



**A Meeting of the West Hoe Cemetery Management Committee
will be held in the Ruby Room in Jubilee Hall, Little Shore Lane, Bishop's Waltham, SO32 1ED
on Thursday 25th January 2024 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. Grounds/Funeral Director Reports.
6. Approval of the minutes of the meeting of the 26th October 2023.
7. Approval of the minutes of the meeting of the 13th December 2023.
8. Actions Arising from the meeting of the 26th October 2023 and 13th December 2023.
For information only.
9. To consider finance matters:
 - i) To approve payments made.
 - ii) Bank Reconciliations October, November 2023 for acceptance.
 - iii) Bank Reconciliations Savings Account October, November 2023 for acceptance.
 - iv) To note Financial Position year to date.
 - v) To consider Cash Flow forecast.
 - vi) Cashbook for Savings Account.
10. Rialtas System – charge for consideration.
11. Charges for 2024/25 – for consideration.
12. Meeting dates for 2024/25 – for consideration.
13. Second Cremation area update – for consideration.
14. Lych Gate Drainage – for consideration.
15. Cemetery update (*for information only*).
16. Requests for future agenda items (*for information only*).
17. Date of next meeting – 28th March 2024.
18. Motion for confidential business:
The following motion will be 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.
19. Clerk's Report for consideration.

L Edge
Clerk to the Committee
17.1.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE
The Jubilee Hall, Little Shore Lane, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee
Held in the Swanmore Parish Council Office, Hollythorns House,
New Road, Swanmore, SO32 2NW
on Thursday 26th October 2023 at 6.00pm.

Present:

Committee Members:	Cllr Mrs P Clive	Chairman
	Cllr Mr A Webb	Vice Chairman
	Cllr Mrs J Marsh	
	Cllr Mr A Rankine	
	Cllr Mr J Woodman	

Also in attendance:	Mrs L Edge	Clerk
	Mr P Hutchings	Steels BW

Members of the public: None

- WH049/23 To receive and accept apologies for non-attendance.**
Cllr Ford – prior commitment.
Resolved: to receive and accept apologies for non-attendance as tabled.
Proposed: Cllr Mrs Clive
Seconded: Cllr Rankine
All in favour.
Apologies also received from Mr Chris Curran.
- WH050/23 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.
- WH051/23 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.
- WH052/23 Public Session (for information only).**
No members of the public were present.
- WH053/23 Grounds/Funeral Director Report.**
Mr Hutchings was introduced to the Committee and provided an update on funerals.
The Clerk advised the Committee that Mr Curran intended to remove the spoil in the next few weeks.
- WH054/23 To approve the minutes of the meeting of the 24th August 2023.**
Resolved: to approve the minutes of the meeting of the 24th August 2023.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
All in favour who were present at the meeting.
- WH055/23 Actions Arising from the meeting of the 24th August 2023.**
Noted.
WH040/21 (7) – noted as complete.
WH036/23 (iii) – 7th November at 10:00am.
- WH056/23 To consider finance matters:**
i) To approve payments made.
Resolved: to approve the payments made.
Proposed: Cllr Rankine
Seconded: Cllr Woodman
All in favour.

ii) Bank Reconciliations August and September 2023 for acceptance.

Resolved: to accept the Bank Reconciliations August and September 2023.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Rankine

All in favour.

iii) Bank Reconciliations Savings Account July, August and September 2023 for acceptance.

Resolved: to accept the Bank Reconciliations for the Savings Account July, August and September 2023.

Proposed: Cllr Webb

Seconded: Cllr Mrs Clive

All in favour.

iv) To note Financial Position year to date.

Proposed: Cllr Mrs Clive

Seconded: Cllr Woodman

All in favour.

v) To consider Cash Flow forecast.

Resolved: to request 50% of funding from the Parish Councils (BWPC £5,000; SPC £2,500).

Proposed: Cllr Mrs Clive

Seconded: Cllr Webb

All in favour.

Action: Clerk

vi) Cashbook for Savings Account.

Noted.

vii) Budget 2024/25 – for consideration.

Resolved: to accept the budget for 2024/25 as tabled and to pass to the Parish Councils.

Proposed: Cllr Rankine

Seconded: Cllr Mrs Clive

All in favour.

Action: Clerk

WH057/23

Memorial Repairs Reserve – for consideration.

Resolved: to transfer £500 into the deposit account for memorial repairs and to transfer sums as required to keep balance at £500.

