



**A Meeting of the West Hoe Cemetery Management Committee
will be held at Steels Funeral Directors, Victoria Road, Bishop's Waltham
on Thursday 4th April 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 25th January 2024.
7. Actions Arising from the meeting of the 25th January 2024.
For information only.
8. To consider finance matters:
 - i) To approve payments made.
 - ii) Bank Reconciliations December 2023, January 2024 and February 2024 for acceptance.
 - iii) Bank Reconciliations Savings Account December 2023, January 2024 and February 2024 for acceptance.
 - iv) To note Financial Position year to date.
 - v) To consider Cash Flow forecast.
 - vi) Cashbook for Savings Account.
9. Internal Auditor Report – for acceptance.
10. Financial Risk Assessment - for approval.
11. Pet Cemetery – update and to consider further actions.
12. Request for tree in Natural Burial Site – for consideration.
13. Cemetery Tidy – to agree a date.
14. Cemetery update (*for information only*).
15. Requests for future agenda items (*for information only*).
16. Date of next meeting – 23rd May 2024.
17. 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.
18. Correspondence for consideration.

L Edge
Clerk to the Committee
20.3.24

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 Ruby Room, The Jubilee Hall, Little Shore Lane,
Bishop's Waltham, SO32 1ED
on Thursday 25th January 2024 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 Mrs T Conduct	
	Cllr Mr J Woodman	

Also in attendance:	Mrs L Edge	Clerk
	Mr P Wall	Groundsman
	Mr C Curran	Gravedigger
	Mr P Curran	Gravedigger

Members of the public: None

WH071/23 To receive and accept apologies for non-attendance.

The Chairman informed the Committee that Cllr Ford had resigned from BWPC and so there was now a vacancy on this Committee.

The Chairman welcomed Cllr Mrs Conduct who had indicated she was willing to fill this vacancy.

As BWPC had not yet approved this appointment, all agreed that Cllr Mrs Conduct should be co-opted to the Committee for this meeting.

All Councillors were present.

Other apologies received from Mr Hutchings (Steels).

WH072/23 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.

WH073/23 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH074/23 Public Session (for information only).

No members of the public were present.

WH075/23 Grounds/Funeral Director Report.

Mr C Curran reported/commented on the following:

1. Removal of spoil – company contacted, second one to be contacted.

2. Topping up needed in Area C.

The Committee agreed to contact local farmer to see if he could help with (1).

Cost for top soil to be considered (2).

Actions: Clerk

Mr Wall reported/commented on the following:

1. Problem with lych gate – new posts needed.

2. Pet cemetery fence become rotten – repairs needed.

3. Hedgework undertaken.

4. 2 x holly planted in gap near to lych gate.

5. Second skip required.

The Committee agreed the following:

Contractor to be sought for works (1)

Clerk to meet with Mr Wall to discuss options (2)

Skip to be ordered (5)

Actions: Clerk

- WH076/23** **To approve the minutes of the meeting of the 26th October 2023.**
Resolved: to approve the minutes of the meeting of the 26th October 2023.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
All in favour who were present at the meeting.
- WH077/23** **To approve the minutes of the meeting of the 13th December 2023.**
Resolved: to approve the minutes of the meeting of the 13th December 2023.
Proposed: Cllr Woodman
Seconded: Cllr Rankine
All in favour who were present at the meeting.
- WH078/23** **Actions Arising from the meetings of the 26th October 2023 and 13th December 2023.**
Noted.
- WH079/23** **To consider finance matters:**
i) To approve payments made.
Resolved: to approve the payments made.
Proposed: Cllr Rankine
Seconded: Cllr Webb
All in favour.
ii) Bank Reconciliations October and November 2023 for acceptance.
Resolved: to accept the Bank Reconciliations for October 2023 and November 2023.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.
iii) Bank Reconciliation Savings Account October and November 2023 for acceptance.
Resolved: to accept the Bank Reconciliations Savings Account for October 2023 and November 2023.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour.
iv) To note Financial Position year to date.
Resolved: to note the Financial Position year to date.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.
v) To consider Cash Flow forecast.
Noted – no action required.
vi) Cashbook for Savings Account.
Noted.
- WH080/23** **Rialtas System – charge for consideration.**
Proposed: to approve the charge of £244.20 for the Rialtas Finance System 2024/25.
Proposed: Cllr Mrs Clive
Seconded: Cllr Woodman
All in favour.
- WH081/23** **Charges for 2024/25 – for consideration.**
Discussion points: other cemetery charges; separation of charge for Exclusive Right of Burial; length of time for EROBs.
Resolved: to increase the charges by CPI (rounded up or down) and to increase all interment charges as follows:
Residents – increase by £200
Non-residents - increase by £600.
EROBs to be reconsidered once the new cremation area is ready for use.
Proposed: Cllr Woodman
Seconded: Cllr Mrs Clive
All in favour.

