



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 19 February 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, 13 February 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 22 January 2024** - to receive the minutes of the previous meetings of the Committee on 22 January 2024 (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) Repairs to the Lodge Roof - see item 7 below.
 - (iii) Tenancy agreement review – remains outstanding.
 - (iv) Signage review - verbal update.
- 6. Finance and activity reports for January 2024**

To consider, review and approve the following items:

 - (i) Bank statements and reconciliations (appendix 2).
 - (ii) Payments and receipts reports (appendix 3).
 - (iii) Budget and income/expenditure report 1 April to 31 January 2024 (appendix 4).
 - (iv) Activity report from 1 November to 31 January 2024 (appendix 5).
- 7. Roof repairs listed building consent - Preliminary Roost Appraisal**

To consider quotes for a Preliminary Roost Appraisal (bat report) required for the listed building status of the Cemetery Lodge and archway for roof repairs and associated listed building application (appendix 6).
- 8. Gutter cleaning**

To consider quotes for gutter cleaning at Cemetery Lodge (appendix 7).
- 9. Intruder alarm at the Chapel**

To consider quotes to supply and install an intruder alarm at the Chapel (appendix 8).
- 10. Draft Memorial Tree Policy**

To consider a draft Memorial Tree Policy (appendix 9).
- 11. Allotments inspection**

To note the verbal update from the Cemetery Clerk.
- 12. Memorial safety inspection signage**

To consider approving the purchase of memorial safety inspection signage (appendix 10).
- 13. Date of next meeting (tbc) and close of meeting.**