Proposed: Cllr Woodman

Seconded: Cllr Mrs Clive.

All in favour.

Action: Clerk

WH058/23

Friends of the Cemetery – report from the Clerk for consideration.

Noted.

WH059/23

Cemetery update (for information only).

Noted.

WH060/23

Requests for future agenda items (for information only).

1. Fees for 2024.

2. Meeting dates for 2024/25.

3. Update on second cremation area.

Action: Clerk

WH061/23

Dates of next meeting.

Thursday 25th January 2024 at Steels Funeral Directors, Bishop's Waltham.

WH062/23

Motion for confidential business:

The Chairman then moved: 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.

WH063/23

Clerk's Report for consideration.

1. Update noted. No further comment to be made at this time.

2. Cllr Mrs Marsh advised the Committee that BWPC would cover costs of Clerk training requested by BWPC.

There being no further business the meeting closed at 6:30pm.

WEST HOE CEMETERY MANAGEMENT COMMITTEE
The Jubilee Hall, Little Shore Lane, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee
Held in the Swanmore Parish Council Office, Hollythorns House,
New Road, Swanmore, SO32 2NW
on Wednesday 13th December 2023 at 6.00pm.

Present:

Committee Members:	Cllr Mrs P Clive	Chairman
	Cllr Mr A Webb	Vice Chairman
	Cllr Mr K Ford	
	Cllr Mrs J Marsh	
	Cllr Mr A Rankine	
	Cllr Mr J Woodman	

Also in attendance:	Mrs L Edge	Clerk
	Mr P Wall	Groundsman
	Mr P Hutchings	Steels BW

Members of the public: None.

- WH064/23** **To receive and accept apologies for non-attendance.**
All members were present.
- WH065/23** **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.
- WH066/23** **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.
- WH067/23** **Public Session (for information only).**
No members of the public were present.
- WH068/23** **Date of next meeting.**
Thursday 25th January 2024, 6:00pm at Steels Funeral Directors, Bishop's Waltham.
Cllr Webb requested an agenda item to discuss drainage issues at the lych gate.
Action: Clerk
Memorial application form to be updated to include approved sizes of memorials.
Action: Clerk
- WH069/23** **Motion for confidential business:**
The Chairman then moved: 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.
- WH070/23** **Clerk's Report for consideration.**
The Chairman presented the report and outlined the current situation.
After a long discussion that covered legal advice received by the Committee, correspondence from the parties involved, comments from the Committee employees, funeral director comments and possible legal action the Committee resolved:
To send an email to all parties outlining the legal position (JW to draft for consideration and approval by Committee members), to contact the officer at Winchester City Council for advice and to contact the Clerks at two other Parish Councils for their comment.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.
Action: JW/Clerk

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

West Hoe Cemetery Management Committee

Actions Arising from the meetings of the 26.10.23 & 13.12.23

Minute Number	Subject	Date for completion	Action by	Notes
WH040/21(10)	Bin area - new sign/remove path	Ongoing	PW/LE	i) Complete - signs purchased and installed ii) Removal of slabs - quote requested from contractor
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	LE	i) Complete - no longer reqd ii) Complete - grass cut and removed iii) Plots to be pegged
WH050/22	Second Cremation Area - actions to be progressed	Ongoing	LE/PW	Weedkilling and planting to be undertaken.
WH017/23	Gates - actions to be progressed	Ongoing	LE/PW	PW to arrange repairs to gate before repainting
WH036/23(i)	Planting on new grave - letter to be sent	Complete	LE	
WH036/23(ii)	Bench in Area A - arrange relocation	Oct-23	LE	Awaiting quote
WH036/23(iii)	Tidy up session - arrange notices	Complete	LE	Cancelled - to be rescheduled In 2024
WH056/23(v)	Parish Council funding - requests to be sent	Complete	LE	Letters sent 31.10.23 BW rec'd 29.11.23 SPC rec'd 29.11.23
WH056/23(vii)	Budget 2024/25 - pass to Parish Councils	Complete	LE	Sent 31.10.23
WH057/23	Memorial Repairs reserve - transfer £500 to deposit account	Complete	LE	
WH060/23(1)	Fees for 2024 - agenda item Jan mtg	Complete	LE	Agenda item this meeting
WH060/23(2)	Meeting dates for 2024/25 - agenda item Jan mtg	Complete	LE	Agenda item this meeting
WH060/23(3)	Second Cremation Area Update - agenda item Jan mtg	Complete	LE	Agenda item this meeting
WH068/23	Lych gate drainage - agenda item Jan mtg	Complete	LE	Agenda item this meeting
WH068/23	Memorial application update	Complete	LE	
WH070/23	Clerk's Report - actions to be progressed	Complete	JW/LE	Agenda item this meeting

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 25.1.24

Agenda Item - Finance Matters for consideration.

i) To approve payments made.

