

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 on Thursday 30th June 2022 at 6.00 pm

Present:

Committee Members:	Cllr Mr A Webb	Chairman
	Cllr Mr A Rankine	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

Prior to the meeting the Committee met for a site visit at the cemetery.

WH021/22 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 Marsh

Seconded: Cllr Mrs Clive

All in favour.

Apologies were also received from the Funeral Director and the Gravedigger.

WH022/22 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.

WH023/22 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH024/22 Public Session (for information only).

Cllr Mrs Marsh advised the Committee that she had received an email concerning the ground maintenance at the cemetery.

The Clerk had received an email from a resident concerning the planting of a memorial shrub in the contemplation area.

Memorial service agreed for 17.9.22 – Clerk to arrange.

Action: Clerk

WH025/22 Grounds/Funeral Director Report.

Mr Wall reported/commented on the following:

Catching up with maintenance; cleared vegetation from around benches.

Prior to the meeting Mr Wall and Mrs Edge had met on site with Mr Nicholson to discuss hedge/tree clearance in Section B. A five-year plan would be presented at the September meeting for approval.

Action: Clerk/PW

Mr Nicholson had agreed to cut the boundary hedging.

Hedging around pet cemetery and between sections A and C required topping – contractor to be arranged.

Action: Clerk

Seeds to be purchased in due course for the Natural Burial Site.

Action: Clerk

- WH026/22** **To approve the minutes of the meeting of the 31st May 2022.**
Resolved: to approve the minutes of the meeting of the 31st May 2022.
Proposed: Cllr Rankine
Seconded: Cllr Mrs Clive
All in favour.
- WH027/22** **Actions Arising from the meeting of the 31st May 2022.**
Noted.
WH040/21 (6) Tap – plumber to be asked to check and provide self-closing taps.
WH007/22 Groundsman extra hours – to be considered by BW's F, P & R Committee on 5.7.22.
- WH028/22** **To consider finance matters:**
i) To approve the Accounting Statements and note Internal Audit Report – year ending 31.3.22.
Resolved: to approve the Accounting Statements and note Internal Audit Report – year ending 31.3.22.
Proposed: Cllr Rankine
Seconded: Cllr Mrs Marsh
All in favour.
ii) To approve payments made.
Resolved: to approve payments made.
Proposed: Cllr Mrs Clive
Seconded: Cllr Rankine
All in favour.
iii) Bank Reconciliation April and May 2022 for acceptance
Resolved: to accept the Bank Reconciliation April and May 2022.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.
iv) To note Financial Position year to date.
Resolved: to note the Financial Position year to date.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
All in favour.
v) To consider Cash Flow forecast.
Noted - no action required at this time.
- WH029/22** **Committee Agreement – for review.**
The Clerk would review the agreement (ensure that Terms of Reference adhere to the agreement) and pass to Committee for consideration at next meeting. **Action: Clerk**
- WH030/22** **Second Cremation Area - for consideration.**
Actions agreed:
1. Obtain quotations for hedge planting for consideration at next meeting.
2. Mr Nicholson to cut and remove grass.
3. Plots to be pegged out. **Action: Clerk**
- WH031/22** **Natural Burial Site Hedge Planting – for consideration.**
Actions agreed:
1. Obtain quotations for hedge planting for consideration at next meeting.
2. Obtain quotations for installation of new gate for consideration at next meeting. **Action: Clerk**
- WH032/22** **Cemetery update (for information only).**
Noted.
- WH033/22** **Requests for future agenda items (for information only).**
Bench locations – Cllr Webb. **Action: Clerk**
- WH034/22** **Date of next meeting.**
Thursday 22nd September 2022, 6:00pm in the Jubilee Hall, Bishop's Waltham.

There being no further business the meeting closed at 6:45pm.