

**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 Swanmore Parish Council Offices, Hollythorns House,  
New Road, Swanmore, SO32 2NW  
Thursday 14<sup>th</sup> April 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 P Wall	Groundsman

Members of the public: None

**WH109/21 To receive and accept apologies for non-attendance.**

Cllr Graft – family commitment.

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

Proposed: Cllr Mrs Clive

Seconded: Cllr Rankine

All in favour.

**WH110/21 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.

**WH111/21 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH112/21 Public Session (for information only).**

The Clerk reported the following:

- 2 complaints received concerning the maintenance of the cemetery – fallen trees, grass not cut. Noted that a contractor would be dealing with the trees in due course and Mr Wall would be undertaking the grass cutting next week (ride on mower being serviced).
- Unauthorised interment in pet cemetery and installation of a plaque. Clerk to send letter and invoice for the charge. Plaque to be rotated to correct positioning.

**Action: Clerk**

Cllr Webb reported a bench that needed refixing and requested that the grave digging equipment be moved to out of sight.

**Action: Clerk**

**WH113/21 Grounds/Funeral Director Report.**

Groundsman report on file.

The Clerk requested the purchase of a lawn mower for the groundsman – agreed (within delegated authority).

**Action: Clerk**

Grave digger reported no issues at the cemetery; soil conditioning and seeding to be undertaken in due course.

**WH114/21 To approve the minutes of the meeting of the 3<sup>rd</sup> March 2022.**

**Resolved: to approve the minutes of the meeting of the 3<sup>rd</sup> March 2022.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Clive

All in favour.

- WH115/21 Actions Arising from the meeting of the 3<sup>rd</sup> March 2022.**  
Noted.  
WH098/21 Noted as complete.  
WH107/21 No longer required.
- WH116/21 To consider finance matters:**  
**i) To approve payments made and to be paid.**  
**Resolved: to approve payments made and to be paid.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Webb  
All in favour.  
**ii) Bank Reconciliation February 2022 for acceptance**  
**Resolved: to accept the Bank Reconciliation February 2022.**  
Proposed: Cllr Ford  
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 Mrs Marsh  
Seconded: Cllr Rankine.  
All in favour.  
**iv) To consider Cash Flow forecast.**  
Noted – no action required.
- WH117/21 Cremation packages – for consideration.**  
**Resolved: to approve the cremation packages as tabled.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Rankine  
All in favour.
- WH118/21 Bench Request – for consideration.**  
**Resolved: to approve the bench request as tabled.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Mrs Marsh  
All in favour. **Action: Clerk**
- WH119/21 Cemetery update (for information only).**  
Noted.
- WH120/21 Requests for future agenda items (for information only).**  
i) Second cremation area  
ii) Terms of Reference for Committee.  
iii) Chair and Vice Chair election. **Action: Clerk**
- WH121/21 Date of next meeting.**  
Tuesday 31<sup>st</sup> May 2022, 6:00pm at the Jubilee Hall, Bishop's Waltham.
- WH122/21 Motion for confidential business:**  
The Chairman then moved:  
**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.**
- WH123/21 Lych Gate Repair quotation for consideration.**  
**Resolved: to accept the quotation of £925.00 from DM Building & Restoration for the repairs to the lych gate.**  
Proposed: Cllr Rankine  
Seconded: Cllr Mrs Marsh  
All in favour. **Action: Clerk**

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