

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

Minutes of the Meeting of the Committee  
Held at Steels Funeral Directors, Victoria Road, Bishop's Waltham.  
On Thursday 19<sup>th</sup> January 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	

Also in attendance:	Mrs L Edge	Clerk
	Mr P Wall	Groundsman
	Mr D Willett	Steels
	Mr C Curran	Gravedigger
	Mr P Curran	Gravedigger

Members of the public:       None

**WH063/22       To receive and accept apologies for non-attendance.**  
All Committee members were present.

**WH064/22       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.

**WH065/22       To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**  
None relating to the business of the meeting.

**WH066/22       Public Session (for information only).**  
The Clerk informed the Committee that she was booked on a virtual Cemetery Safety training event on 15.3.23.

**WH067/22       Grounds/Funeral Director Report.**  
Mr Willett advised the Committee of the Government's Children's Funeral Fund for England.  
Mr Wall reported/commented on the following: beech hedge cutting; laurel clearing; pruning of beech tree near to power lines (identified in H & S report); bramble clearance around lych gate; skip ordered; topping up of graves; hedge planting for second cremation area – rotavator required.  
Other matters raised – clearing of bird boxes, issue with taps.  
Mr Curran reported/commented on the following: topping up of graves; spoil removal.

**WH068/22       To approve the minutes of the meeting of the 20<sup>th</sup> October 2022.**  
**Resolved: to approve the minutes of the meeting of the 20<sup>th</sup> October 2022.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Clive  
All in favour.

**WH069/22       Actions Arising from the meeting of the 20<sup>th</sup> October 2022.**  
Noted.

**WH070/22       To consider finance matters:**  
**i) To approve payments made.**  
**Resolved: to approve payments made.**  
Proposed: Cllr Rankine  
Seconded: Cllr Mrs Clive  
All in favour.

**ii) Bank Reconciliations September, October and November 2022 for acceptance Resolved: to accept the Bank Reconciliations for September, October and November 2022.**

Proposed: Cllr Mrs Clive

Seconded: Cllr Rankine

All in favour.

**iii) 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.

**iv) To consider Cash Flow forecast.**

Noted.

**Resolved: to request funds from the Parish Councils. Swanmore PC £2,000 and Bishop's Waltham PC £4,000.**

Proposed: Cllr Mrs Clive

Seconded: Cllr Rankine

All in favour.

**Action: Clerk**

Clerk to arrange new bank deposit account to hold funds in reserve for memorial repairs (£500) and path replacement (£2,000).

**Action: Clerk**

**WH071/22**

**Refurbishment of shed at Priory Park for consideration.**

**Resolved: to advise Bishop's Waltham Parish Council that the Committee still required the use of the shed at Priory Park.**

Proposed: Cllr Ford

Seconded: Cllr Mrs Clive

All in favour.

**Action: Clerk**

**WH072/22**

**Cemetery update (for information only).**

Noted.

**WH073/22**

**Requests for future agenda items (for information only).**

1) Quotations for replacement of gate (lych gate).

2) Charges for 2023.

**WH074/22**

**Date of next meeting.**

Thursday 16<sup>th</sup> February 2023 – 6:00pm – Swanmore PC offices.

Thursday 27<sup>th</sup> April 2023 – 6:00pm – Steels.

**WH075/22**

**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.**

**WH076/22**

**Quotations for consideration:**

**i) Path**

Quotation noted.

**Resolved: to start a reserve for the work on the path - £1,000 per annum from budget.**

Proposed: Cllr Webb

Seconded: Cllr Mrs Clive

All in favour.

**Action: Clerk**

**ii) New Gate**

**Resolved: to accept the quotation of £850.00 from GS Landscape & Tree Services.**

Proposed: Cllr Mrs Clive

Seconded: Cllr Ford

All in favour.

**Action: Clerk**

There being no further business the meeting closed at 7:01pm.