List attached for approval.

ii) Bank Reconciliations October and November 2023 for acceptance.

Attached for acceptance.

iii) Bank Reconciliation Savings Account October and November 2023 for acceptance.

Attached for acceptance.

iv) To note Financial Position year to date.

Attached for noting.

v) To consider Cash Flow forecast.

Attached for consideration.

vi) Cashbook for Savings Account.

Attached for noting.

LE
17.1.24

Time: 2:57 PM

Bank Accounts

List of Payments made between 12/10/2023 and 17/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2023	Bishop's Waltham Parish Council	HG5646	1,774.34		Clerk & Grounds Sept/Oct
08/11/2023	Ace Liftaway Ltd	140062	36.84		Waste disposal
14/11/2023	JTTS Tree Contractors Ltd	0187	1,020.00		Hedge Cutting
22/11/2023	Bishop's Waltham Parish Council	HG5652	52.50		Galvanised Bin
29/11/2023	Deposit Account	Deposit	500.00		Transfer
06/12/2023	Bishop's Waltham Parish Council	HG5682	1,262.88		Clerk & Grounds Nov
06/12/2023	Ace Liftaway Ltd	143097	63.00		Waste disposal
03/01/2024	Ace Liftaway Ltd	145309	52.32		Waste disposal Dec
03/01/2024	Patrick Curran	1277	255.00		Topping & Turfing
03/01/2024	Bishop's Waltham Parish Council	5719	1,594.34		Clerk and Grounds Dec 23
Total Payments			<u>6,611.22</u>		

**Bank Reconciliation Statement as at 08/11/2023
for Cashbook 1 - Bank Accounts**

OCTOBER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/10/2023	70	4,451.79
			<u>4,451.79</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,451.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,451.79
		Balance per Cash Book is :-	4,451.79
		Difference is :-	0.00

70

LLOYDS BANK



Your account statement

Issue date: 31 October 2023
Write to us at: PO Box 1000, Andover, BX1 1LT
Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com
Your branch: FAREHAM (309085)
Sort code: 30-90-85 Account number: 00283588
BIC: LOYDGB21467
IBAN: GB98 LOYD 3090 8500 2835 88

J31DB101E10MBA0000054254001002 403 000

WEST HOE CEMETERY MANAGEMENT COMMITTEE
MRS LINDSAY EDGE
THE JUBILEE HALL
LITTLE SHORE LANE
BISHOP'S WALTHAM
SOUTHAMPTON
SO32 1ED



TREASURERS ACCOUNT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Table with 2 columns: Description and Amount. Rows include Balance On 29 Sep 2023 (£3,975.40), Total Paid In (£1,510.00), Total Paid Out (£1,033.61), and Balance On 17 Oct 2023 (£4,451.79).

Account activity

Main transaction table with columns: Date, Payment Type, Details, Paid In (£), Paid Out (£), and Balance (£). Includes rows for opening balance, various payments (FPO, FPI), and closing balance.

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPO - Faster Payment FPI - Faster Payment DEP - Deposit

PLK10GL3100000

M31DB102AUJ D31DB102AUJ

Page 1 of 4 / 0054254 / 0239047

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Bank Accounts

NOVEMBER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/11/2023	71	11,788.11
			<u>11,788.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,788.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,788.11
		Balance per Cash Book is :-	11,788.11
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Issue date: 30 November 2023

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+44 1733 347338 (from Overseas)

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Your branch: FAREHAM (309085)

Sort code: 30-90-85 Account number: 00283588

BIC: LOYDGB21467

IBAN: GB98 LOYD 3090 8500 2835 88

J31DC101E6FMCA0000079239001002 403 000

WEST HOE CEMETERY MANAGEMENT COMMITTEE
MRS LINDSAY EDGE
THE JUBILEE HALL
LITTLE SHORE LANE
BISHOP'S WALTHAM
SOUTHAMPTON
SO32 1ED



