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 26th September 2024 at 6.00pm.

Present:

Committee Members;	Cllr Campbell-Gurry	
	Cllr Marsh	Chairman
	Cllr Newhouse	Vice Chairman
	Cllr Williams	(appointed during meeting)
	Cllr Woodman	
Also in attendance:	Mrs C Wilkinson	Clerk
Members of the public:	None	

WH047/24 **To receive and accept apologies for non-attendance**
Cllr Conduct – Family Commitment.
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.
Other apologies had been received from Mr C Curran (gravedigger) and Mr Hutchings (Richard Steel & Partners).

WH048/24 **Changes to the West Hoe Cemetery Management Committee Members**
Resolved: To accept the resignation of Councillor Josie Wood from the West Hoe Cemetery Management Committee, and to approve the appointment of Councillor Jonathan Williams to the Committee.
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.

WH049/24 **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.

WH050/24 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH051/24 **Public Session**
A request had been received by the Clerk of whether pink lettering would be acceptable on a memorial plaque in cremation section of the cemetery. No objections were raised.

WH052/24 **Grounds/Funeral Director Reports**
No reports received.

WH053/24 **To approve the minutes of the meeting of the 25th July 2024.**
Resolved: to approve the minutes of the meeting of the 25th July 2024.
Proposed: Cllr Woodman
Seconded: Cllr Marsh
All in favour who were present at the meeting.

WH054/24 **Actions Arising from the meeting of the 25th July 2024.**
An action item would be created to explore whether the memorial plaques in the existing cremation area could be lifted such that paving slabs could be added underneath to improve the ease of maintenance of the area. **ACTION: Groundsman/Clerk**
An action item would be added to progress with exploring the costs of the installation of a shed an appropriate base at the cemetery. **ACTION: Clerk**

J. Marsh

A committee visit to the cemetery would be scheduled to serve as a tidy up session and also to support the consideration of the rules and regulations. Adopting a grace period for items on graves would be considered, in relation to infractions of the rules and regulations for items placed on burial plots. **ACTION: Clerk**

Clarification was requested of how funds are accounted for that are intended for a potential access road project. **ACTION: Finance Manager**

WH055/24 **To consider finance matters:**
i) To approve payments for authorisation.
Resolved: To approve the payments tabled to a total amount of £8,776.84.
Proposed: Cllr Williams
Seconded: Cllr Woodman
All in favour.
ii) Bank Reconciliations June 2024, July 2024 and August 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
Resolved: To note the Financial Position year to date.
Noted.

Clarification of some of the content of the financial reports was requested. The Finance Manager would be requested to attend a future meeting of the committee.

WH056/24 **West Hoe Cemetery Banking Options – for consideration**
This agenda item was deferred to the next committee meeting.

WH057/24 **West Hoe Cemetery Parish Council Funding – for approval**
Resolved: To request budgeted Parish Council funding of £6,000.00 from Bishop's Waltham Parish Council and £3,000.00 from Swanmore Parish Council.
Proposed: Cllr Campbell-Gurry
Seconded: Cllr Newhouse
All in favour.

WH058/24 **West Hoe Cemetery Draft Budget 2025/26 – for consideration**
This agenda item was deferred to the next committee meeting.

WH059/24 **Request for Updates to Schedule of Committee Meetings – for approval**
Resolved: To approve the tabled changes to the 2024/25 meeting schedule for the West Hoe Cemetery Management Committee.
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour.

WH060/24 **Cemetery Update – for information only**
Noted.

WH061/24 **Cemetery Maintenance Report from Bishop's Waltham Parish Council – for consideration**
The report from Bishop's Waltham Parish Council was received.
Whether a service contract existed would be investigated. **ACTION: Clerk**
Whether a work specification was documented would be investigated, and any such document would be brought to the committee as a future agenda item. **ACTION: Clerk**

WH062/24 **Requests for future agenda items**
Memorial Service,
Process of interments.

WH063/24 **Date of next meeting** -Thursday 14th November (as per the schedule agreed in WH059/24).

There being no further business the meeting closed at 7:25pm.

J. Marsh