- WH082/23 Meeting dates for 2024/25 - for consideration.**
Resolved: to approve the meeting dates for 2024/25 as tabled.
Proposed: Cllr Mrs Clive
Seconded: Cllr Woodman
All in favour.
- WH083/23 Second Cremation area update – for consideration.**
Update noted.
Agreed to obtain costs for paving slabs for the area. **Action: Clerk**
- WH084/23 Lych Gate Drainage – for consideration.**
Resolved: to seek advice for a drainage solution to stop the flow rain water from entering the lych gate.
Proposed: Cllr Webb
Seconded: Cllr Mrs Marsh
All in favour. **Action: Clerk**
- WH085/23 Cemetery update (for information only).**
Noted.
- WH086/23 Requests for future agenda items (for information only).**
1. Accounts (Auditor visit 5.2.24). **Action: Clerk**
2. Pet cemetery – publicity etc. **Action: Clerk**
- WH087/23 Dates of next meeting.**
Thursday 28th March 2023 – Steels, Victoria Road.
- WH088/23 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.
- WH089/23 Clerk's Report for consideration.**
The Committee discussed the draft email provided by Cllr Woodman.
Amendments were agreed and new draft to be sent to all for comments/approval. **Action: Clerk**

There being no further business the meeting closed at 7:05pm.

West Hoe Cemetery Management Committee

Actions Arising from the meeting of the 25.1.24

Minute Number	Subject	Date for completion	Action by	Notes
WH040/21(10)	Bin area - new sign/remove path	Apr-24	PW/LE	i) Complete - signs purchased and installed ii) Removal of slabs - contractor to undertake work in April
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(ii)	Bench in Area A - arrange relocation	Apr-24	LE	Contractor to undertake work in April
WH075/23	(1) Removal of spoil - contact local farmer (2) Cost for top soil - obtain	Apr-24	LE	1) Email sent to BN 21.2.24 2)
WH075/23	(1) Lych gate repairs - contractor to be sought. (2) Pet cemetery fence - Clerk to meet with groundsman. (5) Order skip.	Apr-24	LE	1) 2) Contractor to undertake work April 5) Complete
WH083/23	Second Cremation Area - obtain costs for paving slabs	Apr-24	LE	
WH084/23	Drainage solution for lych gate - seek advice	Apr-24	LE	Contractor contacted - site visit tba
WH086/23(1)	Accounts - agenda item March	Complete	LE	Agenda item this meeting
WH086/23(2)	Pet cemetery - agenda item March	Complete	LE	Agenda item this meeting
WH089/23	Clerk's report - actions to be progressed	Complete	LE	Emails sent 8.2.24 Agenda item this meeting.

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 4.4.24

Agenda Item - Finance Matters for consideration.

i) To approve payments made.

List attached for approval.

ii) Bank Reconciliations December 2023, January 2024 and February 2024 for acceptance.

Attached for acceptance.

iii) Bank Reconciliation Savings Account December 2023, January 2024 and February 2024 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
20.3.24

Bank Accounts

List of Payments made between 18/01/2024 and 20/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/02/2024	Ace Liftaway Ltd	148384	55.20		Waste disposal Jan
05/02/2024	Castle Water	1228219	32.22		Water Oct 23 - Mar 24
05/02/2024	Bishop's Waltham Parish Council	HG5758	1,397.88		Clerk and Grounds Jan 24
05/02/2024	Lightatouch Internal Audit Ser	240322	200.00		Internal Audit Apr - Dec 23
07/02/2024	Ace Liftaway Ltd	148897	290.40		Skip hire
06/03/2024	Ace Liftaway Ltd	151487	42.24		Waste disposal Feb
20/03/2024	Bishop's Waltham Parish Council	HG5800	1,423.62		Clerk & Grounds Feb
20/03/2024	Bishop's Waltham Parish Council	HG5806	37.50		Stamps

Total Payments 3,479.06

Chairman

4.4.24

Bank Reconciliation Statement as at 29/12/2023
for Cashbook 1 - Bank Accounts

DECEMBER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	29/12/2023	72	10,692.23
			<u>10,692.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,692.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,692.23
		Balance per Cash Book is :-	10,692.23 ✓
		Difference is :-	0.00

Signatory 1:

Name Signed Date 4.4.24

Signatory 2:

Name Signed Date



Your account statement

Issue date: 29 December 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

J31DCU01E80MFA0000330548001002 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 30 Nov 2023	£11,788.11
Total Paid In	£230.00
Total Paid Out	£1,325.88
Balance On 14 Dec 2023	£10,692.23

