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
Thursday 9th December 2021 at 6.00 pm

Present:

Committee Members:	Cllr Mr A Rankine	Chairman
	Cllr Mrs P Clive	
	Cllr Mr K Ford	
	Cllr Mrs J Marsh	
Ex-officio Members:	None	
Non-Committee Members:	None	
Also in attendance:	Mrs L Edge	Clerk
Members of the public:	None	

WH063/21 **To receive and accept apologies for non-attendance.**
Cllr Graft – work commitment.
Cllr Webb – family commitment.
Resolved: to receive and accept the apologies for non-attendance as tabled.
Proposed: Cllr Mrs Clive
Seconded: Cllr Ford
All in favour.

WH064/21 **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.

WH065/21 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH066/21 **Public Session (for information only).**
No members of the public were present.

WH067/21 **To approve the minutes of the meeting of the 4th November 2021.**
Resolved: to approve the minutes of the meeting of the 4th November 2021.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.

WH068/21 **Actions Arising from the meeting of the 4th November 2021.**
Noted.
WH19/43 - Hedge planting – to be discussed with Mr Wall. **Action: Clerk**

WH069/21 **To consider finance matters:**
i) To approve payments made.
Resolved: to approve payments made.
Proposed: Cllr Ford
Seconded: Cllr Mrs Clive
All in favour.
ii) Bank Reconciliation October 2021 for acceptance
Resolved: to accept the Bank Reconciliation October 2021.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.

iii) To note Financial Position year to date.
Resolved: to note Financial Position year to date.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.
iv) To consider Cash Flow forecast.
No action at present – consider at next meeting.

WH070/21 **Charges 2022/23 for consideration.**
Noted that no increase was implemented in 2020/21.
Resolved: to increase all charges by 5% with effect from 1.4.22.
Proposed: Cllr Mrs Clive
Seconded: Cllr Ford
All in favour.

WH071/21 **Regulation amendments for approval.**
Resolved: to approve the amendment in regard to coffin sizes as tabled.
Proposed: Cllr Ford
Seconded: Cllr Mrs Clive
All in favour.

WH072/21 **Five Year Plan for consideration.**
Actions to be added for consideration at next meeting:
Section C – review of numbers 2023
Section D – preparation 2023/24; budget 2023/24
Pet cemetery – review action to replace fencing (Cllr Rankine to check fence)
Benches – remove requirement to replace.
Agenda item next meeting. **Action: Clerk**

WH073/21 **Cemetery update (for information only).**
Noted.

WH074/21 **Requests for future agenda items (for information only).**
i) Tidy up February.
ii) Five Year Plan.
iii) Quotations for spoil area site.
iv) Regulations for memorial benches and trees. **Action: Clerk**

WH075/21 **Date of next meeting.**
27.1.22 – 6:00pm at the Jubilee Hall.

WH076/21 **Motion for confidential business:**
The Chairman then 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.

WH077/21 **Quotations for spoil works for consideration.**
The Clerk informed the Committee that only one contractor had responded in time for this meeting.
Agenda item next meeting.

There being no further business the meeting closed at 6:40pm.