



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 **Colehill Village Hall** Committee Room, Cannon Hill Road, Colehill BH21 2LR, on **Monday 14 August 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. For other documents please contact the Cemetery Clerk at 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. 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 24 July 2023** - to receive the minutes of the previous meetings of the Committee on 24 July 2023 (appendix 1) 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) Updated constitution (appendix 2).
 - (ii) Solicitor's draft agreement (appendix 3).
- 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 4) and Internal Auditor's report (appendix 5) 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 6).
 - (ii) Payments and receipts reports from 1 April to 30 June 2023 (appendix 7).
 - (iii) Budget and actual income / expenditure report from 1 April to 30 June 2023 (appendix 8).
 - (iv) Activity report from 1 April to 30 June 2023 (appendix 9).
- 8. Health and safety**

To note and consider the report from a recent health and safety inspection of the Cemetery site and recommendations (appendix 10).
- 9. Tree works**

To consider further tree works (appendix 11 (tree survey) and appendix 12 (recommended works – highlighted sections means work already done)).
- 10. ICCM membership**

To note and retrospectively approve the JMC's Institute of Cemetery and Crematorium Management (ICCM) corporate membership for the next 12 months at a cost of £95.
- 11. Staff training requests**

- (i) To consider the requests from the Cemetery Clerk to undertake the following training / qualifications:
 - ICCM Certificate in Cemetery Management - £95 PA for the officers professional membership, £180 enrolment fee and three courses £1,785, total cost £2,060 over two years.
Long term the cemetery Clerk is seeking to undertake a fourth course which would result in the ICCM Diploma in Cemetery and Crematorium Management qualification.
- (ii) To consider the request from the Cemetery Groundsman to undertake the following course:
 - Sexton Duties at a cost of £80 (on line and interactive).

12. Correspondence

- (i) To consider a request from a member of the public: plant a shrub in memory of a relative at a location suggested by the Cemetery Groundsman.



- (ii) To consider correspondence from burial plot holders (appendix 13).

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

L Harrison

L Harrison, Town Clerk, Wimborne Minster Town Council, 8 August 2023.