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Nov 23		STATEMENT OPENING BALANCE			11,788.11
06 Dec 23	FPO	BWPC 600000001252250639 HG5682 209701 10 06DEC23 08:36		1,262.88 ✓	10,525.23
06 Dec 23	FPO	ACE LIFTAWAY 300000001255797926 143097 209719 10 06DEC23 08:37		63.00 ✓	10,462.23
14 Dec 23	FPI	ART CRAFT MEMORIAL WHC1403 LAMBETH EWR020XGW84WQ234L1 608371 10 14DEC23 11:33	230.00 ✓		10,692.23
14 Dec 23		STATEMENT CLOSING BALANCE	230.00	1,325.88	10,692.23

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

Chairman
4.4.24

PLLUONR3100000

M31DCU0401 D31DCU0401

Page 1 of 4 / 0030654 / 0134677

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Bank Accounts

JANUARY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2024	73	9,440.17
			<u>9,440.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,440.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,440.17
		Balance per Cash Book is :-	9,440.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date 14.1.24

Signatory 2:

Name Signed Date



Your account statement

Issue date: 31 January 2024

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

J31E2101AHD MBA0000040332001002 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 29 Dec 2023	£10,692.23
Total Paid In	£940.00
Total Paid Out	£2,192.06
Balance On 17 Jan 2024	£9,440.17

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
29 Dec 23		STATEMENT OPENING BALANCE			10,692.23
03 Jan 24	FPO	ACE LIFTAWAY 300000001272326856 145309 209719 10 03JAN24 10:59		52.32 ✓	10,639.91
03 Jan 24	FPO	C & P CURRAN LTD 400000001273774720 1277 309897 10 03JAN24 11:03		255.00 ✓	10,384.91
03 Jan 24	FPO	BWPC 400000001273775295 HG5719 209701 10 03JAN24 11:05		1,594.34 ✓	8,790.57
03 Jan 24	FPI	SOUTH COAST WHC1400 780447941331301001 402103 10 03JAN24 13:31	230.00 ✓		9,020.57
08 Jan 24	FPI	TOWN AND COUNTRY WHC1406 21122617693882000N 560064 10 08JAN24 12:26	150.00 ✓		9,170.57
09 Jan 24	FPI	R STEEL & PARTNERS WHC1405/1404 41023539906084000N 558126 40 09JAN24 02:42	560.00 ✓		9,730.57
17 Jan 24	FPO	ACE LIFTAWAY 600000001276337915 146191 209719 10 17JAN24 15:24		290.40 ✓	9,440.17
17 Jan 24		STATEMENT CLOSING BALANCE	940.00	2,192.06	9,440.17

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

Chairman

4.4.24

PMB10E23100000

M32E21051JM D32E21051JM

Page 1 of 4 / 0040332 / 0179663

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Bank Accounts

FEBRUARY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	29/02/2024	73	10,744.47
			<u>10,744.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,744.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,744.47
		Balance per Cash Book is :-	10,744.47
		Difference is :-	0.00

Signatory 1:

Name Signed Date 14.4.24

Signatory 2:

Name Signed Date

Issue date: 29 February 2024

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)

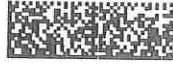
Sort code: 30-90-85 Account number: 00283588

BIC: LOYDGB21467

IBAN: GB98 LOYD 3090 8500 2835 88

J31E3101A18MCA0000087533001002 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 Jan 2024	£9,440.17
Total Paid In	£3,280.00
Total Paid Out	£1,975.70
Balance On 29 Feb 2024	£10,744.47

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 Jan 24		STATEMENT OPENING BALANCE			9,440.17
05 Feb 24	FPO	ACE LIFTAWAY 100000001284825556 148384 209719 10 05FEB24 10:00		55.20 ✓	9,384.97
05 Feb 24	FPO	CASTLE WATER 300000001291527704 1228219 308012 10 05FEB24 10:00		32.22 ✓	9,352.75
05 Feb 24	FPO	BISHOPS WALTHAM PA 500000001288249950 HG5758 608301 10 05FEB24 11:23		1,397.88 ✓	7,954.87
05 Feb 24	FPO	LIGHTATOUCH 100000001284884275 240322 309294 10 05FEB24 11:34		200.00 ✓	7,754.87
05 Feb 24	FPI	DAVIDSON CL DAVIDSON RP4679961447411500 209701 10 05FEB24 20:13	330.00 ✓		8,084.87
07 Feb 24	FPO	ACE LIFTAWAY 600000001289167597 148897 209719 10 07FEB24 13:17		290.40 ✓	7,794.47
07 Feb 24	FPI	C KING SLEET - TABLET 400000001294253077 309085 10 07FEB24 13:42	147.00 ✓		7,941.47
14 Feb 24	FPI	R STEEL & PARTNERS WHC1410 09023533410716000N 558126 40 14FEB24 02:48	170.00 ✓		8,111.47
21 Feb 24	FPI	C KING SLEET - TABLET 600000001296863704 309085 10 21FEB24 14:07	3.00 ✓		8,114.47
28 Feb 24	FPI	SOUTH COAST WHC1412WILLIS 422097520501822001 402103 10 28FEB24 10:50	230.00 ✓		8,344.47
28 Feb 24	FPI	SOUTH COAST WHC1413TAYLOR 211671221501822001 402103 10 28FEB24 10:51	100.00 ✓		8,444.47
29 Feb 24	FPI	R STEEL & PARTNERS WHC1411/1409/1407 16024507746787000N 558126 40 29FEB24 04:30	2,300.00 ✓		10,744.47
29 Feb 24		STATEMENT CLOSING BALANCE	3,280.00	1,975.70	10,744.47

