

**WEST HOE CEMETERY MANAGEMENT COMMITTEE**  
**The Jubilee Hall, Little Shore Lane, Bishop's Waltham. SO32 1ED**

Minutes of the Meeting of the Committee  
Held in the Ruby Room, The Jubilee Hall, Little Shore Lane,  
Bishop's Waltham, SO32 1ED  
on Thursday 25<sup>th</sup> January 2024 at 6.00pm.

**Present:**

Committee Members:	Cllr Mrs P Clive	Chairman
	Cllr Mr A Webb	Vice Chairman
	Cllr Mrs J Marsh	
	Cllr Mr A Rankine	
	Cllr Mrs T Conduct	
	Cllr Mr J Woodman	

Also in attendance:	Mrs L Edge	Clerk
	Mr P Wall	Groundsman
	Mr C Curran	Gravedigger
	Mr P Curran	Gravedigger

Members of the public:       None

**WH071/23     To receive and accept apologies for non-attendance.**

The Chairman informed the Committee that Cllr Ford had resigned from BWPC and so there was now a vacancy on this Committee.

The Chairman welcomed Cllr Mrs Conduct who had indicated she was willing to fill this vacancy.

As BWPC had not yet approved this appointment, all agreed that Cllr Mrs Conduct should be co-opted to the Committee for this meeting.

All Councillors were present.

Other apologies received from Mr Hutchings (Steels).

**WH072/23     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.

**WH073/23     To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH074/23     Public Session (for information only).**

No members of the public were present.

**WH075/23     Grounds/Funeral Director Report.**

Mr C Curran reported/commented on the following:

1. Removal of spoil – company contacted, second one to be contacted.
2. Topping up needed in Area C.

The Committee agreed to contact local farmer to see if he could help with (1).

Cost for top soil to be considered (2).

**Actions: Clerk**

Mr Wall reported/commented on the following:

1. Problem with lych gate – new posts needed.
2. Pet cemetery fence become rotten – repairs needed.
3. Hedgework undertaken.
4. 2 x holly planted in gap near to lych gate.
5. Second skip required.

The Committee agreed the following:

Contractor to be sought for works (1)

Clerk to meet with Mr Wall to discuss options (2)

Skip to be ordered (5)

**Actions: Clerk**

- WH076/23**      **To approve the minutes of the meeting of the 26<sup>th</sup> October 2023.**  
**Resolved: to approve the minutes of the meeting of the 26<sup>th</sup> October 2023.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Rankine  
All in favour who were present at the meeting.
- WH077/23**      **To approve the minutes of the meeting of the 13<sup>th</sup> December 2023.**  
**Resolved: to approve the minutes of the meeting of the 13<sup>th</sup> December 2023.**  
Proposed: Cllr Woodman  
Seconded: Cllr Rankine  
All in favour who were present at the meeting.
- WH078/23**      **Actions Arising from the meetings of the 26<sup>th</sup> October 2023 and 13<sup>th</sup> December 2023.**  
Noted.
- WH079/23**      **To consider finance matters:**  
**i) To approve payments made.**  
**Resolved: to approve the payments made.**  
Proposed: Cllr Rankine  
Seconded: Cllr Webb  
All in favour.  
**ii) Bank Reconciliations October and November 2023 for acceptance.**  
**Resolved: to accept the Bank Reconciliations for October 2023 and November 2023.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Clive  
All in favour.  
**iii) Bank Reconciliation Savings Account October and November 2023 for acceptance.**  
**Resolved: to accept the Bank Reconciliations Savings Account for October 2023 and November 2023.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Clive  
All in favour.  
**iv) To note Financial Position year to date.**  
**Resolved: to note the Financial Position year to date.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Mrs Marsh  
All in favour.  
**v) To consider Cash Flow forecast.**  
Noted – no action required.  
**vi) Cashbook for Savings Account.**  
Noted.
- WH080/23**      **Rialtas System – charge for consideration.**  
**Proposed: to approve the charge of £244.20 for the Rialtas Finance System 2024/25.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Woodman  
All in favour.
- WH081/23**      **Charges for 2024/25 – for consideration.**  
Discussion points: other cemetery charges; separation of charge for Exclusive Right of Burial; length of time for EROBs.  
**Resolved: to increase the charges by CPI (rounded up or down) and to increase all interment charges as follows:**  
**Residents – increase by £200**  
**Non-residents - increase by £600.**  
**EROBs to be reconsidered once the new cremation area is ready for use.**  
Proposed: Cllr Woodman  
Seconded: Cllr Mrs Clive  
All in favour.

- WH082/23 Meeting dates for 2024/25 - for consideration.**  
**Resolved: to approve the meeting dates for 2024/25 as tabled.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Woodman  
All in favour.
- WH083/23 Second Cremation area update – for consideration.**  
Update noted.  
Agreed to obtain costs for paving slabs for the area. **Action: Clerk**
- WH084/23 Lych Gate Drainage – for consideration.**  
**Resolved: to seek advice for a drainage solution to stop the flow rain water from entering the lych gate.**  
Proposed: Cllr Webb  
Seconded: Cllr Mrs Marsh  
All in favour. **Action: Clerk**
- WH085/23 Cemetery update (for information only).**  
Noted.
- WH086/23 Requests for future agenda items (for information only).**  
1. Accounts (Auditor visit 5.2.24). **Action: Clerk**  
2. Pet cemetery – publicity etc. **Action: Clerk**
- WH087/23 Dates of next meeting.**  
Thursday 28<sup>th</sup> March 2023 – Steels, Victoria Road.
- WH088/23 Motion for confidential business:**  
**The Chairman then moved: That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.**
- WH089/23 Clerk's Report for consideration.**  
The Committee discussed the draft email provided by Cllr Woodman.  
Amendments were agreed and new draft to be sent to all for comments/approval.  
**Action: Clerk**

There being no further business the meeting closed at 7:05pm.