

WEST HOE CEMETERY MANAGEMENT COMMITTEE

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

Minutes of the Meeting of the Committee Thursday 16th January 2020 at
6.00 pm in the Swanmore Parish Council Offices, Hollythorns House,
New Road, Swanmore, Southampton.

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

WH19/55 To receive and accept apologies for non-attendance.

All members present.

WH19/56 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.

WH19/57 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH19/58 Public Session (for information only).

The Clerk reported:

Issue with the gates – Mr Wall instructed to undertake repairs.

Scarifying and rolling of wildflower meadow – Contractor to arrange.

Action: Clerk

WH19/59 To approve the minutes of the meeting of the 14th November 2019.

Resolved: to approve the minutes of the meeting of the 14th November 2019.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Clive

All in favour.

WH19/60 Actions Arising from the meeting of the 14th November 2019.

Noted.

WH19/61 Interim Internal Audit Report – April 2019 – September 2019.

To note the report from the Internal Auditor.

Resolved: to note the interim report from the Internal Auditor.

Proposed: Cllr Mrs Clive

Seconded: Cllr Mrs Marsh

All in favour.

- WH19/62** **To consider finance matters:**
i) To approve payments.
Resolved: to approve the payments.
Proposed: Cllr Mrs Clive
Seconded: Cllr Selway
All in favour.
- ii) To note Financial Position year to date.**
Resolved: to note Financial Position year to date.
Proposed: Cllr Rankine
Seconded: Cllr Mrs Marsh
All in favour.
- iii) Bank Reconciliation October 2019 and November 2019 for acceptance.**
Resolved: to accept the Bank Reconciliations October 2019 and November 2019.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Webb
All in favour.
- iv) To consider Cash Flow forecast.**
Resolved: to request the following funds from the Parish Councils:
Bishop's Waltham £5,000; Swanmore £2,500.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
All in favour. **Action: Clerk**
- WH19/63** **Section Signage.**
To consider options and costs.
Resolved: to purchase 6 mirror effect aluminium composite signs with 2 posts each from Archer Signs at a total cost of £700 + VAT.
Proposed: Cllr Rankine
Seconded: Cllr Howe
All in favour. **Action: Clerk**
- WH19/64** **Cemetery update (for information only).**
Noted.
- WH19/65** **Requests for future agenda items (for information only).**
Leaflet for Natural Burial Site. **Action: PC/Clerk**
- WH19/66** **Date of next meeting.**
Thursday 21st May 2020 at 6.00pm at the Jubilee Hall, Bishop's Waltham.
Post-Christmas clear up – 5.2.20 at 10.00am (19.2.20 if wet!).

There being no further business the meeting closed at 6.35pm.