



A Meeting of the West Hoe Cemetery Management Committee
will be held in the Ruby Room at the Jubilee Hall, Little Shore Lane,
Bishop's Waltham, SO32 1ED
on Thursday 24th August 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 22nd June 2023.
7. Actions Arising from the meeting of the 22nd June 2023.
For information only.
8. To consider finance matters:
 - i) To approve payments made.
 - ii) Bank Reconciliations June and July 2023 for acceptance.
 - iii) Bank Reconciliations Savings Account May and June 2023 for acceptance.
 - iv) To note Financial Position year to date.
 - v) To consider Cash Flow forecast.
 - vi) Cashbook for Savings Account.
9. Job description for the Clerk to the Committee – for consideration.
10. Grid Plan for Natural Burial Site – for consideration.
11. Pre purchase of plots – for consideration.
12. Cemetery update *(for information only)*.
13. Requests for future agenda items *(for information only)*.
14. Date of next meeting – 26th October 2023.
15. 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.
16. Groundsman's Shed update and installation quotations for consideration.
17. Clerk's Report for consideration.

L Edge
Clerk to the Committee.
15.8.23

WEST HOE CEMETERY MANAGEMENT COMMITTEE
The Jubilee Hall, Little Shore Lane, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee
Held in the Swanmore Parish Council Office, Hollythorns House,
New Road Swanmore, SO32 2NW
on Thursday 22nd June 2023 at 6.00pm.

Present:

Committee Members:	Cllr Mrs P Clive	Chairman
	Cllr Mrs J Marsh	
	Cllr Mr J Woodman	

Also in attendance:	Mrs L Edge	Clerk
	Mr P Wall	Groundsman

Members of the public: None

- WH018/23 **To receive and accept apologies for non-attendance.****
Cllrs Rankine and Webb – family commitment.
Cllr Ford – work commitment.
Resolved: to receive and accept the apologies for non-attendance as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Woodman
All in favour.
- WH019/23 **To receive any Declarations of Disclosable Pecuniary and Non-Pecuniary Interest relating to items on the agenda.****
None relating to the business of the meeting.
- WH020/23 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.****
None relating to the business of the meeting.
- WH021/23 **Public Session (for information only).****
No members of the public were present.
- WH022/22 **Grounds/Funeral Director Report.****
Mr Wall reported/commented on the following: thanked everyone who helped with grounds maintenance whilst he was off; cemetery maintenance now up to date.
- WH023/23 **To approve the minutes of the meeting of the 25th May 2023.****
Resolved: to approve the minutes of the meeting of the 25th May 2023.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Clive
All in favour who were present at the meeting.
- WH024/23 **Actions Arising from the meeting of the 25th May 2023.****
Noted.
- WH025/23 **To consider finance matters:****
i) To approve the Accounting Statements and note Internal Audit Report – year ending 31.3.23.
Resolved: to approve the Accounting Statements and note the Internal Audit Report year ending 31.3.23.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Marsh
All in favour.

ii) To approve payments made.

Resolved: to approve the payments made.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Clive

All in favour.

iii) Bank Reconciliations April and May 2023 for acceptance.

Resolved: to accept the Bank Reconciliations April and May 2023.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Woodman

All in favour.

iv) Bank Reconciliation Savings Account April 2023 for acceptance.

Resolved: to accept the Bank Reconciliation Savings Account April 2023.

Proposed: Cllr Mrs Clive

Seconded: Cllr Mrs Marsh

All in favour.

v) To note Financial Position year to date.

Noted.

vi) To consider Cash Flow forecast.

Updated forecast provided.

Noted – no action required.

vii) Cashbook for Savings Account.

Noted.

WH026/23

Bench Policy – for consideration.

Resolved: to approve the bench policy as tabled and add to the Burial Ground regulations.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Woodman

All in favour.

Action: Clerk

WH027/23

Groundsman's Shed Options – for consideration.

Resolved: to purchase the apex shed from Shedstore at a cost of £979.99.

Quotes to be sought for the installation.

