

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

Minutes of the Meeting of the Committee  
Held in the Community Room at Steels Funeral Directors, Bishop's Waltham  
Thursday 3<sup>rd</sup> March 2022 at 6.00 pm

**Present:**

|                    |                   |               |
|--------------------|-------------------|---------------|
| Committee Members: | Cllr Mr A Rankine | Chairman      |
|                    | Cllr Mr A Webb    | Vice Chairman |
|                    | Cllr Mrs P Clive  |               |
|                    | Cllr Mr K Ford    |               |
|                    | Cllr Mrs J Marsh  |               |

Ex-officio Members: None

Non-Committee Members: None

|                     |              |                  |
|---------------------|--------------|------------------|
| Also in attendance: | Mrs L Edge   | Clerk            |
|                     | Mr C Curran  | Grave digger     |
|                     | Mr D Willett | Funeral Director |
|                     | Mr P Wall    | Groundsman       |

Members of the public: None

**WH094/21 To receive and accept apologies for non-attendance.**

Cllr Graff

**Resolved: to receive and accept the apologies for non-attendance as tabled.**

Proposed: Cllr Rankine

Seconded: Cllr Webb

All in favour.

**WH095/21 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.

**WH096/21 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH097/21 Public Session (for information only).**

Cllr Rankine reported that 6 trees from the neighbouring land had fallen onto the cemetery land. The Clerk was asked to contact the landowner to arrange removal.

**Action: Clerk**

**WH098/21 Grounds/Funeral Director Report.**

Mr Curran noted that the spoil heap was growing. The Clerk informed the Committee that she was due to meet the contractor for the works the following week.

Mr Wall updated the Committee on his proposals for the cemetery once he took over the responsibility for the grounds maintenance.

He added that the wildflower area would require scarifying soon. Clerk to investigate the hiring of a scarifier.

**Action: Clerk**

Noted that the new bin was full again. Agreed to monitor and request additional collections when required.

Cllr Webb informed the Committee that the lych gate was showing signs of damp/rotting on the side within the cemetery. Clerk to request a report/quote from the contractor.

**Action: Clerk**

Annual Meetings of the Parish – Clerk to prepare report for both Councils.

**Action: Clerk**

Memorial tree adjacent to natural burial site – would need to be relocated in the Autumn as it was directly beneath the power lines.

**Action: PW**

- WH099/21** **To approve the minutes of the meeting of the 27<sup>th</sup> January 2022.**  
**Resolved: to approve the minutes of the meeting of the 27<sup>th</sup> January 2022.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Mrs Marsh  
All in favour.
- WH100/21** **Actions Arising from the meeting of the 27<sup>th</sup> January 2022.**  
Noted.
- WH101/21** **Internal Audit Interim Report – to note the report.**  
**Resolved: to note the Internal Audit Interim Report.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Clive  
All in favour.
- WH102/21** **To consider finance matters:**  
**i) To approve payments made.**  
**Resolved: to approve payments made.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Webb  
All in favour.
- ii) Bank Reconciliation January 2022 for acceptance**  
**Resolved: to accept the Bank Reconciliation January 2022.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Mrs Marsh  
All in favour.
- iii) To note Financial Position year to date.**  
**Resolved: to note Financial Position year to date.**  
Proposed: Cllr Webb  
Seconded: Cllr Mrs Marsh  
All in favour.
- iv) To consider Cash Flow forecast.**  
The Clerk advised the Committee that an additional £1730 had been paid in since the report was produced.  
To date no funds had been received from the Parish Councils.
- WH103/21** **Risk Assessments.**  
**i) Risk Assessment of the Financial Systems internal controls – for acceptance**  
**Resolved: to accept the Risk Assessment of the Financial Systems internal controls and to approve the actions identified.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Mrs Marsh  
All in favour.
- ii) Covid Risk Assessment – for consideration.**  
**Resolved: to suspend the need for a Covid Risk Assessment but to monitor the situation and reinstate if considered necessary.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Rankine  
All in favour.
- WH104/21** **Contemplation Area – to consider actions.**  
Actions agreed:  
PW to clear path and re-gravel.  
Benches to be cleaned and oiled – summer job.  
Planting area to be prepared – shrubs agreed – Chaenomeles (Japanese Quince), Hebe and Hydrangea – Cllr Mrs Clive to advised on species.  
**Action: PC**

- WH105/21 Cremation packages – for consideration.**  
**Resolved: to approve the packages (to be updated to include re-opening costs).**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Clive  
All in favour.
- WH106/21 Cemetery update (for information only).**  
Noted.
- WH107/21 Requests for future agenda items (for information only).**  
i) Standing Orders and Financial Regulations for the Committee. **Action: Clerk**
- WH108/21 Date of next meeting.**  
14<sup>th</sup> April 2022 at 6pm in the Swanmore Parish Council offices.

There being no further business the meeting closed at 7:00pm.