

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 11th July 2024 at 5.00pm.

Present:

Committee Members; Cllr Conduct
 Cllr Campbell-Gurry
 Cllr Marsh
 Cllr Woodman

Also in attendance: Mrs McKenzie Locum Clerk
 Mrs Wilkinson BWPC Administration Officer

Members of the public: None

WH019/24 To receive and accept apologies for non-attendance

Cllr Newhouse – family commitments
Cllr Wood – family commitments

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

Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour.

WH020/24 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.

WH021/24 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH022/24 Public Session

No members of the public were present.

WH023/24 To approve the minutes of the meeting of the 25th May 2024.

The two councillors in attendance at this meeting and the meeting of 25th May 2024 approved these minutes

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

Proposed: Cllr Woodman
Seconded: Cllr Conduct

It was noted that the previous meeting minutes of the 4th April 2024 had not been approved. These minutes would be added to the action list and brought to the next meeting on 25th July 2024 for consideration and approval.

WH024/24 Actions Arising from the meeting of the 25th May 2024.

Noted. There were a number of actions outstanding. The previous Clerk and Cemetery Groundsman would be asked for updates on these actions to feedback to the Committee and new Clerk in time for the next meeting to review and progress as appropriate.

WH025/24 Cemetery update

A number of photographs were presented in the papers for the meeting highlighting extra decoration on a number of plots which did not comply with the Committee regulations. It was acknowledged as a sensitive subject for plot holders/families and the standard letter would be sent which offered diplomatic advice and support.

J. Marshall 21/07/24

Resolved:

- i) To send standard letters to plot holders advising them about cemetery rules and how to address such in accordance with these agreed regulations.
- ii) To create a rota for councillors to carry out a site check monthly to ensure regulations were being adhered to.
- iii) To gather quotations for lockable posts and installation thereof

Proposed: Cllr Woodman

Seconded: Cllr Marsh

All in favour

ACTION: Locum Clerk/Clerk to the Committee

It was also requested that the process of using the cemetery (i.e. application form, rules acknowledgement document, burial and stone positioning, standard letters used) was clearly explained to the new Committee members and Clerk for clarity and consistency going forward.

ACTION: Meeting to be scheduled for a full handover of information

ACTION: Mrs Edge (Previous Clerk) and Clerk to the Committee

ACTION: Check cemetery noticeboard has rules and regulations posted

ACTION: Locum Clerk/ Clerk to the Committee/ WHCMC Cllrs

WH026/24

Requests for future agenda items

Review of 'Memorandum of Agreement' made 1.4.1981 and amended 22.9.2022
Grounds Maintenance Contract

WH027/24

Date of next meeting.

Thursday 25th July 2024 at the Swanmore Parish Council offices.

WH028/24

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.

WH029/24

Staffing Matters – for consideration.

Clerk to the Committee

The Committee considered the opportunity to internally appoint a Clerk to the Committee, as an update to the previously proposed Administration Officer to be advertised at the last meeting.

Resolved:

- i) to approve the appointment of Mrs Catherine Wilkinson as Clerk to the Committee as per the job description tabled, with financial tasks allocated to the Bishop's Waltham Parish Council Finance Manager
- ii) to approve the 5 notional working hours per week and review in six months' time
- iii) to approve Mrs Edge to continue to manage the funerals and memorial applications at the agreed charge until the Clerk to the Committee formally took over the role.

Proposed: Cllr Marsh

Seconded: Cllr Conduct

All in favour.

ACTION:

- i) (as above) to schedule a handover meeting with Mrs Edge and agree a formal start date for Mrs Wilkinson
- ii) To schedule a review date of January 2025 to consider hours required for the role (clerking and finance tasks)

ACTION: Locum Clerk/Clerk to the Committee

There being no further business the meeting closed at 5:50pm.

J. Marsh 21/07/24