



**A 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 3rd April 2025 at 6.00pm.**

**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 13th March 2025.
6. Cemetery Regulations Review – *for consideration*.
7. Requests for future agenda items (*for information only*).
8. Date of next meeting – 15th May 2025

C. Wilkinson
Clerk to the Committee
26.03.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Ruby Room, The Jubilee Hall, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee held in the Ruby Room of the Jubilee Hall, Little Shore Lane,
Bishop's Waltham, SO32 1ED on Thursday 13th March 2025 at 6pm.

Present:

Committee Members;	Cllr Conduct	
	Cllr Marsh	Chairman
	Cllr Newhouse	Vice Chairman
	Cllr Williams	

Also in attendance:	Mrs H Fisher	BWPC Finance Manager
	Mr P Wall	Groundsperson
	Mrs C Wilkinson	Clerk

Members of the public: 0

- WH120/24** **To receive and accept apologies for non-attendance**
Councillor Campbell-Gurry - Family commitments
Councillor Woodman - Family commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Marsh
Seconded: Cllr Conduct
All in favour.
- WH121/24** **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.
- WH122/24** **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.
- WH123/24** **Public Session**
An email had been received from a member of the public who wished to pass on their thanks to the team who maintained the cemetery and to compliment its current condition.
- WH124/24** **Grounds/Funeral Director Reports**
Four members of the grounds team had been present at the cemetery earlier in the day as weather and ground conditions had be favourable to getting several tasks done on site.
- WH125/24** **To approve the minutes of the meeting of the 26th February 2025.**
Resolved: To approve the minutes of the meeting of the 26th February 2025.
Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour.
- WH126/24** **Actions Arising from the meeting of the 26th February 2025.**
The Bishop's Waltham's Men's Shed would be approached to see whether they could assist with the repair that was required to the metal gates at the entrance of the cemetery. **ACTION: Clerk**
- WH127/24** **To consider finance matters:**
i) To approve payments for authorisation.
Resolved: To approve the payments tabled to a total amount of £2,670.21.
Proposed: Cllr Williams
Seconded: Cllr Conduct
All in favour.

ii) Bank Reconciliations for December 2024 and January and February 2024 – to note the review by the Chairman

Noted.

iii) Income and Expenditure Forecast – to note current position

Noted.

iv) Cost Centre Report – to note current position

Noted. Quotations would be gathered to give a preliminary cost for the planned extension of the cemetery paths.

ACTION: Clerk

v) Ear Marked Reserves – Year End 2024/25 – for approval

Resolved: To approve the proposed transfers to Earmarked Reserves, £10,000 for path works and £6,000 to a groundsman's shed.

Proposed: Cllr Newhouse

Seconded: Cllr Marsh

All in favour.

WH128/24

Cemetery Charges for 2025/26 – for consideration

The correspondents would be advised that they were welcome to bring a camping chair with them for use during their visits.

Resolved:

i) To apply an increase of 5% to all the tabled cemetery charges (and to round prices up to the nearest whole pound), with the exception of children's burial fees which would not be subject to any increase.

ii) The first age grouping for children's burial costs would be modified from 29 days – 5 years (current), to 29 days – 10 years, and the second grouping from 6 – 18 years (current) to 11 - 18 years.

Proposed: Cllr Newhouse

Seconded: Cllr Williams

All in favour.

At this point the Finance Manager and Groundsperson left the meeting.

WH129/24

Review of Cemetery Regulations – for consideration

The tabled updates to the cemetery regulations were reviewed and edited as appropriate. The updated draft of the regulations would be distributed to members and reviewed at the next meeting of the Committee on 3rd April. In particular, the matter of ledgers was to be revisited.

ACTION: Clerk

Written input from funeral directors, gravediggers and grounds staff would be gathered where possible.

ACTION: Clerk

WH130/24

Proposal for Additional Row in Existing Cremation Area – for consideration

Resolved: To add an additional row of plots to Section 1E in the cremation area.

Proposed: Cllr Newhouse

Seconded: Cllr Conduct

All in favour.

WH131/24

Proposed Plan for New Cremation Area – for consideration

The Committee would consider the layout further during a committee site visit. Twelve paving slabs would be purchased to be used to agree the position of the initial clusters of plots.

Resolved: To approve in principle the style of layout indicated in the tabled Plan 2, with plots to be grouped in rectangular clusters and each plot to be covered by a paving slab (measuring 60cm x 60cm) upon which memorial plaques could be placed.

Proposed: Cllr Williams

Seconded: Cllr Newhouse

All in favour.

WH132/24

Draft Form to Confirm Receipt of Cemetery Regulations – for consideration

Resolved: To approve and adopt the tabled Confirmation of Receipt of Cemetery Regulations as tabled.

Proposed: Cllr Conduct

Seconded: Cllr Williams

All in favour.

- WH133/24 Meeting Dates for 2025/26 – for consideration**
Resolved: To approve the proposed meeting dates for the Committee for the 2025/26 fiscal year.
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour. **ACTION:** Clerk
- WH134/24 Cemetery Tidy – for consideration**
Resolved: To schedule a cemetery tidy up session by the Committee on Wednesday 16th April 2025 and 10am.
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour.
- WH135/24 Cemetery Update – for information**
Noted.
- WH136/24 Requests for future agenda items**
Continuation of the Review of the Cemetery Regulations
- WH137/24 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’.
- WH138/24 Report Relating to Shed Base Installation Costs – for consideration**
The base of the shed would include posts with eyelets and chains for the securing of grounds maintenance equipment.
Resolved: To gather current quotations for the shed base, shed and installation.
Proposed: Cllr Conduct
Seconded: Cllr Williams
All in favour.
- WH139/24 Date of next meeting – Thursday 15th May.**

There being no further business the meeting closed at 7:40pm.

WEST HOE CEMETERY MANAGEMENT COMMITTEE

3rd April 2025

Agenda Item 6 – Cemetery Regulations Review – *for consideration*

Following the review of the Cemetery Regulations that was undertaken by the Committee in their meeting held on Wednesday 26th February a draft document was created and circulated to committee members for consideration in the meeting held on 13th March. Further modifications were made to the draft during this meeting and an updated version of the document will be send to Councillors as a separate file with a view to concluding the review.

Proposal:

- i) To review the updated draft of the West Hoe Cemetery Regulations and approve the document for adoption or agree further changes.**

- ii) To agree the application fee for plot owners who wish to apply for a ledger to be installed on burial plots.**

Clerk to the Committee

26.03.25