



**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 12<sup>th</sup> June 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. Election of Chairman of the Committee (Swanmore Councillor)
2. Election of Vice Chairman of the Committee (Bishop's Waltham Councillor)
3. To receive and accept apologies for non-attendance
4. To receive any Declarations of Disclosable Pecuniary interests relating to items on this agenda
5. To receive any Personal, Pecuniary and Non-Pecuniary interests relating to items on this agenda
6. Public Session *(for information only)*
7. Grounds/Funeral Director Reports
8. Approval of the minutes of the meeting of the 3<sup>rd</sup> April 2025
9. Actions Arising from the meeting of the 3<sup>rd</sup> April 2025 *(for information only)*
10. Other Finance matters:
  - i) Payments Schedule for Authorisation – *to approve payments*
  - ii) Bank Account Reconciliations for March 2025 – *to note the review by the Chairman*
  - iii) Balance Sheet – *to note current position*
  - iv) Income and Expenditure Forecast – *to note current position*
  - v) Cost Centre Report – *to note current position*
  - vi) Annual Recharges – *for approval*
  - vii) Annual Investment Report 2024/2025 - *for information*
  - viii) Financial Risk Assessment - Year Ending 31<sup>st</sup> March 2025 - *for approval*
11. Annual Return Accounting Statements for Financial Year ending 31<sup>st</sup> March 2025 – *to note and approve*
12. Internal Auditor's Report – 2024/2025 – *to receive and consider*
13. Application of Updated Charges for Memorial Applications and Notice of Interments – *for consideration*
14. Updated Cemetery Regulations – *for approval*
15. Memorial Service Report – *for information*
16. Animal and Plant Health Agency Annual Compliance Visit – *for information*
17. Memorial Bench Request – *for approval*
18. Request to Carry Out Tree Works in the Cemetery – *for information*
19. Cemetery Update - *for information*
20. Requests for future agenda items *(for information only)*
21. Date of next meeting – 10<sup>th</sup> July 2025.
22. 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.**

23. Clerk's Report – *for consideration.*
24. Quotations for Tree Works – *for consideration*

*C. Wilkinson*  
Clerk to the Committee  
05.06.25