



**A Meeting of the West Hoe Cemetery Management Committee  
will be held at Steels Funeral Directors, Victoria Road, Bishop's Waltham  
on Thursday 27<sup>th</sup> April 2023 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 16<sup>th</sup> February 2023.
7. Actions Arising from the meeting of the 16<sup>th</sup> February 2023.  
*For information only.*
8. Internal Audit Report for West Hoe Cemetery 2022/23 (April 2022 – December 2022) – to note the report.
9. To consider finance matters:
  - i) To approve payments made.
  - ii) Bank Reconciliations January & February 2023 for acceptance.
  - iii) To note Financial Position year to date.
  - iv) To consider Cash Flow forecast.
  - vi) Cash book for Savings Account
10. Risk Assessment of the Financial Systems Internal Controls – for approval.
11. Health, Safety & Welfare Site Compliance Report – update on actions *(for information only)*.
12. Charges for 2023/24 – to approve the charges.
13. Deposit transfers – for consideration.
14. Cemetery update *(for information only)*.
15. Requests for future agenda items *(for information only)*.
16. Date of next meeting – to be confirmed.
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. Quote for repainting of main cemetery gates – for consideration.

*L Edge*  
Clerk to the Committee.  
18.4.23