

# WEST HOE CEMETERY MANAGEMENT COMMITTEE

The Jubilee Hall, Little Shore Lane, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee Tuesday 14<sup>th</sup> February 2017 at  
6.00 pm in the Jubilee Hall, Little Shore Lane, Bishop's Waltham.

## Present:

Committee Members: Cllr Mrs T Conduct Chairman  
Cllr Mrs P Clive Vice Chairman  
Cllr Mr R Howe  
Cllr G Pateman  
Cllr T Wilson  
Cllr J Woodman

Ex-officio Members: Mr R Barrow Grounds Contractor.

Non-Committee Members: None

Also in attendance: Mrs L Edge Clerk

Members of the public: None

**WH16/58 To receive and accept apologies for non-attendance.**  
Mr B Metcalfe.

**WH16/59 To receive any Declarations of Disclosable Pecuniary and Non-pecuniary Interest relating to items on the agenda.**  
None relating to the business of the meeting.

**WH16/60 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**  
None relating to the business of the meeting.

**WH16/61 Public Session (for information only).**  
No members of the public were present.

**WH16/62 To approve the minutes of the meeting of the 8<sup>th</sup> November 2016.**  
**Resolved: to approve the minutes of the meeting of the 8<sup>th</sup> November 2016.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Wilson  
5 in favour  
1 abstention.

**WH16/63 Actions Arising from the meeting of the 8<sup>th</sup> November 2016.**  
Noted.  
Revised plan to be prepared for next meeting.

**WH16/64 Grounds Contractor's Report.**  
Mr Barrow reported/commented on the following:  
Interment in ashes area – large memorial stone in place. Monitor for removal.  
**Action: LE**  
Concern over planting of new rowan tree near to existing whitebeam.  
Recent grave now has large cover – letter to owners requesting removal to allow ground to settle.  
**Action: LE**

**WH16/65 Funeral Director's Report.**  
Apologies received.

- WH16/66**      **To consider finance matters:**  
**i) To approve payments**  
**Resolved: to approve payments as tabled.**  
Proposed: Cllr Woodman  
Seconded: Cllr Mrs Clive  
All in favour.
- ii) To note Financial Position year to date.**  
Noted.  
Queries raised over budget and current balances.
- iii) To consider Cash Flow forecast.**  
**Resolved: to note forecast and to request funding from Bishop's Waltham and Swanmore Parish Councils as follows:**
- |               |                             |
|---------------|-----------------------------|
| <b>£2,200</b> | <b>Swanmore PC</b>          |
| <b>£4,400</b> | <b>Bishop's Waltham PC.</b> |
- Payments to be received before the end of the financial year.**  
Proposed: Cllr Wilson  
Seconded: Cllr Mrs Conduct.  
All in favour. **Action: LE**
- iv) To accept Bank Reconciliations –October, November, December & January.**  
**Resolved: to accept the Bank Reconciliations for October, November, December and January.**  
Proposed: Chairman  
All in favour.
- WH16/67**      **Memorial repairs.**  
**South Coast Memorials quotation for consideration.**  
The Committee considered the quotation for the works identified by the groundsman. It was noted that none of the memorials had failed the test in 2016 and the repairs were considered purely cosmetic and not required urgently.  
**Resolved: to request alternative quotations for consideration at next meeting.**  
Proposed: Chairman  
All in favour. **Action: LE**
- WH16/68**      **Tree Survey works.**  
**To consider the quotations received.**  
**Resolved: to accept the quotation from Tosdevine Tree Services at a cost of £3,000 (no VAT).**  
Proposed: Chairman  
All in favour.  
Contractor to be advised and works arranged. **Action: LE**
- WH16/69**      **Natural Burial Site.**  
**To consider actions.**  
Cllr Mrs Clive presented the report and outlined the proposals for the cemetery.  
**Resolved:**
- 1. That the West Hoe Cemetery Management Committee proceeds with the creation of a natural burial site for the interment of ashes.**
  - 2. That a working party is appointed to oversee the creation of the site (Clrs Mrs Clive, Mrs Conduct, Howe and the Clerk).**
  - 3. That an appropriate area is identified and a survey undertaken to allow easy identification of plots.**
  - 4. That appropriate regulations are drawn up for the site.**
- Proposed: Cllr Woodman  
Seconded: Cllr Mrs Clive  
All in favour. **Action: Wkg pty**

- WH16/70 Cemetery Leaflet.**  
**To consider an update and reprint.**  
**Resolved: to defer an update of the leaflet until the natural burial site has been created.**  
Proposed: Chairman  
All in favour.
- WH16/71 Correspondence: Abbott**  
**Request for bench at cemetery.**  
**Resolved: to approve the installation of an appropriate bench near to grave no C129. Clerk to liaise with family and arrange purchase and installation of bench (costs to be covered by family). Maintenance to be the responsibility of the family.**  
Proposed: Chairman  
All in favour. **Action: LE**
- WH16/72 Cemetery Update (for information only).**  
Noted.
- WH16/73 Requests for future agenda items.**  
Review of prices – comparisons to be sought. **Action: LE**
- WH16/74 Date of next meeting – 9<sup>th</sup> May 2017.**  
Noted.
- WH16/75 Motion for confidential business:**  
**The Chairman then moved:**  
**“That in view of the confidential nature of the business about to be transacted involving commercially sensitive business as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw.”**
- WH16/76 Grounds Maintenance Contract.**  
**To consider the tender responses.**  
The Clerk thanked Mrs Garside (Clerk to SPC) and Clrs Mrs Clive and Woodman for handling the tender process.  
**Resolved: to appoint contractor number 7 for one year (36 visits) from 1.4.17 with two subsequent 1 year option periods which may be exercised if appropriate, with a maximum overall contract period of 3 years (1 + 1 + 1).**  
Proposed: Cllr Howe  
Seconded: Cllr Woodman  
All in favour. **Action: LE**
- A vote of thanks was tabled for Mr Barrow’s long service to the cemetery.

There being no further business the meeting closed at 7.17pm.