

**WEST HOE CEMETERY MANAGEMENT COMMITTEE**  
**Swanmore Parish Council Office, New Road, Swanmore. SO32 2NW**

Minutes of the Meeting of the Committee held at the Swanmore Parish Council Office, Hollythorns House,  
New Road, Swanmore, SO32 2NW on Thursday 12<sup>th</sup> June 2025 at 6.00pm.

**Present:**

Committee Members:	Cllr Campbell-Gurry	
	Cllr Conduct	
	Cllr Marsh	Outgoing Chairman
	Cllr Newhouse	Outgoing Vice Chairman, Incoming Chairman
	Cllr Williams	Incoming Vice Chairman
	Cllr Woodman	

Also in attendance:	Mr P Wall	Groundsperson
	Mrs C Wilkinson	Clerk

Members of the public: 1

- WH001/25 Election of Chairman (Swanmore Parish Council Councillor).**  
**Resolved: To elect Cllr Newhouse as Chairman of the Committee.**  
**Proposed: Cllr Woodman**  
**Seconded: Cllr Marsh**  
**All in favour.**
- WH002/25 Election of Vice Chairman (Bishop's Waltham Parish Council Councillor).**  
**Resolved: To elect Cllr Williams as Vice Chairman of the Committee.**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Newhouse**  
**All in favour.**
- WH003/25 To receive and accept apologies for non-attendance**  
All councillors were present. Apologies had been received from Mrs Fisher, Finance Manager.
- WH004/25 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.
- WH005/25 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**  
None relating to the business of the meeting.
- WH006/25 Public Session**  
The member of public present asked the Committee to reconsider their headstone application and the information they had supplied prior to the meeting regarding other headstones already installed at the cemetery.
- WH007/25 Grounds/Funeral Director Reports**  
The Groundsman reported was progressing with the process of reducing the height of hedges within the Cemetery such that they would be more easily maintainable in the future. A contractor had undertaken some work recently on site to this end and further assistance from a contractor would be requested in the autumn.
- The gravediggers had raised whether, where families were not using the services of a Funeral Director, the Committee could include the gravedigging fee in their invoice to then subsequently to be paid to the gravedigger. This would be brought to the Committee as a future agenda item.

**ACTION: Clerk**

At this point, the groundsman left the meeting.

- WH008/25** To approve the minutes of the meeting of the 3<sup>rd</sup> April 2025.  
**Resolved:** To approve the minutes of the meeting of the 3<sup>rd</sup> April 2025.  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Campbell-Gurry  
**All in favour.**
- WH009/25** **Actions Arising from the meeting of the 3<sup>rd</sup> April 2025.**  
The Clerk had gathered some prices for the small welding task required to repair the Cemetery entrance gates. This was currently ongoing.
- WH010/25** **To consider finance matters:**  
**i) Payments Schedule for Authorisation – to approve payments**  
**Resolved:** To approve the payments tabled to a total amount of £8,978.60.  
**Proposed:** Cllr Newhouse  
**Seconded:** Cllr Williams  
**All in favour.**
- ii) Bank Reconciliations for March 2025 – to note the review by the Chairman**  
Noted.
- iii) Balance Sheet – to note current position**  
Noted.
- iv) Income and Expenditure Forecast – to note current position**  
Noted.
- v) Cost Centre Report – to note current position**  
Noted.
- vi) Annual Recharges – for approval**  
The charge relating to the Rialtas system would be clarified at the request of the Committee. **ACTION: Finance Manager**  
**Resolved:** With the exception of the charge relating to the Rialtas Financial System, to approve the charges as tabled.  
**Proposed:** Cllr Newhouse  
**Seconded:** Cllr Woodman  
**All in favour.**
- vii) Annual Investment Report 2024/2025**  
Noted.
- viii) Financial Risk Assessment – Year Ending 31<sup>st</sup> March 2025 – for approval**  
Upon consideration of the risk assessment, it was agreed it would be appropriate to review the risk assessment at the outset of financial years. This would be reported to the Finance Manager for further action for the 2025/2026 fiscal year. **ACTION: Clerk/Finance Manager**  
**Resolved:** To approve the tabled Financial Risk Assessment for the year ending 31<sup>st</sup> March 2025.  
**Proposed:** Cllr Newhouse  
**Seconded:** Cllr Marsh  
**All in favour.**
- WH011/25** **Annual Return Accounting Statements for Financial Year ending 31<sup>st</sup> March 2025 – to note and approve**  
**Resolved:** To note and approve the Annual Return for the financial year ending 31<sup>st</sup> March 2025.  
**Proposed:** Cllr Newhouse  
**Seconded:** Cllr Marsh  
**All in favour.**
- WH012/25** **Internal Auditor's Report – 2024/2025 – to receive and consider**  
A meeting would be arranged with representatives of both Parish Council's and Responsible Financial Officers to consider the structure of the Committee's financial reporting structure going forwards. **ACTION: Clerk**

