# WEST HOE CEMETERY MANAGEMENT COMMITTEE

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

Minutes of the Meeting of the Committee Thursday 8<sup>th</sup> August 2019 at 6.00 pm in the Swanmore Parish Council Offices, Hollythorns House, New Road, Swanmore.

Present:				
Committee Me	mbers:	Cllr Mr R Howe Cllr Mrs P Clive Cllr Mrs J Marsh Cllr Mr R Selway Cllr Mr A Webb	Vice Chairman	
Ex-officio Members:		None.		
Non-Committee Members:		None		
Also in attendance:		Mrs L Edge	Clerk	
Members of the public:		None		
WH19/16	Cllr Mr Ranking Mr B Metcalfe <b>Resolved: to re</b> Proposed: Cllr Seconded: Cllr All in favour.	ve and accept apologies for non-attendance. tankine – family commitment. etcalfe – work commitment. <b>d: to receive and accept apologies for non-attendance as tabled.</b> d: Cllr Mrs Clive d: Cllr Mrs Marsh our.		
WH19/17	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.			
WH19/18	To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda. None relating to the business of the meeting.			
WH19/19	<b>Public Session (for information only).</b> The Clerk reported on a site meeting with SSE to review hedges and trees sited below the power lines. SSE would be carrying out some maintenance cutting in due course at its expense.			
WH19/20	To approve the minutes of the meeting of the 6 <sup>th</sup> June 2019. Resolved: to approve the minutes of the meeting of the 6 <sup>th</sup> June 2019. Proposed: Cllr Mrs Clive Seconded: Cllr Mrs Marsh All in favour.			
WH19/21	Actions Arising Noted.	g from the meeting of the 6 <sup>th</sup> Ju	ne 2019.	

WH19/22	To consider finance matters:				
	<ul> <li>i)To approve payments.</li> <li>Resolved: to approve the payments.</li> <li>Proposed: Cllr Mrs Marsh</li> <li>Seconded: Cllr Mrs Clive</li> <li>All in favour.</li> <li>ii) To note Financial Position year to date.</li> <li>Resolved: to note Financial Position year to date.</li> <li>Proposed: Cllr Mrs Marsh</li> <li>Seconded: Cllr Mrs Clive</li> <li>All in favour.</li> <li>iii) Bank Reconciliations May and June 2019 for acceptance.</li> <li>Resolved: to accept the Bank Reconciliations May and June 2019.</li> <li>Proposed: Cllr Mrs Marsh</li> <li>Seconded: Cllr Mrs Marsh</li> <li>Seconded: Cllr Mrs Marsh</li> <li>All in favour.</li> <li>iii) Bank Reconciliations May and June 2019 for acceptance.</li> <li>Resolved: to accept the Bank Reconciliations May and June 2019.</li> <li>Proposed: Cllr Mrs Marsh</li> <li>Seconded: Cllr Webb</li> <li>All in favour.</li> </ul>				
	iv) To consider Cash Flow forecast. Noted.				
WH19/23	New cremation and burial areas work.				
	Paper from the Clerk for consideration.				
	Comments from the Clerk and the contractor noted.				
	Resolved: to seek quotations for the installation of the access for the new cremation site.				
	Proposed: Cllr Mrs Clive				
	Seconded: Cllr Howe				
	All in favour.				
	Quotations to be sought for consideration at next meeting.	Action: Clerk			
WH19/24	Bund and compost heap work.				
	To consider actions following site visit.				
	Some members of the Committee had visited the site prior to the meeting to view the areas in				
	question. Matters raised – work undertaken to bund by contractor to be checked; disposal of turfs; o				
	use of the shed; removal of wood stacked by shed; longer term solution for the area adjacent to the natural burial site.				
	Resolved: to hire a skip to allow clearance of the compost heap; to arrange a programme of				
	works with the community payback scheme (liaison with BWPC Lengthsman) to clear the				
	undergrowth at the back of section C.				
	Proposed: Cllr Mrs Marsh Seconded: Cllr Mrs Clive				
	All in favour.	Action: Clerk			
	Committee agreed to allow the Clerk to arrange a contractor to cut hedges in and				
	park area.	Action: Clerk			
	New bins to be purchased to ensure there is a bin available in every section.	Action: Clerk			
WH19/25	Pet cemetery sign.				
	Paper from the Clerk for consideration. Resolved: to purchase an oak sign from SignoMatic as tabled at a cost of £101.77 + VAT.				
	Proposed: Cllr Howe				
	Seconded: Cllr Mrs Marsh				
	All in favour.	Action: Clerk			
	Durchass of register backs				
WH19/26	Purchase of register books. Banar from the Clerk for consideration				
	Paper from the Clerk for consideration. Resolved: to purchase a new Register of Burials (White) at a cost of £314.00 + VAT and a				
	new Register of Memorials (White) at a cost of £225.00 + VAT.				
	Proposed: Cllr Mrs Marsh				
	Seconded: Cllr Howe				
	All in favour.	Action: Clerk			

 
 WH19/27
 Annual Memorial Service - update from the Clerk. Update noted.

 Clerk to investigate possibility of choir members from St Peters attending. No choir at Roman Catholic church.

 Action: Clerk

### WH19/28 Cemetery update (for information only).

Noted.

The Chairman commented on the many favourable compliments received about the wildflower meadow and the upkeep of the cemetery in general.

### WH19/29 Requests for future agenda items (for information only).

- 1. Quotations for hedge planting and new cremation area clearance.
- 2. Quotations for new access to new cremation area.
- 3. Natural Burial site for ashes grid/plan.
- 4. Purchase of grave markers for Section A.
- 5. Plan of site.
- 6. Budget setting for 2020/21.

#### WH19/30 Date of next meeting.

Thursday October 3<sup>rd</sup> 2019 at 6.00pm in the Jubilee Hall, Little Shore Lane, Bishop's Waltham. Tidying up day – Tues 10<sup>th</sup> September at 3.00pm - Clerk to arrange notices. **Action: Clerk** 

There being no further business the meeting closed at 6.40pm.