Proposed: Cllr Mrs Clive

Seconded: Cllr Woodman

All in favour.

Action: Clerk

WH028/23

Friends of the Cemetery Group – for consideration.

The Chairman provided a draft of a poster for the proposal.

Suggested tasks – simple gardening tasks, organisation of the annual memorial service, assistance with working groups.

Agreed to publicise the proposal to ascertain interest in the proposal. Agenda item October meeting.

Action: Clerk

WH029/23

Cemetery update (for information only).

Noted.

WH030/23

Requests for future agenda items (for information only).

i) August meeting – quotes for hedge cutting.

ii) October meeting – Budget, Friends of Cemetery.

iii) August meeting - Pre-purchase of plots.

Action: Clerk

WH031/23

Dates of next meeting.

Thursday 24th August 2023.

Noted.

There being no further business the meeting closed at 6:41 pm.

West Hoe Cemetery Management Committee

Actions Arising from the meeting of the 22.6.23

Minute Number	Subject	Date for completion	Action by	Notes
WH19/29(3)	Grid/Plan for natural burial site	Complete	LE	Agenda item this meeting
WH040/21(4)	Drainage check	Complete	PW	
WH040/21(7)	Memorial Garden - actions to be progressed	Ongoing	PC/LE	PW cleared path/bed to be dug and shrubs purchased
WH040/21(10)	Bin area - new sign/remove path	Ongoing	PW/LE	Signs purchased and installed/PW to remove slabs
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	LE	i) Complete - no longer reqd ii) Complete - grass cut and removed iii) Plots to be pegged
WH050/22	Second Cremation Area - actions to be progressed	Ongoing	LE/PW	
WH012/23	Memorial Service - actions to be progressed	Sep-23	LE	Invites sent/Parish News/Vicar
WH017/23	Gates - actions to be progressed	Aug-23	LE/PW	
WH026/23	Bench Policy - add to Regulations	Complete	LE	
WH027/23	Groundsman's Shed - actions to be progressed	Complete	LE	Agenda item this meeting
WH028/23	Friends of the Cemetery - actions to be progressed. Agenda item October meeting.	Oct-23	LE	
WH030/23(i)	Quotes for hedge cutting - agenda item August meeting	Complete	LE/PW	Quote under delegated amount so work agreed by PC/AW/LE
WH030/23(ii)	Budget - agenda item October meeting	Oct-23	LE	Drafted - to be updated before Oct
WH030/23(iii)	Pre-purchase of plots - agenda item August meeting	Complete	LE	Agenda item this meeting

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 24.8.23

Agenda Item - Finance Matters for consideration.

i) To approve payments made.

List attached for approval.

ii) Bank Reconciliations June and July 2023 for acceptance.

Attached for acceptance.

iii) Bank Reconciliation Savings Account May and June 2023 for acceptance.

Attached for acceptance.

iv) To note Financial Position year to date.

Attached for noting.

v) To consider Cash Flow forecast.

Attached for consideration.

vi) Cashbook for Savings Account.

Attached for noting.

LE

15.8.23

Bank Accounts

List of Payments made between 15/06/2023 and 16/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/06/2023	Mrs L Edge	BACS	31.89		Watering cans x 4
21/06/2023	Carters of Swanwick	141115	508.57		Ride on service
21/06/2023	Castle Water	9103873	32.91		Water 1.4 - 30.9.23
21/06/2023	Lightatouch Internal Audit Ser	230614	120.00		Internal Audit Jan-Mar 23
29/06/2023	Bishop's Waltham Parish Council	HG5471	80.94		Stamps
01/07/2023	Bishop's Waltham Parish Council	HG5500	1,474.93		Clerk & Grounds June 23
03/07/2023	Shedstore/Taylorred Investments	202	979.99		Shed
05/07/2023	Ace Liftaway Ltd	127211	56.52		Waste disposal June 23
26/07/2023	ICCM	4552	95.00		Subscription
26/07/2023	Bishop's Waltham Parish Council	HG5524	2,131.37		Clerk & Grounds June
02/08/2023	Ace Liftaway Ltd	130362	40.80		Waste disposal July
Total Payments			5,552.92		