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

Chairman 4.4.24

PMCT10JFP3100000

M31E310AVTR D31E310AVTR

Page 1 of 4 / 0010647 / 0045421

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Deposit Account

DECEMBER

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/12/2023	10	7,546.58
			<u>7,546.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,546.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,546.58
		Balance per Cash Book is :-	7,546.58
		Difference is :-	0.00

Signatory 1:

Name Signed Date 14/1/24

Signatory 2:

Name Signed Date



Your account statement

Issue date: 29 December 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

J31DCU01E80MFA0000330651001002 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 Dec 2023	£7,538.33
Total Paid In	£8.25
Total Paid Out	£0.00
Balance On 11 Dec 2023	£7,546.58

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Dec 23		STATEMENT OPENING BALANCE			7,538.33
11 Dec 23		INTEREST (GROSS)	8.25		7,546.58
11 Dec 23		STATEMENT CLOSING BALANCE	8.25	0.00	7,546.58

Chairman

4.4.24



PL1U0NR31000000

M31DCU01M04 D31DCU01M04

Page 1 of 1 / 0030857 / 0134687

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - Deposit Account

JANUARY.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/01/2024	11	7,554.37
			<u>7,554.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,554.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,554.37
		Balance per Cash Book is :-	7,554.37
		Difference is :-	0.00

Signatory 1:

NameSignedDate 14.1.24

Signatory 2:

NameSignedDate

LLOYDS BANK



Your account statement

Issue date: 1 February 2024

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

J31E2201AN0MDA0000203648001002 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 29 Dec 2023	£7,546.58
Total Paid In	£7.79
Total Paid Out	£0.00
Balance On 09 Jan 2024	£7,554.37

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
29 Dec 23		STATEMENT OPENING BALANCE			7,546.58
09 Jan 24		INTEREST (GROSS)	7.79		7,554.37
09 Jan 24		STATEMENT CLOSING BALANCE	7.79	0.00	7,554.37

Chairman
4.1.24

PM1E20V13100000

M32E2208EDC D32E2208EDC

Page 1 of 4 / 0057353 / 0256497

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - Deposit Account

FEBRUARY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	29/02/2024	12	7,562.71
			<u>7,562.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,562.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,562.71
		Balance per Cash Book is :-	7,562.71
		Difference is :-	0.00

Signatory 1:

NameSignedDate *Lt Lt 24*

Signatory 2:

NameSignedDate



Your account statement

Issue date: 1 March 2024

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

J31E3201AK7MEA0000261350001002 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 Feb 2024	£7,554.37
Total Paid In	£8.34
Total Paid Out	£0.00
Balance On 09 Feb 2024	£7,562.71

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Feb 24		STATEMENT OPENING BALANCE			7,554.37
09 Feb 24		INTEREST (GROSS)	8.34 ✓		7,562.71
09 Feb 24		STATEMENT CLOSING BALANCE	8.34	0.00	7,562.71

Chairman

4.4.24

PMIC20VM3100000

M32E320A8F8

D32E320A8F8

Page 1 of 4 / 0039510 / 0180881

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 20/03/2024

Month No: 11

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	0	250	250	5,045	2,750	(2,295)	3,000			168.2%	
1015 Local Cremations	0	83	83	2,770	913	(1,857)	1,000			277.0%	
1020 Other Interments	0	292	292	3,490	3,212	(278)	3,500			99.7%	
1025 Other Cremations	0	125	125	500	1,375	875	1,500			33.3%	
1030 Memorials & Inscriptions	630	83	(547)	5,637	913	(4,724)	1,000			563.7%	
1050 Interest Received	8	0	(8)	63	0	(63)	0			0.0%	
	638	833	195	17,505	9,163	(8,342)	10,000			175.0%	0
<u>Site Operational Net Costs :- Income</u>											
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
<u>Site Operational Net Costs :- Direct Expenditure</u>											
4060 General Administration	475	333	(142)	5,333	3,663	(1,670)	4,000		(1,333)	133.3%	
4070 Audit Fees	200	0	(200)	320	150	(170)	150		(170)	213.3%	
4080 Insurance	0	0	0	0	200	200	200		200	0.0%	
4081 Subscriptions	0	8	8	95	88	(7)	100		5	95.0%	
4089 Caretaker opening/closing	0	83	83	0	913	913	1,000		1,000	0.0%	
4090 Grounds Maint. - Contract	690	667	(23)	8,985	7,337	(1,648)	8,000		(985)	112.3%	
4100 Grounds Maint. - Non Contract	0	208	208	2,531	2,288	(243)	2,500		(31)	101.3%	
4101 Tree Survey	0	0	0	0	600	600	600		600	0.0%	
4102 Memorial Repairs	0	42	42	0	462	462	500		500	0.0%	
4110 Equipment Maint. & Repairs	0	42	42	32	462	430	500		468	6.4%	
4130 Water (metered Supply)	0	4	4	104	44	(60)	50		(54)	207.0%	

