



**A Meeting of the West Hoe Cemetery Management Committee will be held in the Ruby Room of the Jubilee Hall, Bishop's Waltham, SO32 1ED on Thursday 13<sup>th</sup> November 2025 at 6pm.**

**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 11<sup>th</sup> September 2025
7. Actions Arising from the meeting of the 11<sup>th</sup> September 2025 (for information only)
8. Finance matters:
  - i) Payments Schedule for *Authorisation - to approve payments made*
  - ii) Bank Reconciliations for August and September 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*
9. West Hoe Cemetery Funding Request – *for consideration and approval*
10. West Hoe Cemetery Draft Budget for 2026 – 2027 – *for consideration*
11. Report regarding Headstone Survey – *for consideration*
12. Tree Survey – *for consideration*
13. Cemetery Update – *for information*
14. Update Relating to Reporting Structure of the Committee – *for information*
15. Requests and Proposed Locations for Additional Memorial Benches – *for consideration*
16. Requests for future agenda items *(for information only)*
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. Quotation for Migration of the Cemetery's Financial Reporting System – *for consideration*
19. Cemetery Regulations Infringements – *for consideration*
20. Correspondence Relating to a Headstone Application – *for consideration*
21. Date of next meeting – 13<sup>th</sup> November 2025, 6pm

*C. Wilkinson*  
Clerk to the Committee  
05.11.25