



**A Meeting of the West Hoe Cemetery Management Committee  
will be held in the Community Room at Steels Funeral Directors, Bishop's Waltham  
on Thursday 3<sup>rd</sup> March 2022 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 Report.
6. Approval of the minutes of the meeting of the 27<sup>th</sup> January 2022.
7. Actions Arising from the meeting of the 27<sup>th</sup> January 2022.  
*For information only.*
8. Internal Audit Interim Report – to note the report.
9. To consider finance matters:
  - i) To approve payments made.
  - ii) Bank Reconciliation January 2022 for acceptance.
  - iii) To note Financial Position year to date.
  - iv) To consider Cash Flow forecast.
10. Risk Assessments.
  - i) Risk Assessment of the Financial Systems internal controls – for acceptance
  - ii) Covid Risk Assessment – for consideration.
11. Contemplation Area – to consider actions.
12. Cremation packages – for consideration.
13. Cemetery update *(for information only)*.
14. Requests for future agenda items *(for information only)*.
15. Date of next meeting - to be agreed.

*L Edge*  
Clerk to the Committee.  
22.2.22