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 20/03/2024

Month No: 11

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
4140 Waste Disposal (Refuse Sacks)	277	42	(235)	929	462	(467)	500		(429)	185.8%	
4202 Tree works	0	250	250	850	2,750	1,900	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	<u>1,642</u>	<u>1,679</u>	<u>37</u>	<u>19,232</u>	<u>19,419</u>	<u>187</u>	<u>21,100</u>	<u>0</u>	<u>1,868</u>	<u>91.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,004)</u>	<u>(846)</u>	<u>158</u>	<u>(3,286)</u>	<u>(10,256)</u>	<u>(6,970)</u>	<u>(11,100)</u>				
150 Site Project Planning											
4225 Pet Cemetery	0	42	42	0	462	462	500		500	0.0%	
4250 2nd Crem. Area Work	0	167	167	0	1,837	1,837	2,000		2,000	0.0%	
4251 Natural Burial Site	0	83	83	0	913	913	1,000		1,000	0.0%	
Site Project Planning :- Indirect Expenditure	<u>0</u>	<u>292</u>	<u>292</u>	<u>0</u>	<u>3,212</u>	<u>3,212</u>	<u>3,500</u>	<u>0</u>	<u>3,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(292)</u>	<u>(292)</u>	<u>0</u>	<u>(3,212)</u>	<u>(3,212)</u>	<u>(3,500)</u>				
200 Parish Council Funding											
1100 Bishop's Waltham PC Funding	0	0	0	5,000	10,000	5,000	10,000			50.0%	
1110 Swanmore PC Funding	0	0	0	2,500	5,000	2,500	5,000			50.0%	
Parish Council Funding :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,500</u>	<u>15,000</u>	<u>7,500</u>	<u>15,000</u>			<u>50.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,500</u>	<u>15,000</u>	<u>7,500</u>	<u>15,000</u>				

Detailed Income & Expenditure by Phased Budget Heading 20/03/2024

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 EMR
Grand Totals:- Income	638	833	195	25,005	24,163	(842)	25,000			100.0%	
Expenditure	1,642	1,971	329	20,790	22,631	1,841	24,600	0	3,810	84.5%	
Net Income over Expenditure	(1,004)	(1,138)	(134)	4,214	1,532	(2,682)	400				
Movement to/(from) Gen Reserve	(1,004)			4,214							



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

5 February, 2024

The Clerk

West Hoe Cemetery Management Committee

The Jubilee Hall

Little Shore Lane

Bishops Waltham

SO32 1 ED

Dear Mrs Edge

Internal Audit Report for West Hoe Cemetery 2023/24

April 2023 – December 2023

This is the first review for 2023/2024 to check that the West Hoe Management Committee have proper practices in place to ensure that compliance is maintained in line with the Joint Burial Authority arrangements.

As part of the review a check was carried out to ensure that the financial management arrangements in place are adequate and remain robust.

The Clerk has also provided back-up information from the RBS Omega Software for the period April 2023 to December 2023 to support the financial management position of the Committee. Further confirmation has been obtained of good governance and practice from the website.

As part of the review the following details were checked as follows:

- the Lloyds Bank Current Account No 00283588 is reconciled on a regular basis and presented to the Management Committee for scrutiny and approval.
- the transactional details recorded in the RBS software are accurate and can be traced to the prime records held by the Clerk.
- a complete check of the invoices paid for the period April 2023 to December 2023 and the sums traced to the Cash Book and bank statements.

