



Wimborne Cemetery Joint Management Committee

Draft Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 25 September 2023 at 7pm** in Colehill Village Hall, Cannon Hill Road, Colehill BH21 2LR.

Present: Cllrs: N Bridle (Colehill), 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/2023/041	Apologies None.
WCJMC/2023/042	Declaration of interest and requests for dispensations None
WCMJC/2023/043	Public participation None
WCJMC/2023/044	Committee minutes 14 August 2023 Cllr Purchase proposed the minutes of the Wimborne Cemetery Joint Management Committee held on 14 August 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 14 August 2023 were agreed as a true and accurate record of proceedings and signed by the Chairman.
WCJMC/2023/045	Verbal report from the Town Clerk and Cemetery Clerk in relation to actions from previous meetings The health and safety update in regard to the outstanding quotes to address the electric heaters fixed onto the internal roof at the Chapel were noted. The outstanding quotes for the tree works along the cemetery boundary were noted. It was agreed the Cemetery Clerk and Cemetery Groundsman were to attend the site and check the Cemetery boundary trees against the report from Dorset Council and boundary mapping on the website Dorset Explorer, identify any trees that were outside the cemetery boundary and report back to the Committee. The updated asset register was noted. Cllr Bridle proposed to authorise the two Clerks to resubmit an asset register with re-valuated assets, removal of duplications and report back to the next Committee meeting, seconded by Cllr Hinks, all in favour. Resolved: the two Clerks were to resubmit an asset register with re-valuated assets, removal of duplications and report back to the next Committee meeting. Cllr Bridle proposed to allocate a budget of £4,000 for the asset register building and land re-valuation exercise, seconded by Cllr Hinks, all in favour.

	<p>Resolution: a budget of £4,000 was agreed for the asset register building and land re-valuation exercise.</p> <p>The representatives from Colehill Parish Council confirmed their council had sought independent legal advice on the exit terms for the Committee and passed to Pamphill and Shapwick Parish Council.</p> <p>It was agreed the Town Clerk was to contact the JMC solicitor and ask whether the Committee constituent councils or Committee would be subject to capital gains tax on the transfer of assets including land. It was agreed by all that if the exit agreement took longer than expected all three constituent councils would pay their contributions for 2023/24. It was agreed the Town Clerk was to make enquiries with the Internal Auditor as to 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.</p>
<p>WCJMC/2023/046</p>	<p>Finance and activity reports for April, May, June, July and August 2023</p> <p>Cllr Hinks proposed to approve the bank statements and reconciliations and the Chairman authorised to initial, seconded by Cllr Bridle, all in favour.</p> <p>Resolved: the bank statements and reconciliations for April, May, June, July and August 2023 were approved and the Chairman authorised to initial.</p> <p>The list of payments and receipts, income and expenditure report to date and activity report were noted and the Cemetery Clerk was thanked for her work in providing the detailed information. It was agreed that future income and expenditure reports to Committee was to include budget information for the current financial year.</p> <p>Cllr Bridle proposed £10,000 was to be moved from the Committee's current bank account to the Committee's savings account, seconded by Cllr Hinks, all in favour.</p> <p>Resolved: £10,000 was to be moved from the Committee's current bank account to its savings account.</p>
<p>WCJMC/2023/047</p>	<p>Roof repairs</p> <p>The Cemetery Clerk provided the Committee with a forth quote for the roof repairs verbally. The quotes were discussed. Cllr Bridle proposed to approve quote 4 at a total cost of £3,300, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: quote 4 to repair the lodge flat roof at the Lodge and storage roof area next to the Lodge at a cost of £3,300 was approved.</p> <p>The Town Clerk confirmed checks would be made with Dorset Council, as the planning authority, whether there were any restrictions in relation to the roof repairs due to the listed status of the building.</p>
<p>WCJMC/2023/048</p>	<p>Memorial stone safety</p> <p>The previous decisions of the Committee and other options in relation to memorial stone safety were discussed as detailed in the associated report. Cllr Hinks proposed any unsafe stones were to</p>

	<p>be laid flat once the usual enquiries to identify the owner of the headstone had failed, seconded by Cllr Urquhart, all in favour.</p> <p>Resolved: unsafe stones were to be laid flat once the usual enquiries to identify the owner of the headstone had failed.</p> <p>The Cemetery Clerk was thanked for providing a very thorough report to the Committee and it was agreed a draft Memorial Safety Policy would be provided for the next Committee meeting.</p>
WCJMC/2023/049	<p>Information transparency</p> <p>The Town Clerk asked whether all three constituent councils wanted to be copied into email communication via their clerks in relation to Committee's actions and work. Cllr Urquhart proposed the three clerks were to be copied into any and all communication regarding the Committee, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the three clerks for the three constituent councils were to be copied into any and all communication regarding the Committee.</p>
WCJMC/2023/050	<p>Correspondence</p> <p>Correspondence requesting a location to plant a tree was discussed. It was agreed to defer the request to the Cemetery Clerk as per the Cemetery Regulations and request the Groundsman undertake a tree planting and management plan for the site and report back to the Committee.</p>
WCJMC/2023/051	<p>Date of next meeting and close of meeting</p> <p>The date of the next meeting was confirmed as 30 October 7pm at Wimborne Minster Town Hall and the meeting was closed at 20.55pm.</p>