

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 4th April 2024 at 6.00pm.

Present:

Committee Members:	Cllr Mrs P Clive	Chairman
	Cllr Mr A Webb	Vice Chairman
	Cllr Mrs J Marsh	
	Cllr Mr A Rankine	
	Cllr Mrs T Conduct	

Also in attendance:	Mrs L Edge	Clerk
	Mr P Hutchings	BW Steels

Members of the public: None

WH090/23 To receive and accept apologies for non-attendance.

Cllr Woodman – family commitment.

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

Proposed: Cllr Mrs Marsh

Seconded: Cllr Rankine

As BWPC had not yet approved the appointment of Cllr Mrs Conduct to this Committee, Cllr Mrs Clive proposed that Cllr Mrs Conduct should be co-opted for this meeting, this was seconded by Cllr Webb. All in favour.

Other apologies received from Mr Wall.

WH091/23 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.

WH092/23 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH093/23 Public Session (for information only).

No members of the public were present.

WH094/23 Grounds/Funeral Director Report.

Mr Hutchings noted the new charges with effect from 1.4.24 and added that these now brought West Hoe in line with other cemeteries in the area.

WH095/23 To approve the minutes of the meeting of the 25th January 2024.

Resolved: to approve the minutes of the meeting of the 25th January 2024.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Rankine

All in favour.

WH096/23 Actions Arising from the meeting of the 25th January 2024.

Noted.

WH075/23 Cost for top soil £75 per ton bag, 5 bags needed. £375.00 approved.

WH084/23 Drainage solution for lych gate – one quote received, two more being sought.

J. Marsh
21-07-24

- WH097/23** To consider finance matters:
i) To approve payments made.
Resolved: to approve the payments made.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Rankine
All in favour.
- ii) Bank Reconciliations December 2023, January 2024 and February 2024 for acceptance.**
Resolved: to accept the Bank Reconciliations for December 2023, January 2024 and February 2024.
Proposed: Cllr Rankine
Seconded: Cllr Mrs Conduct
All in favour.
- iii) Bank Reconciliation Savings Account December 2023, January 2024 and February 2024 for acceptance.**
Resolved: to accept the Bank Reconciliations Savings Account for December 2023, January 2024 and February 2024
Proposed: Cllr Rankine
Seconded: Cllr Mrs Conduct
All in favour.
- iv) To note Financial Position year to date.**
Resolved: to note the Financial Position year to date.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.
- v) To consider Cash Flow forecast.**
Noted – no action required.
- vi) Cashbook for Savings Account.**
Noted.
- WH098/23** **Internal Auditor Report – for acceptance.**
Resolved: to accept the Internal Auditor Report.
Proposed: Cllr Mrs Clive
Seconded: Cllr Webb
All in favour.
- WH099/23** **Financial Risk Assessment – for approval.**
Resolved: to approve the Financial Risk Assessment Year ending March 2024.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.
- WH100/23** **Pet Cemetery – update and to consider further actions.**
Update noted.
Resolved: to reduce costs to £20 per plot; £50 per plot + plaque; £40 for later plaque.
Proposed: Cllr Mrs Clive
Seconded: Cllr Rankine
All in favour.
Clerk to contact pet crematorium in area and provide leaflets. **Action: Clerk**
- WH101/23** **Request for tree in Natural Burial Site – for consideration.**
Resolved: to approve the request for a tree on boundary of Natural Burial Site. Clerk to meet with family to confirm location and species.
Proposed: Cllr Mrs Clive
Seconded: Cllr Rankine
All in favour. **Action: Clerk**
- WH102/23** **Cemetery Tidy – to agree a date.**
Monday 15th April at 10:00am. **Action: All**
- WH103/23** **Cemetery update (for information only).**
Noted.

J. Marsh 21.04.24

WH104/23 Requests for future agenda items (for information only).

1. BW Staff Contract
2. Chair/Vice Chair
3. Insurance clarification.

Action: Clerk

WH105/23 Dates of next meeting.

Thursday 16th May 2024 at 6:00pm in the Jubilee Hall.

WH106/23 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.

WH107/23 Correspondence for consideration.

Discussion points:

Emails sent 8.2.24 – no response from one party.

Legal advice received.

Previous actions by parties involved and Committee councillors.

Impact on office staff.

Cllr Webb left the meeting.

Resolved: response to correspondent and other party to be drafted for approval by Committee members. Cllr Webb to speak to family member in due course. CCTV to be considered for lych gate.

Proposed: Cllr Mrs Clive

Seconded: Cllr Mrs Conduct

All in favour.

Action: Clerk/AW

There being no further business the meeting closed at 7:25pm.

J. Marshall 21st July 2024