TREASURERS ACCOUNT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Balance On 31 Oct 2023	£4,451.79
Total Paid In	£10,720.00
Total Paid Out	£3,383.68
Balance On 29 Nov 2023	£11,788.11

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 Oct 23		STATEMENT OPENING BALANCE			4,451.79
08 Nov 23	FPI	SOUTH COAST SOUTH COAST MEMS 585238824131801101 402103 10 08NOV23 13:14	990.00 ✓		5,441.79
08 Nov 23	FPO	BWPC 500000001235379628 HG5646 209701 10 08NOV23 13:41		1,774.34 ✓	3,667.45
08 Nov 23	FPO	ACE LIFTAWAY 100000001231939475 140062 209719 10 08NOV23 13:41		36.84 ✓	3,630.61
08 Nov 23	FPI	SOUTH COAST SOUTH COAST MEMS 967936413241801101 402103 10 08NOV23 14:23	300.00 ✓		3,930.61
10 Nov 23	DEP	500370	130.00 ✓		4,060.61
14 Nov 23	FPO	JTTS TREE CONTRACT 600000001238332359 INV - 0899 309897 10 14NOV23 11:09		1,020.00 ✓	3,040.61
16 Nov 23	FPI	R STEEL & PARTNERS WHC1397 29023643904606000N 558126 40 16NOV23 02:47	390.00 ✓		3,430.61
22 Nov 23	FPO	BWPC 600000001242821000 HG5652 209701 10 22NOV23 10:53		52.50 ✓	3,378.11
22 Nov 23	FPI	HUNT JACQUELINE SHAWYER FP23326007365572 070246 10 22NOV23 13:07	230.00 ✓		3,608.11
23 Nov 23	FPI	R STEEL & PARTNERS 1396/1399/1398 58023554364479000N 558126 40 23NOV23 02:56	1,030.00 ✓		4,638.11
23 Nov 23	FPI	BLACKWELL LAWSON 1E52 MEMORI 524075423451321101 404639 10 23NOV23 15:43	150.00 ✓		4,788.11
29 Nov 23	FPI	B/W PARISH COUNC BWPC FUNDING 23/24 RP4670764809689200 209701 40 29NOV23 01:13	5,000.00 ✓		9,788.11
29 Nov 23	TFR	WEST HOE CEMETERY 309085 24137468		500.00 ✓	9,288.11
29 Nov 23	FPI	SWANMORE PARISH LETTER 31/10/23 RP4679961015312600 209701 10 29NOV23 22:11	2,500.00 ✓		11,788.11
29 Nov 23		STATEMENT CLOSING BALANCE	10,720.00	3,383.68	11,788.11

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment

FPO - Faster Payment

DEP - Deposit

TFR - Transfer

PLL10IM3100000

M31DC102HE0 D31DC102HE0

Page 1 of 4 / 0001777 / 0007525

**Bank Reconciliation Statement as at 22/11/2023
for Cashbook 2 - Deposit Account**

OCTOBER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	01/11/2023	8	7,030.57
			<u>7,030.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,030.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,030.57
		Balance per Cash Book is :-	7,030.57
		Difference is :-	0.00

LLOYDS BANK



Your account statement

8

Issue date: 1 November 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: FAREHAM (309085)

Sort code: 30-90-85 Account number: 24137468

BIC: LOYDGB21467

IBAN: GB21 LOYD 3090 8524 1374 68

J31DB201EAGMFA0000297272001002 403 000

WEST HOE CEMETERY MANAGEMENT COMMITTEE
THE JUBILEE HALL
LITTLE SHORE LANE
SOUTHAMPTON
HAMPSHIRE
SO32 1ED



BUS BANK INSTANT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Table with 2 columns: Description and Amount. Rows include Balance On 29 Sep 2023 (£7,024.10), Total Paid In (£6.47), Total Paid Out (£0.00), and Balance On 09 Oct 2023 (£7,030.57).

Account activity

Table with 6 columns: Date, Payment Type, Details, Paid In (£), Paid Out (£), and Balance (£). Rows include STATEMENT OPENING BALANCE, INTEREST (GROSS), and STATEMENT CLOSING BALANCE.

