



Wimborne Cemetery Joint Management Committee

DRAFT Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 20 November 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 Clerk to the Committee) and R Hoyland (Cemetery Clerk).
 Members of the public: none.

WCJMC/2023/064	<p>Apologies Apologies were received from Cllrs N Bridle and E Urquhart (both Colehill Parish Council). Cllr Purchase proposed to accept apologies, seconded by Cllr Hinks, all in favour. Resolved: apologies for absence were accepted from Cllrs Bridle and Urquhart. Cllr Chedgy proposed all Committee members were to be reminded to organise “proxy” members” if they were unable to attend JMC meetings as per the JMCs Constitution, seconded by Cllr Purchase, all in favour. Resolved: all Committee members were to be reminded to organise “proxy” members” if they were unable to attend JMC meetings as per the JMCs Constitution.</p>
WCJMC/2023/065	<p>Declaration of interest and requests for dispensations None</p>
WCMJC/2023/066	<p>Public participation None</p>
WCJMC/2023/067	<p>Committee minutes 30 October 2023 Cllr Hinks proposed the minutes of the Wimborne Cemetery Joint Management Committee held on 30 October 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 30 October 2023 were agreed as a true and accurate record of proceedings and signed by the Chairman.</p>
WCJMC/2023/068	<p>Actions from previous meetings The Cemetery Clerk updated the Committee regarding the ongoing listed building application and associated drawings for the repairs to the Lodge roof and it was agreed to bring any updates back to the Committee in January 2024. The lack of information from Colehill Parish Council regarding the exit terms was noted. The cost of reviewing the current tenancy agreement was confirmed at £750. Cllr Hinks proposed to approve the cost and instruct the solicitor to proceed, seconded by Cllr Purchase, all in favour. Resolved: the solicitor’s instructions to proceed and cost of reviewing the tenancy agreement at £750 was approved. The Internal Audit interim visit on 27 November was noted.</p>

	<p>The valuation report received the day of the meeting was noted and it was agreed to bring any questions in relation to the report back to the next meeting.</p> <p>The Committee agreed to close the outstanding correspondence item.</p>
WCJMC/2023/069	<p>Finance and activity reports for October 2023</p> <p>Cllr Hinks proposed to approve the bank statements and reconciliations for October 2023 and the Chairman authorised to initial, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the bank statements and reconciliations for October 2023 were approved and the Chairman authorised to initial.</p> <p>Cllr Chedgy proposed to close the petty cash account, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the petty cash account was to be closed.</p> <p>The list of payments and receipts, income and expenditure report to date and activity report for October were noted.</p> <p>The Cemetery Clerk confirmed the outstanding invoice with SSE for the Lodge gas bill had been cancelled and members thanked the Cemetery Clerk for her work in resolving and closing this longstanding matter.</p>
WCJMC/2023/070	<p>Draft budget 2024 2025</p> <p>The draft budget was discussed. Cllr Hinks proposed to approve the draft budget for 2024 2025, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the draft budget for 2024 2025 was approved.</p>
WCJMC/2023/071	<p>D-Day anniversary event 6 June 2024</p> <p>The request from Wimborne Minster Town Council to incorporate the Cemetery beacon and commonwealth war graves as part of a D-Day anniversary event was discussed. Cllr Purchase proposed to approve the request on the proviso that Wimborne Minster Town Council paid for any costs associated with the site for the event and completed any paperwork associated paperwork for the event such as the risk assessment and event management plan, seconded by Cllr Hinks, all in favour.</p> <p>Resolved: the request from Wimborne Minster Town Council to incorporate the Cemetery beacon and commonwealth war graves as part of a D-Day anniversary event on 6 June 2024 was approved the proviso that Wimborne Mister Town Council paid for any costs associated with the Cemetery site and completed any paperwork associated paperwork for the event such as the risk assessment and event management plan.</p>
WCJMC/2023/072	<p>Signage</p> <p>The Town Clerk confirmed a report as being prepared and it was agreed it would be brought back for consideration when ready.</p>
WCJMC/2023/073	<p>HR update</p> <p>The Cemetery Clerk left the room.</p> <p>Cllr Hinks proposed to extend the temporary Cemetery Clerk's contract for a further six months from 9 January 2024, seconded by Cllr Purchase, all in favour.</p> <p>Resolved: the temporary Cemetery Clerk's contract was extended for a further six months from 9 January 2024.</p> <p>The Cemetery Clerk returned to the meeting.</p>
WCJMC/2023/074	<p>Date of next meeting and close of meeting</p> <p>The date of the next meeting was confirmed as 11 December 7pm at Wimborne Minster Town Hall with a short agenda (questions regarding the valuation report, the interim Internal Auditor's report and receive an update regarding the draft exit terms). The meeting was closed at 19.44pm.</p>

[end]