February 5, 2024

Page 2

- a complete check of the income recorded in the bank paying in book for the period April 2023 to December 2023 and the sums traced to the Cash Book and bank statements.
- a test check on the entries recorded in the Burial and Memorial Registers has been carried out to agree the entries recorded. *(Audit Note: We have also agreed with the Clerk to the Committee that reminders should be sent to the Funeral Directors that it is important for them to quote both the invoice number and the name of the deceased when making payments by BACS. These can then be checked with the Register of Burials or Register of Memorials and ensure that all sums due are matched from the bank statements and agreed to the details in both Registers).*
- It was noted that the VAT elements from invoices paid to Suppliers during the period April 2023 to March 2024 will be completed at the end of the financial year and submitted to HMRC for reimbursement.
- a check on the Minutes of the Management Committee was carried out and confirmed that they were also displayed on the website to ensure that decisions and approvals is transparent. The details were adequately recorded and any financial implications to purchase supplies and services could be traced to invoices paid.
- Details recorded in the Minutes of the Management Committee in April 2023 showed that a Risk Assessment was completed for 2022/2023. We have agreed with the Clerk to the Committee that a further Risk Assessment should be completed for 2023/2024 before the 31 March 2024.

Audit Opinion

It is our opinion that the various records and procedures in place for the Management Committee provide an appropriate standard of control except where we have made recommendations in this report to carry out a risk review for 2023/2024 and to ensure that Funeral Directors complete the name and invoice number on each BACS payment made to the Committee's bank account.

This letter report should be noted and taken to the next meeting of the Management Committee to inform them of the Internal Audit work carried out. The details of this Internal Audit Report should be minuted by the Management Committee.

Yours sincerely,

Tim Light FMAAT

Internal Auditor

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Bishop's Waltham Parish Council Office, The Jubilee Hall, Little Shore Lane,
Bishop's Waltham. SO32 1ED
Telephone: 01489 892323 Email: westhoe@bishopswaltham-pc.gov.uk

Risk Assessment of the Financial Systems internal controls for West Hoe Cemetery Year ending March 2024
Approved by the West Hoe Cemetery Management Committee at the meeting on 4.4.24.

No.	Internal Control Tests	Findings
1.	Proper Bookkeeping	
1.1	Is the cashbook maintained and up to date?	The Committee uses the RBS Omega system. The cashbook is fully maintained and up to date.
1.2	Is the cashbook arithmetically, correct?	Yes.
1.3	Is the cashbook regularly balanced?	Cashbook balanced on monthly basis and bank reconciliation prepared. Subsequently tabled for acceptance at Committee meeting and signed by Chairman.
2a.	Standing Orders and Financial Regulations.	
2.1	Has the Committee formally adopted Standing Orders and Financial Regulations?	As a Standing Committee of both Councils the SOs and Financial Regulations of the Councils apply to this Committee. The Committee comprises three members each from BWPC and SPC with an alternating Council Chairman who holds the casting vote for decisions.
2.2	Has the RFO been appointed with specific duties?	The Clerk to the Committee is the RFO and duties are detailed in the Financial Regulations for both Councils.
2.3	Have items or services above a de minimus amount been competitively purchased?	Yes.

2b.	Payment Controls.	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	All payments are supported by proper invoices, which are authorised and minuted. Payments are made by BACS, approved at meetings and report signed by Chairman. The paid invoices are annotated with date paid and RFO initials.
2.5	Has VAT on payments been identified, recorded and reclaimed?	VAT invoices are held where relevant with VAT recorded in separate column in the cash book. Claimed annually, with refund paid direct into current account.
2.6	Is S137 expenditure separately recorded and within statutory limits?	S137 expenditure does not apply to West Hoe Cemetery.
3.	Risk Management Accounts.	
3.1	Does a scan of the minutes identify any unusual financial activity?	Nothing during the financial year.
3.2	Do the minutes record the Committee carrying out an annual risk assessment?	Annually an internal H & S review (including headstone finger testing) is performed and repairs authorised as necessary. H & S Audit undertaken in 2022. To be reviewed in 2024.
3.3	Is insurance cover appropriate and adequate?	Insurance cover via BWPC (as landowner) who then recharge WHCMC. In light of recent events at the cemetery check to be made on cover for criminal damage.
3.4	Are internal financial controls documented and reviewed regularly?	A Risk Assessment of Financial Systems' internal control for WHCMC was prepared by the Internal Auditor and the RFO and is updated annually.
4.	Budgetary Controls.	
4.1	Has the Committee prepared an annual budget in support of its grant funding?	As WHC is funded from BWPC and SPC precept spend, a budget is prepared and presented to the Committee, approved and minutes before being passed to the Councils.

4.2	Is actual expenditure against the budget regularly reported to the Committee?	Regular monitoring of budget to actual expenditure is undertaken by the Clerk and reported to the relevant Committee meeting.
4.3	Are there any significant and unexplained variances on the budget?	No.
5.	Income Controls.	
5.1	Is income properly recorded and promptly banked?	Income is normally by BACS and reconciled regularly. The Burial Register is maintained giving full details of the deceased with relevant plot numbers and dates etc. Paying in slips/BAC receipts cross-referenced with Funeral Director, person and plot number. Cemetery charges are approved annually. <i>In accordance with the Internal Auditor's report dated 5.2.24 Funeral Directors and Stonemasons etc to be reminded of the importance of quoting both the invoice number and the name of the deceased when making payments via BACS to ensure that all sums due are matched to the bank statements and registers.</i>
5.2	Do the precept funding grants recorded in the cashbook agree with the PC's notifications?	Precept funding sought from BWPC and SPC is approved and minuted by the WHCMC. The payments are then requested by letter from the two Councils.
5.3	Are security controls over cash adequate and effective?	Not applicable -- no cash held.
6.	Petty Cash Procedures.	
6.1	Is all petty cash spending recorded and supported by VAT invoices?	Not applicable.
6.2	Is petty cash reported to each Committee meeting?	Not applicable.