PLK200L31000000

M31DB20920B D31DB20920B

Page 1 of 4 / 0007295 / 00083627

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 2 - Deposit Account

NOVEMBER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	30/11/2023	9	7,538.33
			<u>7,538.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,538.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,538.33
		Balance per Cash Book is :-	7,538.33
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

LLOYDS BANK



Your account statement

9

Issue date: 1 December 2023

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Your branch: FAREHAM (309085)

Sort code: 30-90-85 Account number: 24137468

BIC: LOYDGB21467

IBAN: GB21 LOYD 3090 8524 1374 68

J31DC201E53MEA0000245691001002 403 000

WEST HOE CEMETERY MANAGEMENT COMMITTEE
THE JUBILEE HALL
LITTLE SHORE LANE
SOUTHAMPTON
HAMPSHIRE
SO32 1ED



BUS BANK INSTANT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Balance On 01 Nov 2023	£7,030.57
Total Paid In	£507.76
Total Paid Out	£0.00
Balance On 29 Nov 2023	£7,538.33

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Nov 23		STATEMENT OPENING BALANCE			7,030.57
09 Nov 23		INTEREST (GROSS)	7.76 ✓		7,038.33
29 Nov 23	TFR	WEST HOE CEMETERY 309085 00283588	500.00 ✓		7,538.33
29 Nov 23		STATEMENT CLOSING BALANCE	507.76	0.00	7,538.33

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

TFR - Transfer

PL120YD3100000

M31DC20BARV D31DC20BARV

Page 1 of 4 / 0023381 / 01104613

Detailed Income & Expenditure by Phased Budget Heading 17/01/2024

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Site Operational Net Costs</u>											
1010 Local Interments	1,170	250	(920)	4,265	2,000	(2,265)	3,000			142.2%	
1015 Local Cremations	250	83	(167)	2,180	664	(1,516)	1,000			218.0%	
1020 Other Interments	0	292	292	1,500	2,336	836	3,500			42.9%	
1025 Other Cremations	0	125	125	500	1,000	500	1,500			33.3%	
1030 Memorials & Inscriptions	1,730	83	(1,647)	4,627	664	(3,963)	1,000			462.7%	
1050 Interest Received	8	0	(8)	38	0	(38)	0			0.0%	
	3,158	833	(2,325)	13,110	6,664	(6,446)	10,000			131.1%	0
Site Operational Net Costs :- Income											
4204 Lych Gate Repairs	0	0	0	1,135	0	(1,135)	0		(1,135)	0.0%	
4205 Vehicle Costs	0	0	0	424	0	(424)	0		(424)	0.0%	
	0	0	0	1,559	0	(1,559)	0		(1,559)		0
Site Operational Net Costs :- Direct Expenditure											
4060 General Administration	0	333	333	3,790	2,664	(1,126)	4,000		210	94.8%	
4070 Audit Fees	0	0	0	120	150	30	150		30	80.0%	
4080 Insurance	0	0	0	0	200	200	200		200	0.0%	
4081 Subscriptions	0	8	8	95	64	(31)	100		5	95.0%	
4089 Caretaker opening/closing	0	83	83	0	664	664	1,000		1,000	0.0%	
4090 Grounds Maint. - Contract	0	667	667	6,983	5,336	(1,647)	8,000		1,018	87.3%	
4100 Grounds Maint. - Non Contract	0	208	208	2,276	1,664	(612)	2,500		224	91.1%	
4101 Tree Survey	0	0	0	0	600	600	600		600	0.0%	
4102 Memorial Repairs	0	42	42	0	336	336	500		500	0.0%	
4110 Equipment Maint. & Repairs	0	42	42	32	336	304	500		468	6.4%	
4130 Water (metered Supply)	44	4	(40)	77	32	(45)	50		(27)	153.3%	

