

Minutes of the Wimborne Cemetery Joint Management Committee Meeting held at COLEHILL VILLAGE HALL on **24th May 2023**, at **7.15pm**.

PRESENT

Cllr Nigel Bridle (Colehill), Chairman
Cllrs Louise Hinks (Wimborne Minster) Carole Chedgy (Wimborne Minster) Jonny Purchase (Pamphill & Shapwick) and Emma Urquhart (Colehill)

APOLOGIES

Zoe Caddy (Clerk, Colehill)

PUBLIC PARTICIPATION

There was no public participation

WCJMC/2023/099 DECLARATIONS OF INTEREST

None.

WCJMC/2023/100 MINUTES of meeting 26 April 2023

Resolved: approved The Minutes of the JMC Meeting held on 26th April subject to amendments:

Correct typo in Cllr Carole Chedgy's name (adding 'e' to Carole)

- Change to: JMC member who 'subsequently' resigned removing 'without Colehill Clerk's knowledge' and add in 'and'

- Date to be inserted / corrected to: 26th April 2023

WCJMC/2023/101 MATTERS ARISING ON THE MINUTES

No interest so far in staff adverts

WCJMC/2023/102 ACCOUNTS AND TEMPORARY STAFFING

To resolve authority to Wimborne Minster Town Council as employer to recruit a temporary bookkeeper / accountant or locum familiar with Edge to do year end accounts and bring up to date. To further resolve authority to Wimborne Minster Town Council to recruit a temp and locum and to reimburse Wimborne Minster Town Council the cost of advertising this post with ICCM, DC, DAPTC, approximately £700.

Cllr Chedgy suggested to also advertise the post on SLC, LGCR and Octopus with Cllrs also request to advertise the post on their respective council websites. The Cllrs also agreed that due to the variation and myriad of enquiries that have backed up recently, hiring someone with previous experience of running a cemetery is very important.

Resolved: Resolved: authority to Wimborne Minster Town Council as employer to recruit a temporary bookkeeper / accountant or locum familiar with Edge to do year end accounts and bring up to date; authority to Wimborne Minster Town Council to recruit a temp and locum and to reimburse Wimborne Minster Town Council the cost of advertising this

post with ICCM, DC, DAPTC, Octopus and LGRC SLC approximately £700 and to further advertise on constituent council websites.

WCJMC/2023/103

BANK SIGNATORIES

To receive a progress report from Cllr Bridle on the addition of a further signatory to the bank account.

Resolved: Cllr Chedgy has the mandate and is authorised go to the bank week of 29th May 2023 and will be added as a signatory to the bank account.

WCJMC/2023/104

INVOICES

To resolve to authorise a Councillor from Colehill Parish Council and one from Wimborne Minster Town Council to arrange and make payments up to £1,000 as well as any invoices outstanding.

Resolved: One Councillor from each of Colehill PC and WMTC were authorised to incur expenditures - and enter agreements to undertake work - up to a value of £1,000 via email without calling a JMC meeting to approve them. Any invoice or quote over £1,000 was to go to a JMC meeting.

WCJMC/2023/105

REIMBURSEMENTS

To resolve to authorise reimbursements of salaries and expenditure to Wimborne Minster Town Council - list to follow.

Resolved: WMTC to be reimbursed by the JMC for groundsman salary which WMTC has already paid. Cllr Bridle to sign this off.

WCJMC/2023/106

RESIGNATION OF THE INTERNAL AUDITOR

The resignation of Internal Auditor was noted. It was agreed Cllrs Bridle and Urquhart would speak with the Colehill Clerk to the Council about possibilities for a new auditor. This item was deferred to the next meeting.

WCJMC/2023/107

DISSOLUTION OF THE JMC

The committee noted that Colehill Parish Council had given formal notice that they will be leaving the JMC subject to agreeing terms, but that they are prepared to make the already agreed financial contribution this financial year. It was resolved to seek legal advice on the dissolution of the JMC given the constitution does not set out a process. To further discuss and resolve if appropriate a date for outgoing Councils to cease involvement. It was discussed that ideally the two outgoing constituent Councils should leave at the same time to negate the need for a temporary constitution which could be required on the departure of just one.

WCJMC/2023/108

TREE WORKS

To resolve to remove dead trees in the allotment/boundary area at cost of £1,560 – work being undertaken by DC via an approved tender process and part of other work so cost effective. Report to follow. This could be authorized subject to confirmation that the boundary forms Cemetery land.

Resolved: The tree work should be undertaken at a cost of £1,560. Cllr Chedgy was authorised to liaise with Cllr Wheeler at WMTC and the

contractor and DC to authorise the work notice to be given by 30 May 2023. Also resolved to pay for the inspection report, if not already paid.

WCJMC/2023/109

REPAIR OF SHOWER AT THE LODGE

To resolve Wimborne Minster Town Council can contact a plumber and arrange this repair including authorising payment.

Resolved: WMTC was authorised to contact a plumber and arrange the repair and authorise payment.

WCJMC/2023/110

LODGE SHED

To resolve whether to authorise the installation of a garden shed to store garden tools by tenant - to be paid for by him – dark brown W8 L10 H 6-5 ft.

Resolved: The tenant was authorised to install a garden shed as specified at his own cost.

WCJMC/2023/111

REPLANTING

To resolve to allow the grounds man to purchase 6 x holly bushes and plant, cost per plant £15, total cost £90, to fill in gap in boundary hedge.

Resolved: The grounds man was authorised to purchase 6 holly bushes at a cost of £90 to fill in the boundary hedge gap.

WCJMC/2023/112

STAFF MATTERS

Review Cemetery Grounds man's salary.

This item was deferred.

The next meeting will take place on 14th June at 7pm at the Cemetery and it will be the Annual General Meeting (AGM).

The Meeting closed at 20:11 pm.