6.3	Is petty cash reimbursement carried out regularly?	Not applicable.
7.	Payroll Controls.	
7.1	Do salaries paid agree with those approved by the Committee?	Salary and pension payments for the Clerk are administered by BWPC and recharged monthly by invoice to WHCMC.
7.2	Are other payments to the Clerk reasonable and approved by the Committee?	Groundstaff contract payments invoiced monthly by BWPC. Yes, when necessary.
7.3	HAS the PAYE/NIC been properly operated?	As per 7.1.
8.	Asset Controls.	
8.1	Does the Committee keep an asset register of all material assets owned?	Asset register is held with date purchased, full details (including serial numbers where relevant) and values.
8.2	Are the Assets/Investments registers up to date?	Yes (Reviewed 2023 by the Clerk).
8.3	Do asset insurance valuations agree with those in the asset register?	Insurance is held by BWPC for all asset values and liabilities and reviewed annually.
9.	Bank Reconciliation.	
9.1	Is there a bank reconciliation for each account?	Bank Reconciliations are prepared for current account (002835588) and deposit account (24137468) held at Lloyds Bank Fareham.
9.2	Is bank reconciliation carried out regularly on receipt of statements?	Reconciliations for both accounts are prepared regularly on the RBS system. Reports are tabled at Committee meetings for acceptance and signed by Chairman.

9.3	Are there any unexplained balancing entries in any reconciliation?	No unexplained balancing entries in any reconciliation.
10.	Year End Procedures.	
10.1	Are year-end accounts prepared on a receipts and payments or income and expenditure basis?	Income and Expenditure basis.
10.2	Do the accounts agree with the cashbook?	Yes.
10.3	Is there an audit trail from underlying financial records to the accounts?	Full cross referencing using cheque numbers, paying in slip numbers, BACS receipts and burial plot numbers in cashbook provide proper audit trail.
10.4	Where appropriate, have debtors and creditors been properly recorded?	Debtors and creditors zero for 2023/24 with only VAT recoverable due at year end.

Signed:

Signed:

Date:

.....

Chairman

.....

Clerk/RFO

.....

Actions Arising:

Number	Action	Completed
3.3	Check insurance cover for criminal damage.	Mar 24
5.1	Funeral Directors and Stonemasons etc to be reminded of the importance of quoting both the invoice number and the name of the deceased when making payments via BACS to ensure that all sums due are matched to the bank statements and registers.	Feb 24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 4.4.24

Agenda Item – Pet Cemetery update – to consider further actions.

The West Hoe Pet Cemetery has been open since 2019. It is a dedicated area for the interment of the ashes of small animals such as dogs, cats, rabbits, or guinea pigs.

There have been two interments on the site since then, both dogs.

I have received enquiries about the facility but it is clear that callers were only interested if their pet could be cremated at the site. I have also had comments concerning the charges which were considered too high.

See attached form for charges.

This Committee produced a leaflet in 2019 (attached) – all details are still correct.

Proposal: to consider further actions in regard to the facility.

LE
20.3.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Bishop's Waltham Parish Council Office, The Jubilee Hall, Little Shore Lane,
Bishop's Waltham. SO32 1ED
Telephone: 01489 892323 Email: westhoe@bishopswaltham-pc.gov.uk

Pets' Cemetery - Notice of Interment.

This notice is to be delivered to the Cemetery Clerk, at the address given below or via email, between the hours of 10.00am and 4.00pm, at least three working days prior to the interment. All fees must be paid not later than the day of interment.

1	Applicant Name, Address and Contact Number	
2	Pet's Name	
3	Type of animal	
4	If you wish to attend the interment, please state preferred day and date.	
5	Hour to arrive at the cemetery (if applicable).	
6	Plaque required.	Yes No
7	Inscription for plaque.	
8	Date of Application.	
9	Signature of Applicant.	

Details:

Each pet's plot will be 50cm x 50cm (19.68" x 19.68"); depth 100cm (39") (deeper plot by request only).

Biodegradable container or loose ashes.

Small pets only.

Any plaque must be a maximum of 30cm x 30cm (12" x 12") and will be installed by WHCMC.

Plaques to be purchased from South Coast Memorials.

A deed of grant will be issued for 75 years for each plot.

