

WEST HOE CEMETERY MANAGEMENT COMMITTEE

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

Minutes of the Meeting of the Committee Thursday 6th June 2019 at
6.00 pm in the Jubilee Hall, Little Shore Lane, Bishop's Waltham.

Present:

Committee Members: Cllr Mr R Howe Chairman
Cllr Mrs P Clive
Cllr Mrs J Marsh
Cllr Mr A Webb

Ex-officio Members: None

Non-Committee Members: None

Also in attendance: Mrs L Edge Clerk

Members of the public: None

WH19/01 To elect the Chairman of the Committee (Swanmore Councillor).
Resolved: to elect Cllr Mr Rankine as Chairman of the Committee.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.

WH19/02 To elect the Vice Chairman of the Committee (Bishop's Waltham Councillor).
Resolved: to elect Cllr Mr Howe as Vice Chairman of the Committee.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.

WH19/03 To receive and accept apologies for non-attendance.
Cllr Mr Rankine – family commitment.
Mr B Metcalf – work commitment.
Resolved: to receive and accept apologies for non-attendance as tabled.
Proposed: Chairman
All in favour.

WH19/04 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.

WH19/05 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.
None relating to the business of the meeting.

WH19/06 Public Session (for information only).
No members of the public were present.
The Clerk raised a request for the use of the car park – no objections were raised.

WH19/07 To approve the minutes of the meeting of the 28th March 2019.
Resolved: to approve the minutes of the meeting of the 28th March 2019.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.

- WH19/08** **Actions Arising from the meeting of the 28th March 2019.**
Noted.
- WH19/09** **To consider finance matters:**
i) To approve the Accounting Statements and note Internal Audit Report – year ending 31.3.19.
Resolved: to approve the Accounting Statements and note Internal Audit Report – year ending 31.3.19.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mr Webb
All in favour.
ii) To approve payments.
Resolved: to approve the payments.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.
iii) To note Financial Position year to date.
Resolved: to note Financial Position year to date.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.
iv) Bank Reconciliation April 2019 for acceptance.
Resolved: to accept the Bank Reconciliation April 2019.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.
v) To consider Cash Flow forecast.
Noted – no action required.
- WH19/10** **Review of charges for 2019/20.**
Resolved: to approve a 3% increase in the charges for 2019/20.
Proposed: Chairman
All in favour.
- WH19/11** **Review of clauses 9.2 & 9.3 of the Cemetery’s Burial Ground Regulations.**
Resolved: to amend clauses 9.2 & 9.3 of the Cemetery’s Burial Ground Regulations to include ‘NAMM’ accredited memorial masons.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour. **Action: Clerk**
- WH19/12** **Annual Memorial Service - update from the Clerk for consideration.**
The following issues were discussed:
i) The Committee is asked to consider inviting an alternative member of the local clergy.
Invitation to be sent to Roman Catholic priest in the first instance followed up by St Peter’s clergy if not available. **Action: Clerk**
ii) Approval of poster and publicity (dates for Bishop’s Waltham and Swanmore Parish magazines).
Poster approved and dates for magazines confirmed. **Action: Clerk**
iii) Invitation to be sent to all next of kin for interments in 2018/19.
Agreed to send invitation (poster) to next of kin for all interments 2017 -2019. **Action: Clerk**
iv) Refreshments after the event (cost to be covered by Mr Metcalf).
Cllr Howe to arrange. **Action: RH**
- WH19/13** **Cemetery update (for information only).**
Noted.
- WH19/14** **Requests for future agenda items (for information only).**
i) New hedging quotations
ii) Bund and compost heap works
iii) Pet cemetery sign.

WH19/15

Date of next meeting.

Thursday 8th August at 6.00pm at the cemetery and afterwards at the Swanmore Parish Council offices.

Cllr Howe thanked everyone for their support for the pet cemetery.

There being no further business the meeting closed at 6.25pm.