



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 **Wimborne Cemetery Joint Management Committee** at the **Committee Room at Wimborne Minster Town Hall**, West Borough, Wimborne Minster BH21 1LT, on **Monday 30 October 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 25 September 2023** - to receive the minutes of the previous meetings of the Committee on 25 September 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) Quote to move ceiling heaters in the chapel roof (appendix 2).
 - (ii) Roof repairs – ongoing, pending listed building consent and bat assessment.
 - (iii) Tree works to the site boundary area (appendix 3).
 - (iv) Updated asset register 1 April 2023 to 31 March 2024 (appendix 4).
 - (v) Verbal update on re-valuation of buildings and land and confirmation of type valuation required by the Committee.
 - (vi) Update from members regarding the progress of the exit terms with the three constituent councils (the JMC solicitor has confirmed the JMC and its individual constituent councils will not be subject to capital gains tax).
 - (vii) Verbal update regarding a request to plant a tree and review of existing schedule of planned management of the site (appendix 5).
6. **Finance and activity reports for September 2023**

To consider, review and approve the following items:

 - (i) Bank statements and reconciliations month end September 2023 (appendix 6).
 - (ii) Payments and receipts reports 1st to 30 September (appendix 7).
 - (iii) Budget and income/expenditure report 1 April to 30 September 2023 (appendix 8).
 - (iv) Activity report 1st to 30 September 2023 (appendix 9).
 - (v) Verbal update regarding bank signatory changes.
 - (vi) Verbal update regarding outstanding SSE bill for the Lodge.
 - (vii) Verbal update regarding the enquiry with the Internal Auditor on the process of reimbursing any constituent councils if contributions were paid or not paid for the current financial year and the Committee dissolved during the current financial year.
 - (viii) Update on the draft Memorial Policy (appendix 10).
7. **Lodge tenancy**

To review the lodge tenancy via a solicitor.
8. **Budget 2024/25**

To agree the budget process for 2024/25.
9. **Interim Audit 2023/24**

To agree an interim audit process for 2023/24.

10. Annual hedge work

To consider quotes for the annual hedge trim at the site (appendix 11).

11. Correspondence regarding the last JMC meeting

To review correspondence that resulted from the last JMC meeting and agree a way forward.

12. HR update

To consider the following HR matters:

- expiry of the temporary Cemetery Clerk's contract of employment on 9 January 2024,
- verbal update on the 6 month appraisal processes for the temporary Cemetery Clerk and Groundman,
- clerking the JMC meetings going forward.

13. Date of next meeting (20 November 2023) and close of meeting.



Louise Harrison, Town Clerk/RFO, Wimborne Minster Town Council, 24 October 2023