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, Jubilee Hall, Little Shore Lane, Bishop's Waltham on Thursday 24th August 2023 at 6.00pm.

Present:
Committee Members:Cllr Mrs P Clive
Cllr Mr K Ford
Cllr Mr S J Marsh
Cllr Mr A Rankine
Cllr Mr J WoodmanChairmanAlso in attendance:Mrs L Edge
Mr P WallClerk
Groundsman

Members of the public: None

WH032/23To receive and accept apologies for non-attendance.No apologies had been received from Councillors.Apologies were received from Mr Curran and representatives from Steels.

- WH033/23 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.
- WH034/23 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH035/23 Public Session (for information only).

No members of the public were present.

WH036/23 Grounds/Funeral Director Report.

Mr Wall reported/commented on the following: changes to ground maintenance works – use of other BWPC staff; problems with articles left on graves, planting on new grave (letter to be sent); sunken graves (Mr Curran aware); removal of wooden crosses once headstone in place; bench in Area A to be moved to allow access for lawnmower; hedge works to be undertaken 6.11.23. Tidy up session to be undertaken on 26.9.23 from 10:00am – notices to be arranged. Action: Clerk

Cllrs Rankine and Ford to assist with work on natural burial site on 3.10.23.

Action: AR/KF

WH037/23To approve the minutes of the meeting of the 22nd June 2023.
Resolved: to approve the minutes of the meeting of the 22nd June 2023.
Proposed: Cllr Woodman
Seconded: Cllr Mrs Marsh
All in favour who were present at the meeting.

WH038/23 Actions Arising from the meeting of the 22nd June 2023. Noted. PH30/23(ii) – budget 2024/25 – meeting to be arranged before next Committee meeting. Action: Clerk/PC/AW

WH039/23 To consider finance matters:

 i) To approve payments made.
 Resolved: to approve the payments made.
 Proposed: Cllr Ford
 Seconded: Cllr Mrs Clive
 All in favour.

ii) Bank Reconciliations June and July 2023 for acceptance. Resolved: to accept the Bank Reconciliations June and July 2023.

Proposed: Cllr Rankine Seconded: Cllr Woodman All in favour.

iii) Bank Reconciliations Savings Account May and June 2023 for acceptance. Resolved: to accept the Bank Reconciliations for the Savings Account May and June 2023. Proposed: Cllr Mrs Clive Seconded: Cllr Mrs Marsh All in favour.

iv) To note 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.

vi) Cashbook for Savings Account. Noted.

WH040/23 Job Description for the Clerk to the Committee – for consideration.
 Resolved: to approve the job description with minor changes as agreed.
 Proposed: Cllr Mrs Clive
 Seconded: Cllr Woodman
 All in favour.
 BWPC to be advised.

Action: Clerk

- WH041/23Grid Plan for Natural Burial Site for consideration.
Resolved: to approve the grid plan as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
All in favour.
- WH042/23Pre-purchase of plots for consideration.Following discussion the proposal was withdrawn.
- WH043/23 Cemetery update (for information only). Noted.
- WH044/23 Requests for future agenda items (for information only). i) Budget 2024/25.

WH045/23 Dates of next meeting. Thursday 26th October 2023 at the Swanmore Parish Council Office. Noted.

- WH046/23 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.
- WH047/23 Groundsman's Shed update and installation quotations for consideration.
 Resolved: to defer consideration of this matter until 2024 costs to be included in the 2024/25 budget.
 Proposed: Cllr Mrs Clive
 Seconded: Cllr Mrs Marsh
 All in favour.

WH048/23 Clerk's Report for consideration. Resolved: to note the report but not to consider the installation of CCTV or other security equipment at the cemetery. Proposed: Cllr Mrs Marsh Seconded: Cllr Mrs Clive All in favour.

There being no further business the meeting closed at 6:40pm.