Detailed Income & Expenditure by Phased Budget Heading 17/01/2024

Cost Centre Report

Month No: 8

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Waste Disposal (Refuse Sacks)	53	42	(11)	320	336	16	500		180	64.0%	
4202 Tree works	850	250	(600)	850	2,000	1,150	3,000		2,150	28.3%	
4221 Contemplation Area Flower Bed	0	0	0	52	0	(52)	0		(52)	0.0%	
Site Operational Net Costs :- Indirect Expenditure	946	1,679	733	14,595	14,382	(213)	21,100	0	6,505	69.2%	0
Net Income over Expenditure	2,212	(846)	(3,058)	(3,043)	(7,718)	(4,675)	(11,100)				
<u>150 Site Project Planning</u>											
4225 Pet Cemetery	0	42	42	0	336	336	500		500	0.0%	
4250 2nd Crem. Area Work	0	167	167	0	1,336	1,336	2,000		2,000	0.0%	
4251 Natural Burial Site	0	83	83	0	664	664	1,000		1,000	0.0%	
Site Project Planning :- Indirect Expenditure	0	292	292	0	2,336	2,336	3,500	0	3,500	0.0%	0
Net Expenditure	0	(292)	(292)	0	(2,336)	(2,336)	(3,500)				
<u>200 Parish Council Funding</u>											
1100 Bishop's Waltham PC Funding	5,000	0	(5,000)	5,000	5,000	0	10,000			50.0%	
1110 Swanmore PC Funding	2,500	0	(2,500)	2,500	2,500	0	5,000			50.0%	
Parish Council Funding :- Income	7,500	0	(7,500)	7,500	7,500	0	15,000			50.0%	0
Net Income	7,500	0	(7,500)	7,500	7,500	0	15,000				

Detailed Income & Expenditure by Phased Budget Heading 17/01/2024

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EIMR
Grand Totals:- Income	10,658	833	(9,825)	20,610	14,164	(6,446)	25,000			82.4%	
Expenditure	946	1,971	1,025	16,154	16,718	564	24,600	0	8,446	65.7%	
Net Income over Expenditure	<u>9,712</u>	<u>(1,138)</u>	<u>(10,850)</u>	<u>4,457</u>	<u>(2,554)</u>	<u>(7,011)</u>	<u>400</u>				
Movement to/(from) Gen Reserve	<u>9,712</u>			<u>4,457</u>							

West Hoe Cemetery					
Cash Flow Forecast					
			Paid In	Paid Out	Balance
			£	£	£
Oct-23	Total Theoretical Bank A/C Balances (from reconciliation)				4,451.79
	<i>All figures include VAT</i>				
Online payments					
8.11.23	BWPC - Clerk & Grounds Sept/Oct			1,774.34	
8.11.23	Ace Liftaway - waste disposal			36.84	
14.11.23	JTTS - hedge works			1,020.00	
22.11.23	BWPC - Galvanised Bin			52.50	
29.11.23	Transfer to Memorial Repairs Deposit			500.00	
6.12.23	BWPC - Clerk & Grounds Nov			1,262.88	
6.12.23	Ace Liftaway - waste disposal			63.00	
3.1.24	Ace Liftaway - waste disposal			52.32	
3.1.24	C & P Curran - topping & turfing			255.00	
3.1.24	BWPC - Clerk & Grounds Dec			1,594.34	
Credits					
8.11.23	South Coast Memorials - memorial apps		990.00		
8.11.23	South Coast Memorials - memorial apps		300.00		
10.11.23	Blackwell & Moody - memorial app		130.00		
16.11.23	Steels - funeral fees		390.00		
22.11.23	Hunt - memorial app		230.00		
23.11.23	Steels - funeral fees		1030.00		
23.11.23	Blackwell & Moody - memorial app		150.00		
29.11.23	BWPC		5000.00		
29.11.23	SPC		2500.00		
14.12.23	Art Craft Memorial - memorial app		230.00		
3.1.24	South Coast Memorials - memorial app		230.00		
8.1.24	Town & Country- memorial app		150.00		
9.1.24	Steels - funeral fees		560.00		
			11,890.00	6,611.22	9,730.57
January					
	BWPC - Administration Cost (estimate)				500.00
	Waste Bin emptying				100.00
	Grounds Mtce - Contract BWPC (estimate)				1,000.00
	Grounds Mtce - Non Contract				0.00
					8,130.57
February					
	BWPC - Administration Cost (estimate)				500.00
	Waste Bin emptying				100.00
	Grounds Mtce - Contract BWPC (estimate)				1,000.00
	Grounds Mtce - Non Contract				0.00
	Main gates cleaning etc				500.00
					6,030.57
March					
	BWPC - Administration Cost (estimate)				500.00
	Waste Bin emptying				100.00
	Grounds Mtce - Contract BWPC (estimate)				1,000.00
	Grounds Mtce - Non Contract				0.00
					4,430.57

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 25.1.24

Agenda Item – Rialtas System Charge – for consideration.

The Committee currently uses the Rialtas Finance System owned by Bishop's Waltham Parish Council for its accounts.

BWPC has five users of this system at a cost of £244.20 per annum for each user.

The Finance Manager at BWPC is asking if it would be fair to charge the WHCMC for the use of this system i.e. £244.20 for 24/25.

