

Wimborne Cemetery Joint Management Committee

DRAFT Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 30 October 2023 at 7pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne Minster BH21 1LT.

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

WCJMC/2023/052	<p>Apologies Apologies were received from Cllrs N Bridle and E Urquhart (both Colehill). Cllr Purchase proposed to accept apologies, seconded by Cllr Hinks, all in favour. Resolved: apologies for absence were accepted from Cllrs Bridle and Urquhart.</p>
WCJMC/2023/053	<p>Declaration of interest and requests for dispensations None</p>
WCMJC/2023/054	<p>Public participation None</p>
WCJMC/2023/055	<p>Committee minutes 25 September 2023 Cllr Hinks proposed the minutes of the Wimborne Cemetery Joint Management Committee held on 25 September 2023 be agreed as a true and accurate record of proceedings and signed by the Chairman, seconded by Cllr Purchase, all in favour. Resolved: the minutes of the Wimborne Cemetery Joint Management Committee held on 25 September 2023 were agreed as a true and accurate record of proceedings and signed by the Chairman.</p>
WCJMC/2023/056	<p>Verbal report from the Town Clerk and Cemetery Clerk in relation to actions from previous meetings The outstanding quotes to address the electric heaters fixed to the internal roof at the Chapel were discussed. Cllr Hinks proposed to accept and approve quote 2 option 1 at a cost of £800 but if the current heaters failed the recent PAT test quote 2 option 2 at a cost of £2,100, seconded by Cllr Purchase, all in favour. Resolved: approve the cost to move the current heaters in the Chapel's internal roof at a cost of £800, but if the current heaters failed the recent PAT test quote 2 option 2 at a cost of £2,100 was approved. The Cemetery Clerk updated the Committee regarding the roof repairs to the Lodge and ancillary building and confirmed listed building consent was required with Dorset Council. It was agreed to bring back costs for elevation drawings and any other listed building reports required. The tree works to the site boundary were discussed and the Cemetery Clerk confirmed all the trees identified for work were within the site boundary. Cllr Hinks proposed to accept and</p>

	<p>approve quote 1 option 1 at a cost of £2,630, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the tree works to the site boundary at a cost of £2,630 was accepted and approved.</p> <p>The updated Asset Register was discussed. Cllr Purchase proposed to accept and approve the updated Asset Register with updated information regarding disposed items, seconded by Cllr Hinks, all in favour.</p> <p>Resolved: the updated Asset Register with updated information regarding disposed items was accepted and approved.</p> <p>The Town Clerk confirmed a local qualified company had been instructed to value the site within budget and a valuation report would be issued by 21st November 2023.</p> <p>The Chairman confirmed an update from Colehill Parish Council regarding the progress of the exit terms and independent legal advice had not been received. Cllr Hinks proposed to request from Colehill Parish Council a summary of their legal advice when received from their solicitor, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the JMC requested a summary of Colehill Parish Council's legal advice when received from their solicitor.</p> <p>The Town Clerk informed the Committee that the Committee's solicitor had confirmed the JMC and its individual constituent councils would not be subject to capital gains tax.</p> <p>The Cemetery Clerk confirmed the request to plant a tree was being progressed with the enquirer and Cemetery Groundsman. It was agreed that a tree planting policy would be brought back for costing in due course.</p>
<p>WCJMC/2023/057</p>	<p>Finance and activity reports for September 2023</p> <p>Cllr Purchase proposed to approve the bank statements and reconciliations for September 2023 and the Chairman authorised to initial, seconded by Cllr Hinks, all in favour.</p> <p>Resolved: the bank statements and reconciliations for September 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 for September were noted.</p> <p>The Chairman confirmed her status as an authorised signatory on the Committee's bank account was complete.</p> <p>The Cemetery Clerk confirmed the outstanding invoice with SSE for the Lodge gas bill had been resolved and the outstanding amount from the previous tenant was to be requested with supporting documentation and brought back to the Committee if unresolved. Members thanked the Cemetery Clerk for her work in resolving this longstanding matter.</p> <p>The Town Clerk confirmed the Internal Auditor had quoted £300 for an interim audit visit for the current financial year; if the exit agreement was agreed at the end the audit cost was £300, and if the agreement was in place between October 2023 and March</p>

