

**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 the Jubilee Hall, Little Shore Lane, Bishop's Waltham  
on Thursday 25<sup>th</sup> July 2024 at 6.00pm.

**Present:**

Committee Members:

Cllr Conduct	
Cllr Campbell-Gurry	
Cllr Marsh	Chairman
Cllr Newhouse	Vice Chairman
Cllr Wood	
Cllr Woodman	

Also in attendance:

Mr P Hutchings	BW Steels
Mr P Wall	Groundsman
Mrs C Wilkinson	Clerk

Members of the public: None

**WH030/24 To receive and accept apologies for non-attendance**

All Councillors were present.  
Other apologies had been received from Mr C Curran (gravedigger).

**WH031/24 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.

**WH032/24 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH033/24 Public Session**

The Clerk reported that a headstone had been removed earlier in the day at the request of the plot owner. A replacement headstone was expected to be installed in due course.

**WH034/24 Grounds/Funeral Director Reports**

Mr Hutching passed on a request from Mr Curran for more topsoil to be ordered, the Clerk reported that one tonne had recently been ordered. More was likely to be required, Mr Curran would be consulted. **ACTION: Clerk**

Mr Wall reported difficulties with maintaining section C in particular, due to non-compliant items and planting and the placement of heavy urns that made mowing the area more challenging and time consuming.

To address this matter the Clerk was to check existing standard letters to see whether a suitable letter already existed, to remind relevant plot owners of the cemetery rules and regulations. **ACTION: Clerk**

**WH035/24 To approve the minutes of the meeting of the 4<sup>th</sup> April 2024.**

The two councillors in attendance at this meeting approved these minutes.

**Resolved: to approve the minutes of the meeting of the 4<sup>th</sup> April 2024.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Conduct**

All in favour who were present at the meeting.

**WH036/24 To approve the minutes of the meeting of the 11<sup>th</sup> July 2024.**

**Resolved: to approve the minutes of the meeting of the 11<sup>th</sup> July 2024.**

**Proposed: Cllr Woodman**

**Seconded: Cllr Conduct**

All in favour who were present at the meeting.

- WH037/24 Actions Arising from the meeting of the 11<sup>th</sup> July 2024.**  
 Noted.  
 WH025/24 – The key section of the cemetery rules and regulations were displayed on the cemetery noticeboard, there was not sufficient space for the whole document.  
 A new action item would be created to help familiarise new committee members with the cemetery processes in relation to burial and interments. **ACTION: Clerk**
- WH038/24 To consider finance matters:**  
**i) To approve payments for authorisation.**  
**Resolved: To approve the payments tabled to a total amount of £5,704.92.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Woodman**  
 All in favour.  
 Information about account signatories would be brought to the next meeting for consideration of appropriate additions and removals. **ACTION: Clerk**  
**ii) Bank Reconciliations April 2024 and May 2024 for acceptance.**  
**Resolved: To accept the Bank Reconciliations for April 2024 and May 2024.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Campbell-Gurry**  
 All in favour.  
**iii) Bank Reconciliation Savings Account April 2024 and May 2024 for acceptance.**  
**Resolved: To accept the Bank Reconciliations Savings Account for April 2024 and May 2024.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Campbell-Gurry**  
 All in favour.  
**iv) To note Financial Position year to date.**  
**Resolved: To note the Financial Position year to date.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Campbell-Gurry**  
 All in favour.  
**v) To consider Cash Flow forecast.**  
 The Income and Expenditure Forecast provided was noted – no action required.  
**vi) Cashbook for Savings Account.**  
 This document had not been included in the meeting papers, due to the Finance Manager's assessment that this would be duplication of item iii).
- WH039/24 Rota for Councillor visits to Cemetery – for consideration**  
 The tabled frequency of visits was agreed to be sufficient, with the possibility to increase regularity in the future if required.  
**Resolved: To approve the tabled rota for Councillor visits to the Cemetery.**  
**Proposed: Cllr Conduct**  
**Seconded: Campbell-Gurry**
- WH040/24 Cemetery Update – for information only**  
 Noted.
- WH041/24 Requests for future agenda items**  
 Quotations for required works
- WH042/24 Date of next meeting.**  
 Thursday 26<sup>th</sup> September 2024 at the Swanmore Parish Council offices.
- WH043/24 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.**
- WH044/24 Quotation for Removal of Spoil – for consideration**  
**Resolved: To accept the quotation received for the removal of excess spoil from the Cemetery up to the cost of £700 before VAT, conditional upon the Clerk confirming that it was permissible to remove spoil from an area of consecrated ground.**

**Proposed: Cllr Newhouse**  
**Seconded: Cllr Marsh**  
**All in favour.**

**ACTION: Clerk**

**WH045/24**     **Correspondence – for consideration**  
This agenda item had been withdrawn.

**WH046/24**     **Clerk's Report – for consideration**  
Noted.

There being no further business the meeting closed at 6:48pm.

DRAFT