

**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 Office, Hollythorns House,  
New Road Swanmore, SO32 2NW  
on Thursday 22<sup>nd</sup> June 2023 at 6.00pm.

**Present:**

Committee Members:	Cllr Mrs P Clive	Chairman
	Cllr Mrs J Marsh	
	Cllr Mr J Woodman	

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

Members of the public:       None

**WH018/23       To receive and accept apologies for non-attendance.**

Cllrs Rankine and Webb – family commitment.

Cllr Ford – work commitment.

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

Proposed: Cllr Mrs Marsh

Seconded: Cllr Woodman

All in favour.

**WH019/23       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.

**WH020/23       To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH021/23       Public Session (for information only).**

No members of the public were present.

**WH022/22       Grounds/Funeral Director Report.**

Mr Wall reported/commented on the following: thanked everyone who helped with grounds maintenance whilst he was off; cemetery maintenance now up to date.

**WH023/23       To approve the minutes of the meeting of the 25<sup>th</sup> May 2023.**

**Resolved: to approve the minutes of the meeting of the 25<sup>th</sup> May 2023.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Clive

All in favour who were present at the meeting.

**WH024/23       Actions Arising from the meeting of the 25<sup>th</sup> May 2023.**

Noted.

**WH025/23       To consider finance matters:**

**i) To approve the Accounting Statements and note Internal Audit Report – year ending 31.3.23.**

**Resolved: to approve the Accounting Statements and note the Internal Audit Report year ending 31.3.23.**

Proposed: Cllr Mrs Clive

Seconded: Cllr Mrs Marsh

All in favour.

**ii) To approve payments made.**

**Resolved: to approve the payments made.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Clive

All in favour.

**iii) Bank Reconciliations April and May 2023 for acceptance.**

**Resolved: to accept the Bank Reconciliations April and May 2023.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Woodman

All in favour.

**iv) Bank Reconciliation Savings Account April 2023 for acceptance.**

**Resolved: to accept the Bank Reconciliation Savings Account April 2023.**

Proposed: Cllr Mrs Clive

Seconded: Cllr Mrs Marsh

All in favour.

**v) To note Financial Position year to date.**

Noted.

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

Updated forecast provided.

Noted – no action required.

**vii) Cashbook for Savings Account.**

Noted.

**WH026/23**

**Bench Policy – for consideration.**

**Resolved: to approve the bench policy as tabled and add to the Burial Ground regulations.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Woodman

All in favour.

**Action: Clerk**

**WH027/23**

**Groundsman's Shed Options – for consideration.**

**Resolved: to purchase the apex shed from Shedstore at a cost of £979.99.**

**Quotes to be sought for the installation.**

Proposed: Cllr Mrs Clive

Seconded: Cllr Woodman

All in favour.

**Action: Clerk**

**WH028/23**

**Friends of the Cemetery Group – for consideration.**

The Chairman provided a draft of a poster for the proposal.

Suggested tasks – simple gardening tasks, organisation of the annual memorial service, assistance with working groups.

Agreed to publicise the proposal to ascertain interest in the proposal. Agenda item

October meeting.

**Action: Clerk**

**WH029/23**

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

Noted.

**WH030/23**

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

i) August meeting – quotes for hedge cutting.

ii) October meeting – Budget, Friends of Cemetery.

iii) August meeting - Pre-purchase of plots.

**Action: Clerk**

**WH031/23**

**Dates of next meeting.**

Thursday 24<sup>th</sup> August 2023.

Noted.

There being no further business the meeting closed at 6:41pm.