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

Minutes of the Meeting of the Committee held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW on Thursday 11th September 2025 at 6.00pm.

Present:

Committee Members:	Cllr Campbell-Gurry	
	Cllr Marsh	
	Cllr Newhouse	Chairman
	Cllr Williams	Vice Chairperson
Also in attendance:	Mrs C Wilkinson	Clerk
Members of the public:	0	

WH044/25 **To receive and accept apologies for non-attendance**
Councillor Conduct – Family Commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Williams
Seconded: Cllr Campbell-Gurry
All in favour.

WH045/25 **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.

WH046/25 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH047/25 **Public Session**
No members of the public were present.

WH048/25 **Grounds/Funeral Director Reports**
A headstone in Section A had fallen over whilst a Groundsman had been working near it, resulting in a cut finger. Accordingly a survey of all headstones at the cemetery was to proceed as a matter of urgency and would be discussed as an agenda item.

WH049/25 **To approve the minutes of the meeting of the 17th July 2025.**
Resolved: To approve the minutes of the meeting of the 17th July 2025.
Proposed: Cllr Campbell-Gurry
Seconded: Cllr Marsh
All in favour who were present.

WH050/25 **Actions Arising from the meeting of the 17th July 2025.**
Noted. The metal entrance gates had been removed and were in the process of being repaired and repainted. The contractor had informed the clerk that they intended to install the shed back toward the end of the month.

WH051/25 **To consider finance matters:**
i) To approve payments made
Resolved: To approve the payments tabled to a total amount of £5,351.90.
Proposed: Cllr Campbell-Gurry
Seconded: Cllr Newhouse
All in favour.

ii) Bank Reconciliations June and July 2025 – for acceptance
Noted.

iii) Bank Reconciliations Savings Account June and July 2025 for Savings Account – for acceptance

Noted.

iv) To note Financial Position Year to Date – to note current position
Noted.

v) Income and Expenditure Forecast – to note current position
Noted.

vi) Cost Centre Report – to note current position
Noted.

vii) Annual Recharges – for approval
Resolved: To approve the charge of £258.80 as tabled.
Proposed: Cllr Campbell-Gurry
Seconded: Cllr Williams
All in favour.

WH052/25 **Draft of New Agreement Between Councils and Committee Term of Reference – for consideration**
The tabled document, intended to set out the proposed revised arrangement between Bishop's Waltham and Swanmore Parish Councils, and particularly the West Hoe Cemetery Management Committee's financial reporting, was duly considered.
The tabled document would be forwarded to both Parish Councils for their consideration.
The wording of the clause regarding the relative proportions of the total funding received from Parish Councils to be contributed by Bishop's Waltham Parish Council and Swanmore Parish was still to confirmed. The Clerk and Finance Manager would draft this element of the agreement and forward it to the Committee Chair and Vice Chair for review.
Action: Clerk/Finance Manager

Resolved:
i) To delegate approval to the Committee Chair and Vice-Chair of an additional clause, to be added to the agreement document, to specify the financial contributions of both Parish Councils.
ii) To approve the draft agreement between Councils and the proposed changes to the Committee's Terms of Reference and to forward to Bishop's Waltham and Swanmore Parish Council's for consideration. **Action: Clerk**
Proposed: Cllr Williams
Seconded: Cllr Newhouse
All in favour.

WH053/25 **Headstone Survey – for consideration**
Councillor Marsh and Councillor Williams volunteered to assist with the survey and would assess the headstones in Section C. **Action: Cllr Marsh & Cllr Williams**
The Committee's Clerk would survey Section A whilst a Groundman was also on working on site. **Action: Clerk**
Resolved: To undertake and record a headstone survey at the West Hoe Cemetery, with all areas to be completed by the end of September 2025 and to report findings to the Committee as appropriate.
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour.

WH054/25 **Cemetery Tidy – to agree a date**
Items that had become unsightly would be cleared away at the same time as the headstones survey was carried out. Councillor Gurry was not taking part in the headstone but would clear the cremation section.

WH055/25 **Cemetery Update – for information**
Noted.

WH056/25 **Updated Cemetery Regulations – for approval and adoption**
Resolved: To approve and adopt the tabled updated Cemetery Regulations to reflect the increased permitted width of grave ledgers to 36 inches.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry

All in favour.

WH057/25 **Requests for future agenda items**
Potential additional fencing to deter unauthorised access to the cemetery

WH058/25 **Date of next meeting –** Thursday 13th November.

WH059/25 **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'.

WH060/25 **Staffing Matters – for consideration**
Resolved:

i) **To confirm that Mrs Edge finished working for the Committee in any capacity at the end of August 2024.**

ii) **To record that Mrs Catherine Wilkinson, in her role as Clerk to the Committee, had undertaken all clerking work including management of funerals and memorial applications from the beginning of September 2024 on an ongoing basis and that Bishop's Waltham Parish Council's Finance Manager continues to have responsibility for the financial management of the West Hoe Cemetery.**

iii) **To confirm the notional working hours of five hours per week by the Clerk to the Committee and, two and a half hours per week by the Finance Manager.**

Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.

WH061/25 **Cemetery Regulations Infringements – for consideration**
Resolved:

i) **To write to the owner of the plot under consideration, to extend the deadline for the fencing demarking the edge of the plot to be removed in accordance with the Cemetery Regulations.**

ii) **For consistency with the resolution above, to write to other plot owners with plot demarcations to request that they be removed.**

Proposed: Cllr Newhouse
Seconded: Cllr Williams
All in favour. **Action: Clerk**

WH062/25 **Date of next – 11th September 2025, 6pm**

There being no further business the meeting closed at 6:47pm.