

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 Ruby Room, The Jubilee Hall, Little Shore Lane, Bishop's Waltham
on Thursday 25th May 2023 at 6.00pm.

Present:

Committee Members: Cllr Mr A Webb
 Cllr Mr A Rankine
 Cllr Mrs P Clive
 Cllr Mr K Ford
 Cllr Mrs J Marsh

Also in attendance: Mrs L Edge Clerk
 Mr P Wall Groundsman

Members of the public: None

WH001/23 Election of the Chairman of the Committee (Swanmore PC Councillor).

Nomination: Cllr Mrs Clive

Resolved: to elect Cllr Mrs Clive as Chairman of the Committee.

Proposed: Cllr Rankine

Seconded: Cllr Mrs Marsh

All in favour.

WH002/23 Election of the Vice Chairman of the Committee (Bishop's Waltham PC Councillor)

Nomination: Cllr Webb

Resolved: to elect Cllr Webb as Vice Chairman of the Committee.

Proposed: Cllr Ford

Seconded: Cllr Mrs Marsh

All in favour.

WH003/23 To receive and accept apologies for non-attendance.

Cllr Woodman.

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

Proposed: Cllr Mrs Clive

Seconded: Cllr Mrs Marsh

All in favour.

WH004/23 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.

WH005/23 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH006/23 Public Session (for information only).

Cllr Webb suggested the Committee should consider forming a 'Friends of the Cemetery' group. Agreed to discuss at next meeting.

WH007/22 Grounds/Funeral Director Report.

Mr Wall reported/commented on the following: grass cutting issues – keeping on top of cutting with assistance from Cllr Webb; cremation areas complete; Section A works; negative comments on Facebook – but positive comments from visitors to the cemetery. Peter was thanked for all the work he was doing.

- WH008/23** **To approve the minutes of the meeting of the 27th April 2023.**
Resolved: to approve the minutes of the meeting of the 27th April 2023.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
All in favour who were present at the meeting.
- WH009/23** **Actions Arising from the meeting of the 27th April 2023.**
Noted.
WH100/22 – broken bench – owners to remove and repair or replace.
- WH010/23** **To consider finance matters:**
i) To approve payments made.
Resolved: to approve payments made.
Proposed: Cllr Rankine
Seconded: Cllr Ford
All in favour.
ii) Bank Reconciliation March 2023 for acceptance
Resolved: to accept the Bank Reconciliation March 2023
Proposed: Cllr Rankine
Seconded: Cllr Mrs Clive
All in favour.
iii) Bank Reconciliation Savings Account March 2023 for acceptance
Resolved: to accept the Savings Account Bank Reconciliation March 2023
Proposed: Cllr Rankine
Seconded: Cllr Mrs Clive
All in favour.
iv) To note Financial Position year to date.
Not available.
v) To consider Cash Flow forecast.
Noted. £3,700 VAT refund due.
vi) Cash book for Savings Account.
Noted.
- WH011/23** **Groundsman's Shed – for consideration.**
Agreed to obtain costs for the following:
8' x 12' shed
Wooden – stained green
Double doors
Concrete base (separate contractor) with anchor points.
Location – next to spoil storage area. **Action: Clerk**
- WH012/23** **Memorial Service 2023 – for consideration.**
16th September 2023 at 2:30pm.
Clerk to contact clergy – Swanmore, Methodists, St Peter's.
Invite to be sent to relatives of interments in 20/21/22/23
Details for Parish Magazines June/July. **Action: Clerk**
- WH013/23** **Correspondence for consideration.**
Spencer – Tree Request.
Resolved: to approve the request for a memorial tree (cherry) to be planted adjacent to the natural burial site.
Proposed: Cllr Webb
Seconded: Cllr Mrs Clive
All in favour.
- WH014/23** **Cemetery update (for information only).**
Noted.
- WH015/23** **Requests for future agenda items (for information only).**
1. Friends of the Cemetery Group
2. Costs for shed. **Action: Clerk**

WH015/23

Dates of next meetings.

Next meeting 22.6.23 – noted.

Future meetings:

Thursday 24th August 2023

Thursday 26th October 2023

Thursday 25th January 2024

WH016/23

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.

WH017/23

Quote for sandblasting and priming of main cemetery gates – for consideration.

Resolved: to approve the quote of £500 from A1 Powder Coatings Ltd.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Webb

All in favour.

Painting costs and welding work to be arranged.

Action: Clerk/Groundsman

There being no further business the meeting closed at 6:50pm.