

**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 27<sup>th</sup> April 2023 at 6.00pm.

**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 C Curran	Gravedigger
	Mr P Curran	Gravedigger

Members of the public:       None.

**WH090/22       To receive and accept apologies for non-attendance.**

All Councillors were present.  
Apologies received from Mr Daryl Willett, Steels.

**WH091/22       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.

**WH092/22       To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH093/22       Public Session (for information only).**

No matters were raised.

**WH094/22       Grounds/Funeral Director Report.**

Mr Curran reported/commented on the following:  
Spoil would need to be moved in June or July after the hay has been cut; topping up completed.

Mr Wall reported/commented on the following:  
First part of 5-year trimming plan had been successful; laurels topped; cotoneaster to be cut back and reduced to 1m high; potting up of running roots of cotoneaster; grass cutting and weed spraying to be undertaken when weather permits.

Mr Wall referred to the change in opening/closing times for the cemetery and requested permission for the extra time needed. The Clerk confirmed that the budget included funds for this.

Mrs Edge then read out comments received from a visitor to the cemetery –  
“...we waylaid your Groundsman who was working there. We found him so positive and clearly knowledgeable about plants, trees and wildlife together with enthusiasm for his work and plans for the areas within the cemetery. It was a real pleasure to be able to talk with him and about the area we would need...”

The Committee agreed with the comments and thanked Mr Wall for his work at the cemetery.

**WH095/22       To approve the minutes of the meeting of the 16<sup>th</sup> February 2023.**

**Resolved: to approve the minutes of the meeting of the 16<sup>th</sup> February 2023.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Clive

All in favour who were present at the meeting.

- WH096/22**      **Actions Arising from the meeting of the 16<sup>th</sup> February 2023.**  
Noted.
- WH097/22**      **Internal Audit Report for West Hoe Cemetery 2022/23 (April 2022 – December 2022) – to note the report.**  
**Resolved: to note the report from the Internal Auditor for 2022/23 (April 2022 – December 2022).**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Rankine  
All in favour.
- WH098/22**      **To consider finance matters:**  
**i) To approve payments made.**  
**Resolved: to approve payments made.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Ford  
All in favour.  
**ii) Bank Reconciliations January and February 2023 for acceptance**  
**Resolved: to accept the Bank Reconciliations for January and February 2023**  
Proposed: Cllr Rankine  
Seconded: Cllr Mrs Clive  
All in favour.  
**iii) To note Financial Position year to date.**  
**Resolved: to note the Financial Position year to date.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Rankine  
All in favour.  
**iv) To consider Cash Flow forecast.**  
Noted.  
**v) Cash book for Savings Account.**  
Noted.
- WH099/22**      **Risk Assessment of the Financial Systems Internal Controls – for approval.**  
**Resolved: to approve the Risk Assessment of the Financial Systems Internal Controls for 2022/23.**  
Proposed: Cllr Rankine  
Seconded: Cllr Mrs Marsh  
All in favour.
- WH100/22**      **Health, Safety & Welfare Site Compliance Report – update on actions (for information only).**  
Noted.  
Notice to be placed on bench that cannot be repaired informing owners that it will be removed. **Action: Clerk**  
List of preferred makers/type of bench (BS standard) to be prepared for approval. **Action: Clerk**
- WH101/22**      **Charges for 2023/24 – to approve the charges.**  
**Resolved: to approve the charges for 2023/24.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Mrs Marsh  
All in favour.  
Reference to 'American style caskets' to be removed.
- WH102/22**      **Deposit transfers – for consideration.**  
**Resolved: to increase transfer amount to £2,000 per annum.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Webb  
All in favour.

- WH103/22 Cemetery update (for information only).**  
Noted.
- WH104/22 Requests for future agenda items (for information only).**  
1. New shed for groundsman's equipment.  
2. Specification for benches. **Action: Clerk**
- WH105/22 Date of next meeting.**  
Thursday 25.5.23 at 6:00pm at the Jubilee Hall (If available).
- WH106/22 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.**
- WH107/22 Quote for repainting of main cemetery gates – for consideration.**  
Mr Wall raised concerns about powder coating and suggested it would be sensible to have the gates sandblasted and primed and then employ a local painter to paint the gates. It was agreed to request a quote for sandblasting and priming only for consideration. **Action: Clerk**

There being no further business the meeting closed at 6:53pm.