



**A Meeting of the West Hoe Cemetery Management Committee  
will be held in the Swanmore Parish Council Offices, Hollythorns House,  
New Road, Swanmore, Southampton SO32 2NW  
on Thursday 16<sup>th</sup> January 2020 at 6.00pm.**

The meeting will be open to the public unless the Committee directs otherwise.

### Agenda

**All papers/reports are available from the Council offices (except where classified as confidential).**

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 14<sup>th</sup> November 2019.
6. Actions Arising from the meeting of the 14<sup>th</sup> November 2019.  
*For information only.*
7. Interim Internal Audit Report – April 2019 – September 2019.  
To note the report from the Internal Auditor.
8. To consider finance matters:
  - i) To approve payments.
  - ii) To note Financial Position year to date.
  - iii) Bank Reconciliation October 2019 and November 2019 for acceptance.
  - iv) To consider Cash Flow forecast.
9. Section Signage.  
To consider options and costs.
10. Cemetery update (*for information only*).
11. Requests for future agenda items (*for information only*).
12. Date of next meeting – to be confirmed.