

Wimborne Cemetery Joint Management Committee

Draft Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 14 August 2023 at 7pm** in Colehill Village Hall, Cannon Hill Road, Colehill BH21 2LR.

Present: Cllrs: C Chedgy (Wimborne Minster), L Hinks (Wimborne Minster), J Purchase (Pamphill and Shapwick) and E Urquhart (Colehill).
Officers: L Harrison (Town Clerk to Wimborne Minster) and R Hoyland (Cemetery Clerk).
Members of the public: none.

WCJMC/2023/028	<p>Apologies Apologies were received from Cllr Bridle (Colehill) (non-business). Cllr Urquhart proposed to accept apologies from Cllr Bridle, seconded by Cllr Purchase, all in favour. Resolved: apologies for absence were approved from Cllr Bridle.</p>
WCJMC/2023/029	<p>Declaration of interest and requests for dispensations None</p>
WCMJC/2023/030	<p>Public participation None</p>
WCJMC/2023/031	<p>Committee minutes 24 July 2023 Cllr Urquhart proposed the minutes of the Wimborne Cemetery Joint Management Committee held on 24 July 2023 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Hinks, all in favour. Resolved: the minutes of the Wimborne Cemetery Joint Management Committee held on 24 July 2023 were agreed as a true and accurate record of proceedings and signed by the Chairman.</p>
WCJMC/2023/032	<p>Verbal report from the Town Clerk and Cemetery Clerk in relation to actions from previous meetings The updated Constitution was noted. The draft solicitor's exit agreement was discussed and amendments agreed. Cllr Purchase proposed to approve the draft exit agreement with agreed amendments, seconded by Cllr Urquhart, agreed by all. Resolved: the approve the draft exit agreement with agreed amendments. It was agreed the Town Clerk would return the amended draft document to the solicitor and when the amended document was returned, to circulate to the three constituent councils.</p>
WCJMC/2023/033	<p>End of year accounts and Internal Auditor's report for year end 2022 2023 The end of year accounts were reviewed. Cllr Urquhart proposed to accept and approve the end of year accounts for 2022-23 and signed by the Chairman and Clerk/RFO, seconded by Cllr Hinks, all agreed.</p>

	<p>Resolved: the end of year accounts for 2022-23 were accepted and approved and signed by the Chairman and Clerk/RFO.</p> <p>The officers were thanked for their work in preparing the accounts. The Internal Auditor's report for year end 2022 2023 was noted. Cllr Hinks proposed the town and cemetery clerks were to review the current Asset Register and report back to the Committee before the JMC was dissolved, seconded by Cllr Urquhart, all in favour.</p> <p>Resolved: the current Asset Register was to be reviewed by the town and cemetery clerks and report back to the Committee before the JMC was dissolved.</p>
WCJMC/2023/034	<p>Finance and activity reports for April, May and June 2023</p> <p>The bank reconciliations, budget update and finance reports for the first quarter were deferred.</p> <p>The activity report was noted and it was agreed to continue with the new layout going forward.</p>
WCJMC/2023/035	<p>Health and safety report</p> <p>The report was noted. It was agreed the Clerk would circulate to members two documents that related to the Lodge. It was also agreed that the Clerk would make further enquiries to establish appropriate pest control procedures at the Cemetery site and report back to the Committee with any health and safety updates.</p>
WCJMC/2023/036	<p>Tree works</p> <p>The reports were discussed. It was agreed that:</p> <ul style="list-style-type: none"> • three quotes were to be obtained for the outstanding recommended works identified in the reports; • any recommended works were to be confirmed as located within JMC owned land; • whether any works related to Tree Preservation Orders, and • report back to the next JMC meeting.
WCJMC/2023/037	<p>Institute of Cemetery and Crematorium Management (ICCM) membership</p> <p>Cllr Hinks proposed to approve the retrospective payment for the JMCs membership of the ICCM, seconded by Cllr Purchase and agreed by all.</p> <p>Resolved: the retrospective payment for the JMCs membership of the ICCM was approved.</p> <p>The Chairman signed the relevant paperwork.</p>
WCJMC/2023/038	<p>Staff training</p> <p>Cllr Hinks proposed to approve the ICCM Sexton Duties course for the Cemetery Clerk and Cemetery Groundsman at a total cost of £160, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the ICCM Sexton Duties course for the Cemetery Clerk and Cemetery Groundsman at a total cost of £160 was approved.</p> <p>Cllr Urquhart proposed to approve the Cemetery Clerk's request to undertake the ICCM Certificate in Cemetery Management two year course at a total cost of £2,060, seconded by Cllr Purchase, agreed by all.</p> <p>Resolved: the Cemetery Clerk's request to undertake the ICCM Certificate in Cemetery Management two year course at a total cost of £2,060 was approved.</p> <p>Wimborne Town Council's Training Agreement for staff (as the Council responsible for JMC staff HR matters) was noted.</p>

<p>WCJMC/2023/039</p>	<p>Correspondence</p> <p>The correspondence requesting a location to plant a shrub was discussed. Cllr Urquhart proposed to approve the location identified by the Cemetery Groundsman (on the allotment tree raised boundary line in a gap between two trees), seconded by Cllr Hinks, agreed by all.</p> <p>Resolved: the location to plant a shrub identified by the Cemetery Groundsman (on the allotment tree raised boundary line in a gap between two trees) was approved.</p> <p>The correspondence requesting clarification of burial fees was discussed. Cllr Urquhart proposed Wimborne Cemetery JMC via the Chairman notify the plot holders that the Cemetery fees stood as advertised on the Cemetery website and approve an ex gratia reduction of £100 if the outstanding amounts were paid within 14 days of notification, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: to notify the plot holders that the Cemetery fees stood as advertised on the Cemetery website and an ex gratia reduction of £100 was approved if the outstanding amounts were paid within 14 days.</p>
<p>WCJMC/2023/040</p>	<p>Date of next meeting and close of meeting</p> <p>The date of the next meeting was confirmed as 25 September 2023 at Colehill Village Hall and the meeting was closed at 20.25pm.</p>