



Wimborne Cemetery Joint Management Committee

DRAFT Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 22 January 2024 at 7pm** in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne Minster BH21 1LT.

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 Clerk to the Committee) and R Hoyland (Cemetery Clerk).
 Members of the public: none.

WCJMC/2023/082	Apologies None.
WCJMC/2023/083	Declaration of interest and requests for dispensations None
WCMJC/2023/084	Public participation None
WCJMC/2023/085	<p>Committee minutes 11 December 2023 Cllr Hinks proposed the minutes of the Wimborne Cemetery Joint Management Committee held on 11 December 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 11 December 2023 were agreed as a true and accurate record of proceedings and signed by the Chairman.</p>
WCJMC/2023/086	<p>Actions from previous meetings The amended draft exit agreement was discussed. Cllr Urquhart proposed to recommend to the three constituent councils an amended the exit agreement that included:</p> <ul style="list-style-type: none"> • amended section 8 (overage period amended from 10 years to 25 years); • amended section 8.1 (discount percentage amended form 10% to 4%); • reinstatement of section 8.3; • confirmation with the JMC insurer and Wimborne Minster Town Council’s insurer regarding the proposed amendments to section 9, and • a termination date for the JMC of 31 March 2024. <p>Seconded by Cllr Purchase, all in favour. Resolved: the amended exit agreement was recommended to the three constituent councils that included an amended section 8 (overage period amended from 10 years to 25 years); amended section 8.1 (discount percentage amended form 10% to 4%); reinstatement of section 8.3, confirmation with the JMC insurer and Wimborne Minster Town Council’s insurer regarding the proposed amendments to section and termination date for the JMC of 31 March 2024.</p> <p>The deferred draft minutes of the Wimborne Cemetery Joint Management Committee held on 20 November 2023 were discussed. Cllr Hinks proposed these minutes be agreed as a true and accurate record of</p>

	<p>proceedings and signed by the Chairman, seconded by Cllr Purchase, three in favour, two abstentions.</p> <p>Resolved: the minutes of the Wimborne Cemetery Joint Management Committee held on 20 November 2023 were agreed as a true and accurate record of proceedings and signed by the Chairman.</p> <p>It was noted Colehill Parish Council representatives did not believe the meeting on 20 November 2023 was quorate and Wimborne Minster Town Council representatives did.</p> <p>The Town Clerk confirmed the tenancy agreement review remained outstanding with the JMCs solicitor.</p>
WCJMC/2023/087	<p>Finance and activity reports for November and December 2023</p> <p>Cllr Hinks proposed to approve the bank statements and reconciliations for November and December 2023 and the Chairman authorised to initial, seconded by Cllr Bridle, all in favour.</p> <p>Resolved: the bank statements and reconciliations for November and December 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 November and December were noted. It was confirmed that further work was to be done by officers on the income and expenditure report by the year end in terms of journal corrections and reserves.</p>
WCJMC/2023/088	<p>Repairs to the Lodge roof</p> <p>The quotes from architects services for the Lodge roof repairs were discussed. Cllr Hinks proposed to accept quote 2 at a cost of £895, seconded by Cllr Urquhart, all in favour.</p> <p>Resolved: quote 2 at a cost of £895 for architect services for the Lodge roof repairs was accepted.</p>
WCJMC/2023/089	<p>Signage review</p> <p>The signage report was discussed. It was agreed officers were to obtain quotes for road markings for direction and parking bays, various signage and options for erection in relation to location 1, 2 and 3 and report back to the Committee. It was agreed the existing signs at the Stone Lane entrance were to be cleaned. The queries raised by a resident were discussed and Cllr Urquhart proposed to purchase and install two signs (cyclists dismount and no vehicular access) for the gate at Cemetery Road/Culverhayes Road entrance and recommend to the resident to reduce the height of their hedge to improve vision and explain pedestrian access was still required, seconded by Cllr Bridle, all in favour.</p> <p>Resolved: to purchase and install two signs (cyclists dismount and no vehicular access) for the gate at Cemetery Road / Culverhayes Road entrance and recommend to the resident to reduce the height of their hedge to improve vision and explain pedestrian access was still required.</p> <p>It was agreed for quotes to be obtained to reinstall boulders to protect sections of the driveway, 10 mph and parking signs.</p>
WCJMC/2023/090	<p>Fixed wire testing (Workshop and Chapel)</p> <p>The quotes were discussed and Cllr Purchase proposed to accept quote 2 at a cost of £220, seconded by Cllr Bridle, all in favour.</p> <p>Resolved: quote 2 at a cost of £220 for fixed wire testing at the Workshop and Chapel was accepted.</p>
WCJMC/2023/091	<p>Fire risk assessments (Workshop and Chapel)</p> <p>The quotes were discussed and Cllr Bridle proposed to accept quote 3 at a cost of £360, seconded by Cllr Purchase, all in favour.</p>

	Resolved: quote 3 at a cost of £360 for fire risk assessment at the Workshop and Chapel was accepted.
WCJMC/2023/092	Bonfires Cllr Hinks provided information on a recent bonfire and it was agreed to delegate officers and the Groundsman the task of reviewing current and alternative locations and refer this item to the Friends of Wimborne Cemetery in the future (if and when established).
WCJMC/2023/093	Tenant request The requests from the current tenant at the Lodge building were considered. It was agreed officers were to obtain three quotes for gutter clearance and replacing the gas fire in reception room one for either a gas or electric and report back. Cllr Bridle proposed to replace the fire grate in reception room two, seconded by Cllr Hinks, all in favour. Resolved: the fire grate in reception room was to be replaced.
WCJMC/2023/094	Draft Memorial Tree Policy It was agreed to defer this item and bring back when the draft application form that supported this document was ready.
WCJMC/2023/095	Date of next meeting and close of meeting The date of the next meeting was confirmed as 19 February 2024 7pm at Wimborne Minster Town Hall Committee Room. The meeting was closed at 20.45pm.

[end]