To consider, review and approve the following items:

  - (i) Bank statements and reconciliation for month ends April, May and June 2023 and signed by the Chairman (appendix 5).
  - (ii) Payments and receipts reports from 1 April to 30 June 2023 (appendix 6).
  - (iii) To note a dispute with a utility provider.
  - (iv) Budget and actual income / expenditure report from 1 April to 30 June 2023 (appendix 7).
  - (v) Activity report from 1 April to 30 June 2023 (appendix 8).
  - (vi) To authorise payment of £33.50 for the hire of the Julian Room in the Allendale Centre on 17 April 2023 for a previous JMC meeting.
  - (vii) To authorise payment to:
    - Wimborne Minster Town Clerk for 20 hours work undertaken between 1 April and 30 June 2023 at £25.77 per hour, total £515.40

- Colehill Parish Council Clerk for 6 hours work undertaken between 23 June and 25 June at £20.53 per hour, total £123.18.

#### **8. Toilets**

To consider three quotes for the following work: internal work to prepare and paint windows and door frames (undercoat and gloss), walls (silk) / floors (anti-slip) / ceilings (matt) and external work to prepare and paint fascia, soffits, guttering, downpipes (all gloss), 2 x window frames with metal primer and undercoat and gloss, door and frame (undercoat and gloss).

Quote 1 - £2,275, quote 2 - £2,908.80, quote 3 - tbc

#### **9. Security of benches**

To consider and approve the following work by the Groundsman: to secure all 32 benches on the site using brackets, pegs and screws at a total cost of £73.48.

#### **10. Tree planting**

To consider authorising the following work at the Cemetery site: to create a dividing area at the most recent used burial and children's area by purchasing and planting the following 20 potted plants that require minimum maintenance and will not grow to an excessive size : 5 x Euonymus (Spindle), 5 x Sorbus (Rowan), 5 x Buxus (Box) and 5 x Magnolia at a total cost of £220.

#### **11. Lodge**

To consider authorising work to establish and fix the cause of a leak in the flat roof of the Lodge.

#### **12. Correspondence**


To consider the following email correspondence received on 18 July from a resident that neighbours the cemetery site:

*"I see the hedge was cut recently, the top was partially cut, not all the way across, and it is now over 2 metres tall, my neighbour trimmed the hedge behind his fence so that it is much improved. The hedge behind my 2m high wall has gradually increased in height over the last few years and now as well as lots of bramble climbing over the wall and through my shrubs I also have to contend with the hawthorn growing into my shrubs and a climber growing through them, the climber looks like white bryony which is poisonous.*

*The hedge was about 2.5 metres high for a long time and caused no problems but since it has increased in height it has become a great nuisance and it is difficult for me to control the bramble etc. that comes over the wall.*

*It is a pity I have had to complain again, I would like to go back to the situation of a few years ago when the hedge caused me no problems."*

#### **13. Close of meeting** (next meeting date tbc).



L Harrison, Town Clerk, Wimborne Minster Town Council, 18 July 2023.