Charges:

Bishop's Waltham and Swanmore Parishes		Other areas
£90	Plot only	£108.00
£120	Plot + plaque	£144.00
£40	Plaque at later date.	£48.00

Payment can be made by BACS transfer, cash or cheque.

Cheques should be made payable to the West Hoe Cemetery Management Committee.

Bank Details for BACS payments:

Lloyds Bank
Bishop's Waltham
30-90-85
00283588

Mrs L Edge
Clerk to the West Hoe Cemetery Management Committee
The Jubilee Hall
Little Shore Lane
Bishop's Waltham
Hampshire
SO32 1ED.

westhoe@bishopswaltham-pc.gov.uk

Access and parking

Visitors are welcome during opening hours from 9am each day until 9pm (April to September) or 5pm (October to March). Off-road parking is available alongside the entrance drive.

A quiet area with bench is available next to the Lych gate and additional memorial benches in the Pet Cemetery may be added in future.

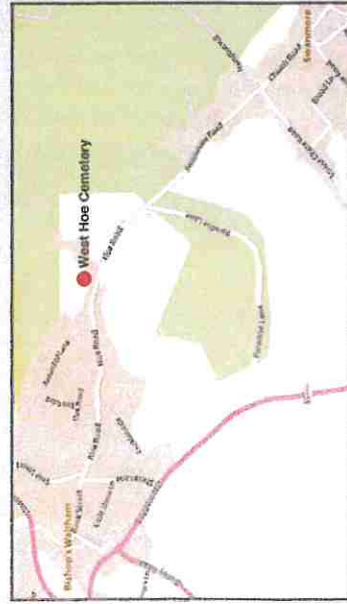
Directions

From Bishop's Waltham centre

From the one-way system at the top of the High Street, take Bank Street in the direction of Swanmore. Cross the junction at Free Street and continue to the mini roundabout. Take the second exit into Hoe Road and West Hoe Cemetery will be found half a mile on the left.

From Swanmore centre

Go along Church Road in the direction of Bishop's Waltham. Continue straight on into Swanmore Road. Beyond the speed limit sign this becomes Hoe Road, and the West Hoe Cemetery will be found about a mile on the right hand side.



West Hoe Pet Cemetery

A safe and peaceful resting place for your much-loved pets



For more information contact:

The Clerk
West Hoe Cemetery
01489 892323
westhoe@bishops-waltham-pc.gov.uk

Published by West Hoe Cemetery Management Committee ©2019

West Hoe Pet Cemetery



Founded in 2019 the Pet Cemetery at West Hoe is a dedicated area for the interment of the ashes of small animals such as dogs, cats, rabbits or guinea pigs.

It is adjacent to, but quite separate from, the main cemetery. It is screened from the entrance drive by a hornbeam hedge and edged by mature trees, providing a shady and peaceful resting place for your much loved pets.

Individual plots (50cm/20inches square) are located in well-spaced rows within the Pet Cemetery and are available either as a simple plot or with the option of adding an inscribed flat memorial tablet. Ashes may be interred in any biodegradable container or poured directly into the grave.

Full details of current prices, terms and conditions can be found at www.bishopswaltham-pc.gov.uk or by contacting the Clerk to the Cemetery.



About West Hoe

In 1980, when the Parish Churches of St Peter's, Bishop's Waltham and St Barnabas, Swanmore concluded that their burial grounds were complete, the two Parish Councils established a joint burial authority and purchased land between the two villages at West Hoe for a cemetery.

Since then, this land has been developed as a beautiful resting place for parishioners of Bishop's Waltham, Swanmore and the surrounding areas. As well as dedicated formal areas for both burials and the interment of ashes, the cemetery has recently been expanded with a wild flower meadow where ashes can be interred in a more natural setting.

The Cemetery Management Committee comprises Councillors from both parishes.



WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 4.4.24

Agenda Item – Tree Request – Natural Burial Site.

Following a recent scattering of ashes at the Natural Burial Site the family have asked if they can plant a cherry tree in memory of their loved one.

They wish to plant the tree on the boundary at the top of the site.

Proposal: to consider this request.

LE
20.3.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 4.4.24

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

Since the last report on 25.1.24 the following events have taken place at the cemetery.

29.1.24	Lillywhite	Grave re-opened to double.
3.2.24	Nuttall	Ashes scattered in natural burial site.
7.2.24	Willis	New headstone.
9.2.24	Mann	New double cremation plot.
12.2.24	Taylor	Grave re-opened to single.
15.2.24	Cooper	Grave re-opened to single.
21.2.24	Taylor	Additional inscription.
21.2.24	Sleet	New cremation plaque.
6.3.24	Mann	New cremation plaque.
14.3.24	Paige	Grave re-opened to single.
19.3.24	Rogers	New double depth grave.
20.3.24	Bruce	New headstone.

LE
20.3.24