



Wimborne Cemetery Joint Management Committee

DRAFT Minutes of the **Wimborne Cemetery Joint Management Committee** meeting held on **Monday 18 March 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/2023/109	Apologies None.
WCJMC/2023/110	Declaration of interest and requests for dispensations None
WCMJC/2023/111	Public participation None
WCJMC/2023/112	<p>Committee minutes 19 February 2024 Cllr Bridle proposed the minutes of the Wimborne Cemetery Joint Management Committee held on 19 February 2024 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 19 February 2024 were agreed as a true and accurate record of proceedings and signed by the Chairman.</p>
WCJMC/2023/113	<p>Actions from previous meetings The Town Clerk confirmed the final exit agreement document and associated land registry titles were due from the Committee's solicitor in 24 hours. It was agreed the documents were to be circulated to all constituent council representatives and clerks for a final check before printing and signing. Cllr Chedgy proposed Cllr Bridle and herself were to continue as bank signatories passed the dissolution of the Committee and while a councillor on the proviso that the bank was in agreement, seconded by Cllr Urquhart, all in favour. Resolved: Cllr Bridle and Cllr Chedgy were to continue as bank signatories on the proviso that the bank was in agreement. It was agreed to defer the outstanding tenancy agreement review to Wimborne Minster Town Council. The Cemetery Clerk confirmed the memorial safety signage had been ordered and permissions for testing work as per the relevant policy on consecrated ground was being sought from two diocese. The updated schedule of planned maintenance was noted. In relation to the listed building application for the roof repairs, the Cemetery Manager confirmed a further survey was required in relation to bat activity at a cost of £569.90. Cllr Hinks proposed to accept and approve the cost of a further survey, seconded by Cllr Urquhart, all in favour. Resolved: a further bat survey at a cost of £569.90 was accepted and approved. The Cemetery Clerk confirmed it was proving difficult to secure three quotes with the same work specification regarding the replacement of the</p>

	<p>gas fire in the Lodge. The Committee suggested exploring an electric alternative if in line with the tenancy agreement.</p>
WCJMC/2023/114	<p>Finance and activity reports for February 2024 Cllr Bridle proposed to approve the bank statements and reconciliations for February 2024 and the Chairman authorised to initial, seconded by Cllr Hinks, all in favour. Resolved: the bank statements and reconciliations for February 2024 were approved and the Chairman authorised to initial. The list of payments and receipts, income and expenditure report to date and activity report for February were noted.</p>
WCJMC/2023/115	<p>Signage review The signage options for the site were discussed. Cllr Hinks proposed to approve quote 5 in relation to the main entrance at a cost of £189.26 with a gap for the additional signage to be added to the existing sign, seconded by Cllr Purchase, all in favour. Resolved: quote 5 in relation to the main entrance at a cost of £189.26 26 with a gap for the additional signage to be added to the existing sign was approved. Cllr Chedgy proposed to approve the purchase of four signs to be fixed to vertical post, and the purchase of a post and fixtures/fittings at the location of the archway at a cost of up to £100, seconded by Cllr Urquhart, all in favour. Resolved: the purchase of four signs to be fixed to a vertical post and the purchase of one post and fixtures/fittings at the location of the archway at a cost of up to £100 was approved. Cllr Hinks proposed to approve the cost of three signs to be attached to the gates at the entrance off Stone Lane at a cost of £31.71, seconded by Cllr Urquhart, all in favour. Resolved: the cost of three signs to be attached to the gates at the entrance off Stone Lane at a cost of £31.71 was approved. Cllr Urquhart proposed to approve the signage at the Culverhayes entrance at a cost of £24.28 plus the cost of an additional “no motorcycle” sign seconded by Cllr Hinks, all in favour. Resolved: the signage at the Culverhayes entrance at a cost of £24.28 plus the cost of an additional “no motorcycle” sign was approved. Cllr Hinks proposed to approve quote 4 for road markings including disabled bays at a cost of £395 plus costs of markings for a disabled bay, seconded by Cllr Purchase, all in favour. Resolved: quote 4 for road markings including disabled bays at a cost of £395 plus marking costs for a disabled bay was approved. Cllr Urquhart proposed to approve additional 10mph signage at a cost of £315.51, seconded by Cllr Purchase, all in favour. Resolved: additional 10mph signage at a cost of £315.51 was approved.</p>
WCJMC/2023/116	<p>Financial Risk Management Assessment Cllr Purchase proposed to accept and approve the Financial Risk Management Assessment, seconded by Cllr Urquhart, all in favour. Resolved: the Financial Risk Management Assessment was accepted and approved.</p>
WCJMC/2023/117	<p>Risk assessments Cllr Hinks proposed to accept and approve the cemetery site, lone working, traffic management, excavation of graves, memorial safety training and cemetery buildings risk assessments, seconded by Cllr Urquhart, all in favour.</p>

	Resolved: the cemetery site, lone working, traffic management, excavation of graves, memorial safety training and cemetery buildings risk assessments were accepted and approved.
WCJMC/2023/118	Fire risk assessment. The fire risk assessment was noted. Cllr Purchase proposed to delegate the recommendations from the fire risk assessment to the Cemetery Manager for implementation, seconded by Cllr Hinks, all in favour. Resolved: the recommendations from the fire risk assessment were delegated to the Cemetery Manager for implementation.
WCJMC/2023/119	Soil scatter box The current scatter box and replacement options were discussed. Cllr Urquhart proposed replacing the current scatter box with option 5 at a cost of £8.24, seconded by Cllr Bridle, all in favour. Resolved: the current scatter box was replaced with option 5 at a cost of £8.24.
WCJMC/2023/120	Draft Memorial Bench Policy and application form The documents were discussed. Cllr Bridle proposed to accept and approve the policy document with amendments, seconded by Cllr Urquhart, all in favour. Resolved: the Memorial Bench Policy was accepted and approved with amendments. It was agreed to defer the application form.
WCJMC/2023/121	Draft Memorial Tree Application The Town Clerk confirmed the Memorial Tree Policy had been approved previously. The application form was discussed and Cllr Bridle proposed to accept and approve the document with amendments, seconded by Cllr Urquhart, all in in favour. Resolved: the Draft Memorial Tree Application with amendments was accepted and approved.
WCJMC/2023/122	Close of meeting The final meeting of the Committee was noted, the Chairman thanked everyone for their contributions, and closed the meeting at 8.02pm.

[end]