



An Extra-Ordinary Meeting of the West Hoe Cemetery Management Committee
will be held in the Ruby Room at the Jubilee Hall, Little Shore Lane,
Bishop's Waltham, SO32 1ED
on Thursday 11th July 2024 at 5.00pm.

The meeting will be open to the press and public unless the Committee direct otherwise.
All papers/reports are available from the Council offices (except where classified as confidential).

Agenda

1. To receive and accept apologies for non-attendance.
2. To receive any Declarations of Disclosable Pecuniary interests relating to items on this agenda.
3. To receive any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
4. Public Session (*for information only*).
5. Approval of the minutes of the meeting of the 23rd May 2024.
6. Actions Arising from the meeting of the 23rd May 2024.
For information only.
7. Cemetery update – *for consideration*.
8. Requests for future agenda items (*for information only*).
9. Date of next meeting – 25th July 2024.
10. Motion for confidential business:
The following motion will be moved on the completion of the above business: 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.
11. Staffing Matters – *for consideration*.

E McKenzie
Locum Clerk to the Committee
1.7.24

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 23rd May 2024 at 6.00pm.

Present:

Committee Members: Cllr Mrs T Conduct
Cllr Mr C Newhouse
Cllr Mr J Woodman

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

Members of the public: None

WH001/24 Election of Chairman (BWPC Councillor).

Resolved: to elect Cllr Mrs Marsh as Chairman of the Committee.

Proposed: Cllr Mrs Conduct
Seconded: Cllr Woodman
All in favour.

WH002/24 Election of Vice Chairman (SPC Councillor).

Resolved: to elect Cllr Newhouse as Vice Chairman of the Committee.

Proposed: Cllr Woodman
Seconded: Cllr Mrs Conduct
All in favour.

Cllr Newhouse took the Chair.

WH003/24 To receive and accept apologies for non-attendance.

Cllr Mrs Marsh; Cllr Mrs Wood, Cllr Campbell-Gurry- family commitments.

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

Proposed: Cllr Woodman
Seconded: Cllr Mrs Conduct
All in favour.

Other apologies received from Mr C Curran, Mr P Curran and Mr Wall.

WH004/24 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.

WH005/24 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH006/24 Public Session (for information only).

No members of the public were present.

WH007/24 Grounds/Funeral Director Report.

Mr Hutchings – nothing to report at this time.

WH008/24 To approve the minutes of the meeting of the 4th April 2024.

Deferred to next meeting.

WH009/24 Actions Arising from the meeting of the 4th April 2024.

Noted.

- WH010/24** **To consider finance matters:**
i) Accounts Y/E 31.3.24 for approval and Internal Auditor's Report for acceptance.
Resolved: to approve the Accounts Y/E 31.3.24 and to accept the Internal Auditor's Report.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Woodman
All in favour.
ii) To approve payments made since last meeting.
Resolved: to approve payments made since last meeting.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Woodman
All in favour.
iii) Bank Reconciliation March 2024 for acceptance.
Resolved: to accept the Bank Reconciliation March 2024.
Proposed: Cllr Woodman
Seconded: Cllr Mrs Conduct.
All in favour.
iv) Bank Reconciliation Savings Account March 2024, for acceptance.
Resolved: to accept the Bank Reconciliation Savings Account March 2024.
Proposed: Cllr Woodman
Seconded: Cllr Mrs Conduct
All in favour.
v) To note Financial Position year to date.
Noted.
vi) To consider Cash Flow forecast.
Noted – no action required.
vii) Cashbook for Savings Account.
Noted.
- WH011/24** **Bench Request – for consideration.**
Resolved: to approve the bench request as tabled but to request concrete slabs to match others on site. To appoint family member to install bench once insurance is checked.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Woodman
All in favour.
- WH012/24** **Insurance Clarification – for consideration.**
Noted – to request costs for adding criminal damage cover to the policy.
Action: Admin Officer
- WH013/24** **Cemetery update (for information only).**
Noted.
- WH014/24** **Requests for future agenda items (for information only).**
i) Appointment of outside grounds maintenance contractor.
ii) BWPC Contract.
- WH015/24** **Date of next meeting.**
Thursday 25th July 2024 at the Swanmore Parish Council offices.
- WH016/24** **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.
- WH017/24** **Memorials – for consideration.**
1. To send letter to family advising them that the installation did not meet with the cemetery's regulations. **Action: Admin Officer**
2. To send emails as agreed at previous meeting to both parties.
Proposed: Cllr Woodman
Seconded: Cllr Mrs Conduct.
All in favour. **Action: Admin Officer**

WH018/24

Staffing Matters – for consideration.

1. **BW Contract** – to be considered at next meeting.
2. **Clerk to the Committee.**

Resolved: to note the resignation of the Clerk; to approve the advert and job description (changing title to Administration Officer) and to approve the proposal for Mrs Edge to continue to manage the funerals and memorial applications at the agreed charge.

Proposed: Cllr Newhouse

Seconded: Cllr Mrs Conduct.

All in favour.

There being no further business the meeting closed at 7:30pm.

West Hoe Cemetery Management Committee

Actions Arising from the meeting of the 23.5.24

Minute Number	Subject	Date for completion	Action by	Notes
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	Admin Officer/Grounds	i) Complete - no longer reqd ii) Complete - grass cut and removed iii) Plots to be pegged
WH050/22	Second Cremation Area - actions to be progressed	Ongoing	Admin Officer/PW	Weedkilling and planting to be undertaken.
WH017/23	Gates - actions to be progressed	Ongoing	Admin Officer/PW	PW to arrange repairs to gate before repainting
WH075/23	(1) Lych gate repairs - contractor to be sought. (2) Pet cemetery fence - Clerk to meet with groundsman. (5) Order skip.	Jul-24	Admin Officer	1) To be actioned 2) Partially complete - chased 22.5.24 5) Complete
WH083/23	Second Cremation Area - obtain costs for paving slabs	Jul-24	Admin Officer	
WH084/23	Drainage solution for lych gate	Jul-24	Admin Officer	Awaiting quotes - one received
WH012/24	Insurance costs for criminal damage	Jul-24	Admin Officer	
WH017/24	Memorial 1 - letter to be sent	Complete	Clerk	
WH017/24	Memorial 2 - emails to be sent	Complete	Clerk	

WEST HOE CEMETERY MANAGEMENT COMMITTEE

11th July 2024

Agenda Item – Cemetery Update – for consideration

Please find attached photographs recently taken at the Cemetery.

Proposal: To consider whether or not to apply the Committee conditions of use for the Cemetery and suggest any other recommendations for action

Cllr Judy Marsh

Committee Chairman

4.7.24





