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

Minutes of the Meeting of the Committee Held at Steels Funeral Directors, Victoria Road, Bishop's Waltham on Thursday 4th April 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 Clerk Also in attendance: Mrs L Edge **BW Steels** Mr P Hutchings Members of the public: None WH090/23 To receive and accept apologies for non-attendance. Cllr Woodman – family commitment. Resolved: to receive and accept apologies for non-attendance. Proposed: Cllr Mrs Marsh Seconded: Cllr Rankine As BWPC had not yet approved the appointment of Cllr Mrs Conduct to this Committee, Cllr Mrs Clive proposed that Cllr Mrs Conduct should be co-opted for this meeting, this was seconded by Cllr Webb. All in favour. Other apologies received from Mr Wall. To receive any Declarations of Disclosable Pecuniary and Non-Pecuniary Interest relating WH091/23 to items on the agenda. None relating to the business of the meeting. WH092/23 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda. None relating to the business of the meeting. WH093/23 Public Session (for information only). No members of the public were present. WH094/23 Grounds/Funeral Director Report. Mr Hutchings noted the new charges with effect from 1.4.24 and added that these now brought West Hoe in line with other cemeteries in the area. WH095/23 To approve the minutes of the meeting of the 25th January 2024. Resolved: to approve the minutes of the meeting of the 25th January 2024. Proposed: Cllr Mrs Conduct Seconded: Cllr Rankine All in favour. Actions Arising from the meeting of the 25th January 2024. WH096/23 Noted. WH075/23 Cost for top soil £75 per ton bag, 5 bags needed. £375.00 approved. WH084/23 Drainage solution for lych gate - one quote received, two more being

sought.

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WH097/23	To consider finance matters:	
	i) To approve payments made.	
	Resolved: to approve the payments made.	
	Proposed: Cllr Mrs Conduct	
	Seconded: Cllr Rankine	
	All in favour.	
	ii) Bank Reconciliations December 2023, January 2024 and February 2024 for acceptance.	
	Resolved: to accept the Bank Reconciliations for December 2023, January 2024 and	
	February 2024.	
	Proposed: Cllr Rankine	
	Seconded: Cllr Mrs Conduct	
	All in favour.	
	iii) Bank Reconciliation Savings Account December 2023, January 2024 and February 2024	
	for acceptance.	
	Resolved: to accept the Bank Reconciliations Savings Account for December 2023,	
	January 2024 and February 2024	
	Proposed: Cllr Rankine	
	Seconded: Clir Mrs Conduct	
	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: Clir Mrs Marsh	
	All in favour.	
	v) To consider Cash Flow forecast.	
	Noted – no action required.	
	vi) Cashbook for Savings Account.	
	Noted.	
	Noted.	
WH098/23	Internal Auditor Report – for acceptance. Resolved: to accept the Internal Auditor Report. Proposed: Cllr Mrs Clive Seconded: Cllr Webb All in favour.	
WH099/23	Financial Risk Assessment – for approval.	
111077720	Resolved: to approve the Financial Risk Assessment Year ending March 2024.	
	Proposed: Cllr Mrs Marsh	
	Seconded: Clir Mrs Clive	
	All in favour.	
WH100/23	Pet Cemetery – update and to consider further actions.	
	Update noted.	
	Resolved: to reduce costs to	
	£20 per plot; £50 per plot + plaque; £40 for later plaque.	
	Proposed: Cllr Mrs Clive	
	Seconded: Clir Rankine	
	All in favour.	
	Clerk to contact pet crematorium in area and provide leaflets.	Action: Clerk
WH101/23	Request for tree in Natural Burial Site – for consideration. Resolved: to approve the request for a tree on boundary of Natural Burial Site. Clerk to meet with family to confirm location and species. Proposed: Cllr Mrs Clive Seconded: Cllr Rankine	
	All in favour.	Action: Clerk
WH102/23	Cemetery Tidy – to agree a date.	
- ,	Monday 15 th April at 10:00am.	Action: All
WH103/23	Cemetery update (for information only). Noted.	

Chair/Vice Chair
Insurance clarification.

Requests for future agenda items (for information only).

WH105/23Dates of next meeting.Thursday 16th May 2024 at 6:00pm in the Jubilee Hall.

1. BW Staff Contract

WH104/23

WH106/23 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.

WH107/23 Correspondence for consideration. Discussion points: Emails sent 8.2.24 – no response from one party. Legal advice received. Previous actions by parties involved and Committee councillors. Impact on office staff. Cllr Webb left the meeting. Resolved: response to correspondent and other party to be drafted for approval by Committee members. Cllr Webb to speak to family member in due course. CCTV to be considered for lych gate.

Proposed: Cllr Mrs Clive Seconded: Cllr Mrs Conduct All in favour.

Action: Clerk/AW

There being no further business the meeting closed at 7:25pm.

Action: Clerk