



**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 15th May 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 3rd April 2025
9. Actions Arising from the meeting of the 3rd April 2025 *(for information only)*
10. To consider 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) Income and Expenditure Forecast – *to note current position*
 - iv) Cost Centre Report – *to note current position*
 - v) Ear Marked Reserves – *Year End 2024/25 – for approval*
 - vi) Annual Investment Report 2024/2025 - *for information*
 - vii) Financial Risk Assessment - *Year Ending 31st March 2025 - for approval*
11. Updated Cemetery Regulations – *for approval*
12. Memorial Service Report – *for information*
13. Request to Carry Out Tree Works in the Cemetery – *for consideration*
14. Tree Condition Survey – *for consideration*
15. Cemetery Update - *for information*
16. Requests for future agenda items *(for information only)*
17. Date of next meeting – 10th July 2025.
18. 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.
19. Clerk's Report – *for consideration.*

C. Wilkinson
Clerk to the Committee
08.05.25