

WEST HOE CEMETERY MANAGEMENT COMMITTEE

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

Minutes of the Meeting of the Committee Thursday 3rd October 2019 at
6.00 pm in the Jubilee Hall, Little Shore Lane, Bishop's Waltham.

Present:

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

Ex-officio Members: None

Non-Committee Members: None

Also in attendance: Mrs L Edge Clerk

Members of the public: None

WH19/31 To receive and accept apologies for non-attendance.
Apologies received from Mr Metcalf – ex officio member.

WH19/32 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.

WH19/33 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.
None relating to the business of the meeting.

WH19/34 Public Session (for information only).
Cllr Howe reported on a very well received Memorial Service in September. Thanks to be passed on to Father Griffiths, Mr Metcalf and Mr Woodfine. **Action: Clerk**
Cllr Howe reported on a conversation concerning the building of the lych gate approximately 30 years ago. The individual was requesting an acknowledgement of the works.
The Clerk advised that an investigation had not revealed any information concerning the building of the gate. Further investigation to be undertaken.

WH19/35 To approve the minutes of the meeting of the 8th August 2019.
Resolved: to approve the minutes of the meeting of the 8th August 2019.
Proposed: Cllr Howe
Seconded: Cllr Mrs Marsh
5 in favour, 1 abstention.

WH19/36 Actions Arising from the meeting of the 8th August 2019.
Noted.

WH19/37 To consider finance matters:
i) To approve payments.
Resolved: to approve the payments.
Proposed: Cllr Mrs Clive
Seconded: Cllr Howe
All in favour.
ii) To note Financial Position year to date.
Resolved: to note Financial Position year to date.

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

iii) Bank Reconciliations July and August 2019 for acceptance.

Resolved: to accept the Bank Reconciliations July and August 2019.

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

iv) To consider Cash Flow forecast.

Noted.

Applications to the Parish Councils for funding to be considered at next meeting. **Action: Clerk**

v) Budget Setting 2020/21

To appoint a working group to consider budget.

Resolved: to appoint a working group (Cllrs Rankine, Howe and the Clerk) to consider the budget for 2020/21.

Proposed: Cllr Rankine
Seconded: Cllr Howe
All in favour.

Meeting to be held 22.10.19.

Action: AR/RH/Clerk

WH19/38

Burial Ground Regulations.

To consider a review of regulation 9:11.

The Chairman explained that a review had been requested following recent correspondence and the interest of the press in the proposal for a 'tidy up' at the cemetery.

Discussion points: regulations too prescriptive, not enforceable; sensitive issue; annual review necessary; some visitors disturbed by items on adjacent graves; need to publicise clean up events; need to remove items in bad condition.

Resolved: to amend regulation 9:11 to read –

“Biodegradable artificial flowers are permitted. However, in order to protect wildlife, plastic flowers will be regularly removed from the site.

Windmills, trinkets, toys or other non-floral decorations are discouraged.

The Management Committee reserves the right to remove any items no longer in good condition.”

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

Action: Clerk

WH19/39

Cemetery update (for information only).

Noted.

WH19/40

Requests for future agenda items (for information only).

- i) Budget 2020/21
- ii) Cash Flow – PC funding

Action: Clerk

WH19/41

Date of next meetings.

Thursday 14th November 2019 at 6.00pm – Jubilee Hall, Bishop's Waltham.

Thursday 16th January 2020 – Swanmore PC offices.

WH19/42

Motion for confidential business:

The Chairman then moved on the completion of the above business:

“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”.

WH19/43

New cremation and burial areas work.

Quotations for consideration.

i) Hedge Planting, Natural Burial Site.

Resolved: to appoint Solent Green as the contractor to undertake the hedge planting at a cost of £1,025.00.

Proposed: Cllr Howe

Seconded: Cllr Mrs Clive

All in favour.

ii) Cremation Area clearance and seeding.

Resolved: to appoint Solent Green as the contractor to undertake the clearance and seeding at a cost of £1,690.00.

Proposed: Cllr Howe

Seconded: Cllr Mrs Clive

All in favour.

iii) Vehicle Access to new cremation area.

Resolved: to appoint R & R as the contractor to undertake the vehicle access works at a cost of £3,200.00.

Proposed: Cllr Mrs Clive

Seconded: Cllr Selway

All in favour.

Works to be arranged.

Action: Clerk

WH19/44

Memorial Repairs.

Quotation for consideration.

Resolved: to appoint South Coast Memorials as the contractor to undertake the memorial repairs at a cost of £2,195.00.

Proposed: Cllr Rankine

Seconded: Cllr Mrs Marsh

All in favour.

Works to be arranged.

Action: Clerk.

There being no further business the meeting closed at 6:40pm.