LE
13.12.23

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 25.1.24

Agenda Item - Charges for 2024/25 – for consideration.

Proposed charges attached.

Notes to accompany proposals:

1. Increase is + CPI November (4.2%) and rounded up or down.
2. I have noticed that many cemeteries do not charge parents/guardians for the interments of an under 18 – they apply for funding from the Children's Funeral Fund. Should we do this?
3. Sundry charges – other cemeteries include a charge for a Transfer of Exclusive Right of Burial – I have done a couple of these and they can be quite time consuming so maybe we should include a charge (£100)?

West Hoe Cemetery Management Committee

Approved scale of charges with effect from 1st April 2024

**Parishioners of
Bishops Waltham
and Swanmore
Parishes**

**Other non
parishioners,
including
neighbouring
parishes. 4.2% Nov
2023**

Burials: All charges include cost of turf up to one year

Stillborn to 28 days	Single depth only	No charge	No Charge
29 days to 5 years	Single depth only	£125.00	£365.00
6 years to 12 years	Single depth only	£180.00	£520.00
Adult - 13 years and over	Single depth	£405.00	£1,220.00
	Double depth	£575.00	£1,730.00
	Triple Depth	£740.00	£2,210.00

If children are placed in graves other than single depth, the adult rate applies. The depth prices are staggered so that the first cost of a triple depth is £740 (£2210) followed by the double depth rate and on the third reopening, the single depth rate will apply.

Coffins wider than 28" will incur an additional 50% charge on those listed above.

Interment of Cremation Caskets:

Stillborn to 28 days	Single depth only	No Charge	No Charge
29 days to 12 years	Single depth only	£125.00	£365.00
Adult - 13 years and over	Single depth	£180.00	£520.00
	Double depth	£260.00	£780.00
	Triple Depth	£310.00	£920.00

Scattering of Ashes	£115.00	£345.00
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If children are placed in cremation graves other than single depth, the adult rate applies. The depth prices are staggered so that the first cost of a triple depth is £310 (£920) followed by the double depth rate and on the third reopening, the single depth rate will apply.

Memorials:

Headstone applications	£240.00
Each additional inscription	£135.00
Plaque	£155.00
Each additional inscription	£105.00

Sundry charges:

Replacement of existing headstone	£105.00
Searching Register of Burials	£35.00
Certified Copy of Entry in Register	£35.00
Returfing of grave after first year (on request)	£75.00



WEST HOE CEMETERY

BURIAL AUTHORITY FOR THE PARISHES OF BISHOP'S WALTHAM AND SWANMORE TABLE OF CHARGES FROM 1ST APRIL 2024 TO 31ST MARCH 2025.

The fees indicated below exclude all charges for labour, grave digging and any Minister's/Celebrant's fee. These fees contribute towards the upkeep of the Cemetery and for regular inspections of the memorials. Those being interred who come from outside of the Parishes pay higher fees as they are not contributing to the Parish Council precepts which pay for the upkeep of the cemetery. All charges include of turving/seeding for up to one year.

INTERMENTS (INCLUDING THE EXCLUSIVE RIGHT OF BURIAL for a 75-year period)

For the interment of:	Resident	Non-Resident
1. The body of a child who was stillborn or after 24 weeks of pregnancy or whose age at the time of death did not exceed 28 days*.	No charge	No charge
2. The body of a child whose age at the time of death did not exceed 5 years*.	£125.00	£365.00
3. The body of a child whose age at the time of death did not exceed 18 years*.	£405.00	£1,220.00
4. The body of a person whose age at the time of death exceeded 18 years.		
	Single depth	£1,220.00
	Double depth	£1,730.00
	Triple depth.	£2,210.00

If a child is placed in a grave other than single depth, the adult rate will apply. The depth prices are staggered so that the first cost of a triple depth is £740 (£2,210.00) followed by the double depth rate and on the third re-opening the single depth rate will apply.

Coffins wider than 28" will incur an additional 50% charge on those listed above.

INTERMENT OF CREMATION CASKETS (INCLUDING THE EXCLUSIVE RIGHT OF BURIAL for a 75-year period)

For the interment of:	Resident	Non-Resident
1. The ashes of a child who was stillborn or after 24 weeks of pregnancy or whose age at the time of death did not exceed 28 days*.	No charge	No charge
2. The ashes of a child whose age at the time of death did not exceed 5 years*.	£125.00	£365.00
3. The ashes of a child whose age at the time of death did not exceed 18 years*.	£180.00	£520.00
4. The ashes of a person whose age at the time of death exceeded 18 years.		
	Single depth	£520.00
	Double depth	£780.00
	Triple depth	£920.00
5. Scattering of ashes.	£115.00	£345.00

If a child is placed in a grave other than single depth, the adult rate will apply. The depth prices are staggered so that the first cost of a triple depth is £310.00 (£920.00) followed by the double depth rate and on the third re-opening the single depth rate will apply.

