



**A Meeting of the West Hoe Cemetery Management Committee  
will be held at the Swanmore Parish Council Office, Hollythorns House,  
New Road, Swanmore, SO32 2NW  
on Thursday 16<sup>th</sup> January 2025 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 14<sup>th</sup> November 2024.
7. Actions Arising from the meeting of the 14<sup>th</sup> November 2024 *(for information only)*.
8. To consider finance matters:
  - i) Payments Schedule for Authorisation – to approve payments.
  - ii) Bank Account Reconciliations for October, November & December 2024 – to note the review by the Chairman.
  - iii) Income and Expenditure Forecast – to note current position.
  - iv) Cost Centre Report – to note current position.
  - v) West Hoe Cemetery Banking Update - to note.
9. Committee Cemetery Visit – for consideration.
10. Proposal to Introduce Form to Confirm Receipt of Cemetery Regulations – *for consideration*.
11. West Hoe Cemetery Processes – Memorial Applications - *for information*.
12. Correspondence: Request for Larger Headstone – *for consideration*.
13. Correspondence: Access to Grave – *for consideration*.
14. Cemetery Update - for information.
15. Memorial Service Update – for consideration.
16. Clerk's Report – for consideration.
17. Requests for future agenda items *(for information only)*.
18. Date of next meeting – 13<sup>th</sup> March 2025.

*C. Wilkinson*  
Clerk to the Committee  
09.01.25