



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 18 March 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, 12 March 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 on matters relating to this agenda.
- 4. Committee minutes 19 February 2024** - to receive the minutes of the previous meetings of the Committee on 19 February 2024 (appendix 1) as a correct record and signed by the Chairman (Local Government Act 1972 Schedule 12).
- 5. Verbal report from the Clerks in relation to actions from previous Committee meetings**
 - (i) Update regarding the progress of the exit terms.
 - (ii) Tenancy agreement review – item being progressed with Wimborne Minster Town Council's solicitor and HR contractor.
 - (iii) Update regarding the signage review – see item 7.
 - (iv) Verbal update regarding memorial safety testing.
 - (v) Verbal update regarding the updated existing schedule of planned maintenance following a review by the Cemetery Manager and Cemetery Groundsman (appendix 2).
 - (vi) Update regarding the listed building application, roof repairs and bat survey.
 - (vii) Verbal update regarding quotes for replacing the gas fire in the Lodge.
- 6. Finance and activity reports for February 2024**

To consider, review and approve the following items:

 - (i) Bank statements and reconciliations (appendix 3).
 - (ii) Payments and receipts reports (appendix 4).
 - (iii) Budget and income/expenditure report 1 April to 29 February 2024 (appendix 5).
 - (iv) Activity report for February 2024 and from 1 April 2023 to 29 February 2024 (appendix 6).
- 7. Signage review**

To consider costings in relation to signage at the site (appendix 7).
- 8. Financial Risk Management Assessment**

To consider the annual review of the JMCs Financial Risk Management Assessment (appendix 8).
- 9. Risk Assessments**

To consider the annual review of all risk assessments for the Cemetery site (appendix 9)
- 10. Fire Risk Assessment**

To consider the recent Fire Risk Assessment (appendix 10) and recommendations (appendix 11).
- 11. Draft Memorial Bench Policy and application form**

To consider a draft Memorial Bench Policy (appendix 12) and draft Memorial Bench application form (appendix 13).
- 12. New soil scatter box**

To consider quotes to replace the existing soil scatter box (appendix 14).
- 13. Draft Memorial Tree Application Form**

To consider a draft Memorial Tree Application form (appendix 15) in line with the Memorial Tree Policy adopted on 19 February 2024.
- 14. To note the last meeting of the Committee and close of meeting.**