* where the child is under 18 years of age in most cases the fee and the memorial application fee will be paid from the Children's Funeral Fund and not directly by the parents/guardians.

MEMORIALS

Headstone applications	£240.00
Each additional inscription	£135.00
Plaque	£155.00
Each additional inscription	£105.00

SUNDRY CHARGES

Replacement of existing headstone	£105.00
Searching Register of Burials	£35.00
Certified Copy of Entry in Register	£35.00
Returfing/reseeding of grave after first year (on request)	£75.00
Transfer of Exclusive Right of Burial	£100.00

Note:

a) Residents of the parishes of Bishop's Waltham and Swanmore may have their body or cremated remains interred in the West Hoe cemetery. For the purposes of this regulation, a "resident" is defined as a person who was on the electoral register in Bishop's Waltham or Swanmore at any time during the ten years prior to death, and this definition includes a minor whose parent or guardian satisfies the above criteria.

b) The Cemetery Committee may, at its discretion, consider regarding "non-residents" as "residents" for the purposes of assessing interment fees if it can be proven to the Committee's satisfaction that the deceased had a long and known connection with Bishop's Waltham or Swanmore. The Committee has absolute discretion on applying any such exemption.

c) Non-parishioners with no connection to either Bishop's Waltham or Swanmore may be interred in the cemetery at a fee to be determined and reviewed annually.

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 25.1.24

Agenda Item - Meetings 2024/25

I propose the following dates for consideration:

Thursday 28th March 2024

Thursday 23rd May 2024

Thursday 25th July 2024

Thursday 26th September 2024

Thursday 21st November 2024

Thursday 23rd January 2025

Thursday 27th March 2025

Additional meetings can be arranged if required.

LE
17.1.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 25.1.24

Agenda Item – Second Cremation Area Update – for consideration.

Actions Arising:

1. WH030/22 Plots to be pegged.
To be undertaken, subject to decision re slabs (below).
2. WH050/22 Weedkilling and planting to be undertaken.
The groundsman has been unable to carry out these works due to the weather conditions.

On 10.1.24 the groundsman and the clerk visited the Bishopstoke cemetery to view the cremation area following a suggestion from Mr Curran.



The cremation area is laid out with a paving slab for each interment onto which a plaque or headstone can be placed.

The plots are laid out back-to-back and have a pathway of around 1m between each section.

The groundsman thought that the slabs were an excellent way of containing the plot and would allow easy access for grass cutting etc.

Bishopstoke Cemetery use basic paving slab and the groundsman and the clerk thought that a more superior type of slab could be used and that only plaques of the same shape and size as the current cremation area should be permitted.

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 25.1.24

Agenda Item – Lych Gate Drainage – for consideration.

During a site visit it was noticed that rain water was running through the lych gate. The water could be seen running around the new oak roof supports, over time this will cause premature damage to the new oak roof supports.

Proposal:

To seek advice for a drainage solution to stop the flow rain water from entering the lych gate.

AW
10.1.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 25.1.24

Agenda Item - Cemetery Update (*for information only*).

Since the last report on 26.10.23 the following events have taken place at the cemetery.

24.10.23	Crickmore	New headstone.
24.10.23	McKillen	New headstone.
24.10.23	Burrell	New cremation plaque.
25.10.23	Turner	Additional inscription.
1.11.23	Seymour	New headstone.
8.11.23	Blake	New cremation plaque.
10.11.23	Blake	New double cremation plot.
10.11.23	Wright	Grave re-opened to single.
13.11.23	Milburn	Grave re-opened to single.
16.11.23	Weeks	New single grave.
29.11.23	Townley	New headstone.
29.11.23	Shawyer	New headstone.
29.11.23	Lawson	New cremation plaque.
6.12.23	Lambeth	New headstone.
14.12.23	Norris	Grave re-opened to single.
14.12.23	Young	Grave re-opened to single.
3.1.24	Fox	New cremation plaque.

LE
17.1.24