



Wimborne Cemetery Joint Management Committee

Councillors: Colehill Parish Council - N Bridle and E Urquhart.
Shapwick and Pamphill Parish Council – J Purchase.
Wimborne Minster Town Council – C Chedgy (Chairman) and L Hinks.

You are hereby summoned to attend a meeting of **Wimborne Cemetery Joint Management Committee** at the **Committee Room at Wimborne Minster Town Hall**, 37 West Borough, Wimborne Minster BH21 1LT, on **Monday 22 January 2024** 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.



Louise Harrison, Town Clerk/RFO, Wimborne Minster Town Council, 16 January 2024

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 11 December 2023** - to receive the minutes of the previous meetings of the Committee on 11 December 2023 (appendix 1) as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).
- 5. Verbal report from the Clerk's in relation to actions from previous Committee meetings**
 - (i) Update regarding the progress of the exit terms.
 - (ii) Deferred minutes 20 November 2023 (appendix 2).
 - (iii) Repairs to the Lodge Roof see item 7 below.
 - (iv) Tenancy agreement review.
 - (v) Signage review – see item 8 below.
- 6. Finance and activity reports for November and December 2023**

To consider, review and approve the following items:

 - (i) Bank statements and reconciliations for November and December 2023 (appendix 3).
 - (ii) Payments and receipts reports for November and December 2023 (appendix 4).
 - (iii) Budget and income/expenditure report 1 April to 31 December 2023 (appendix 5).
 - (iv) Activity report from 1 November to 31 December 2023 (appendix 6).
- 7. Repairs to the Lodge Roof**

To consider quotes for professional drawings and planning application for Listed Building Consent for roof repairs to cemetery Lodge and archway (appendix 7).
- 8. Signage review**

To consider the review of current and proposed signage at the Cemetery site (appendix 8).
- 9. Fixed wire testing**

To consider quotes for undertaking mandatory fixed wire testing at the Chapel and workshop (appendix 9).
- 10. Draft Memorial Tree Policy**

To consider a draft Memorial Tree Policy (appendix 10).
- 11. Fire risk assessments**

To consider quotes for undertaking a fire risk assessment on the Chapel and Groundsman's workshop (appendix 11).
- 12. Bonfires**

To consider and agree a bonfire protocol for Cemetery grounds staff.
- 13. Tenant requests**

- (i) Consider obtaining quotes from a building surveyor with listed building experience to address damp issues in the porch and reception area.
- (ii) Consider obtaining quotes to supply and install a new gas fire in the first reception room (existing gas fire is condemned) to improve heating in this area.
- (iii) Consider replacing the broken grate in the second reception room at a cost of approximately £100.

14. Date of next meeting (tbc) and close of meeting.