**Resolved:** To receive the report, note the findings and to refer to Bishop's Waltham and Swanmore Parish Councils for further consideration.

**Proposed:** Cllr Woodman

**Seconded:** Cllr Conduct

**All in favour.**

- WH013/25**      **Charges for Memorial Applications and Notice of Interment Fees – for consideration**  
**Resolved:** That fees for memorial applications and interments would be determined by the date on which the relevant Memorial Application or Notice Of Interment form was received by the Clerk to the Committee.  
**Proposed:** Cllr Campbell-Gurry  
**Seconded:** Cllr Williams  
**All in favour.**
- WH014/25**      **Updated Cemetery Regulations – for approval**  
**Resolved:** To approve and adopt the updated West Hoe Cemetery Regulations as tabled.  
**Proposed:** Cllr Newhouse  
**Seconded:** Cllr Williams  
**All in favour.**
- At this point, Councillor Williams left the meeting.
- WH015/25**      **Memorial Service Report – for information**  
Noted. The service was considered to have gone well. A similar service would be organised by the Committee to take place in the spring of 2026.
- WH016/25**      **Animal and Plant Health Agency Annual Compliance Visit – for information**  
Noted.
- WH017/25**      **Memorial Bench Request – for approval**  
**Resolved:** To approve the memorial bench request received from Mrs Nicholson for a memorial bench to be located in the tabled position within Section C of the cemetery.  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Woodman  
**All in favour.**
- WH018/25**      **Request to Carry Out Tree Works in the Cemetery – for information**  
Noted.
- WH019/25**      **Cemetery Update – for information**  
Noted.
- WH020/25**      **Requests for future agenda items**  
Shed Costs  
Register of memorial trees
- WH021/25**      **Date of next meeting – Thursday 10<sup>th</sup> July.**
- WH022/25**      **Clerk's Report – for consideration**  
The applicant for the headstone had supplied photographs of a memorial that was wider than the Cemetery Regulations, but this was observed to be the base of memorial rather than that the main headstone itself. The application had been given full consideration by the Committee during three different meetings, and during the review of the Cemetery Regulations, the option of applying for a ledger had been added to provide plot owners with alternative options for including larger quantities of text should they wish.  
Advice would be sought from a stonemason regarding whether ledgers narrower than the casket or coffin occupying the grave, could be installed safely. **ACTION: Clerk**  
**Resolved:** Although the Committee were disappointed that on this occasion, they had not been able to accommodate the plot owner's preferred headstone design, the Committee would not permit the headstone application under consideration.  
**Proposed:** Cllr Newhouse  
**Seconded:** Cllr Woodman  
**All in favour.**

At this point, the member of the public left the meeting.

**WH023/25**

**Motion for Confidential Business**

**On completion of the above business the following motion will be moved:**

**'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.**

**WH024/25**

**Quotations for Tree Works – for consideration**

**Resolved: To appoint M.C Tree Care to undertake the removal of tree stumps as tabled at a cost of £450.00 (excluding VAT).**

**Proposed: Cllr Marsh**

**Seconded: Cllr Campbell-Gurry**

**All in favour.**

There being no further business the meeting closed at 7:10pm.

DRAFT