	<p>2024 any audit fee would be pro-rata of £300 on a monthly basis. With regard to the query from the last Committee meeting (process for 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) the Internal Auditor had provided the following response: " With regard to the Councils' final reimbursement arrangements, this should be clearly stated in the Dissolution legal document to avoid any problems later" which was noted by the Committee.</p> <p>Cllr Hinks proposed to instruct the Internal Auditor to undertake an interim visit for the current financial year at a cost of £300, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the Internal Auditor was instructed to undertake an interim visit for the current financial year at a cost of £300.</p> <p>The draft Memorial Safety Policy and Procedure was discussed. Cllr Purchase proposed to approve and adopt the Policy with one amendment, seconded by Cllr Hinks, all in favour.</p> <p>Resolved: The draft Memorial Safety Policy and Procedure and approved and adopted with one amendment.</p> <p>The Cemetery Clerk was thanked for her work in drafting the document.</p>
WCJMC/2023/058	<p>Lodge tenancy</p> <p>The Chairman explained proposed changes in letting legislation and proposed the Committee was to obtain a quote from the Committee's solicitor to review the current tenancy arrangement, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the Committee was to obtain a quote from its solicitor to review the current tenancy arrangement.</p>
WCJMC/2023/059	<p>Budget process 2024/25</p> <p>The Committee noted the budget for next year should have been undertaken in October as per the terms of the Committee's Constitution. Cllr Purchase proposed the Committee was to undertake a budget process for 2024/25 for its next meeting, seconded by Cllr Hinks, all in favour.</p> <p>Resolved: the Committee was to undertake a budget process for 2024/25 for its next meeting.</p>
WCJMC/2023/060	<p>Annual hedge work</p> <p>The quotes for the annual hedge work were discussed. Cllr Hinks proposed to accept and approve quote 1 at a cost of £1,992 on the proviso that work was undertaken as requested and as detailed in the map provided by the Cemetery Clerk, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: quote 1 to undertake the annual hedge work at a cost of £1,992 was accepted and approved on the proviso that work was undertaken as requested and as detailed in the map provided by the Cemetery Clerk.</p>
WCJMC/2023/061	<p>Correspondence</p> <p>The correspondence item relating to the previous Committee meeting was deferred.</p>
WCJMC/2023/062	<p>HR update</p> <p>The Cemetery Clerk left the room.</p> <p>The Town Clerk confirmed the 6 month appraisal process had been undertaken with the Cemetery Clerk and Cemetery Groundsman</p>

	<p>and both had received positive appraisals, which was noted by the Committee.</p> <p>It was agreed to defer the temporary contract item to the Committee's next meeting.</p> <p>The Cemetery Clerk returned to the meeting.</p> <p>The Town Clerk requested the Committee consider the clerking of the Committee going forward. It was agreed that a CiLCA (Certificate in Local Council Administration) qualified clerk with knowledge around the current exit agreement process was required. It was noted the Clerk's at Pamphill and Shapwick and Colehill worked part time hours and the Town Clerk confirmed she would be willing to continue until March 2024 if she had the support of the Committee. Cllr Hinks proposed the Town Clerk from Wimborne Minister was to clerk the Committee meetings going forward until March 2024 with the full support of the Committee as she was CiLCA qualified and had knowledge of the current exit process. Seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the Town Clerk from Wimborne Minister was to clerk the Committee meetings going forward until March 2024 with the full support of the Committee as she was CiLCA qualified and had knowledge of the current exit process.</p>
WCJMC/2023/063	<p>Date of next meeting and close of meeting</p> <p>The date of the next meeting was confirmed as 20 November 7pm at Wimborne Minster Town Hall and the meeting was closed at 20.40pm.</p>