**Bank Reconciliation Statement as at 26/07/2023
for Cashbook 1 - Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2023	66	5,253.86
			<u>5,253.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/06/2023 HG5471 Bishop's Waltham Parish Council		80.94	
01/07/2023 HG5500 Bishop's Waltham Parish Council		1,474.93	
05/07/2023 127211 Ace Liftaway Ltd		56.52	
26/07/2023 4552 ICCM		95.00	
26/07/2023 HG5524 Bishop's Waltham Parish Council		2,131.37	
			<u>3,838.76</u>
			1,415.10
<u>Receipts not Banked/Cleared (Plus)</u>			
05/07/2023 BACS		500.00	
10/07/2023 BACS		170.00	
13/07/2023 BACS		150.00	
19/07/2023 BACS		390.00	
			<u>1,210.00</u>
			2,625.10
		Balance per Cash Book is :-	2,475.10
		Difference is :-	150.00 *

* Duplicate payment by South Coast Memorial.



Issue date: 30 June 2023

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Your branch: FAREHAM (309085)

Sort code: 30-90-85 Account number: 00283588

BIC: LOYDGB21467

IBAN: GB98 LOYD 3090 8500 2835 88

J31D7102EQDMCA0000136039001002 403 000

WEST HOE CEMETERY MANAGEMENT COMMITTEE
MRS LINDSAY EDGE
THE JUBILEE HALL
LITTLE SHORE LANE
BISHOP'S WALTHAM
SOUTHAMPTON
SO32 1ED



10 JUL 2023

TREASURERS ACCOUNT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Balance On 31 May 2023	£9,659.17
Total Paid In	£1,600.00
Total Paid Out	£6,005.31
Balance On 26 Jun 2023	£5,253.86

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 May 23		STATEMENT OPENING BALANCE			9,659.17
01 Jun 23	FPI	VOKES AND BECK VOKESBECK2 400000001146752926 309950 10 01JUN23 08:22	230.00 ✓		9,889.17
06 Jun 23	FPI	VOKES AND BECK VOKESBECK2 300000001148281265 309950 10 06JUN23 08:42	150.00 ✓		10,039.17
07 Jun 23	FPO	BWPC 200000001141536656 HG5461 209701 10 07JUN23 09:06		1,896.90 ✓	8,142.27
07 Jun 23	FPO	ACE LIFTAWAY 400000001150286573 123938 209719 10 07JUN23 09:07		53.04 ✓	8,089.23
07 Jun 23	TFR	WEST HOE CEMETERY 309085 24137468		2,000.00 ✓	6,089.23
07 Jun 23	FPI	C ELLAM-SPEED WHC1362 500000001145665406 110300 10 07JUN23 14:19	330.00 ✓		6,419.23
14 Jun 23	FPO	DM BUILDING & REST 400000001154192330 INV 23965 560064 10 14JUN23 15:59		1,362.00 ✓	5,057.23
15 Jun 23	FPI	SOUTH COAST WHC1359247199953301516001 402103 10 15JUN23 10:34	130.00 ✓		5,187.23
15 Jun 23	FPI	SOUTH COAST WHC1363 599897834301516001 402103 10 15JUN23 10:34	230.00 ✓		5,417.23
15 Jun 23	FPI	SOUTH COAST WHC1358 059241825301516001 402103 10 15JUN23 10:35	150.00 ✓		5,567.23
21 Jun 23	FPO	L M EDGE 100000001149636329 WEST HOE 090126 10 21JUN23 12:08		31.89 ✓	5,535.34
21 Jun 23	FPO	CARTERS OF SWANWIC 500000001153041888 INV 1/141115 203089 10 21JUN23 12:09		508.57 ✓	5,026.77
21 Jun 23	FPO	CASTLE WATER 300000001156391790 9103873 401160 10 21JUN23 12:12		32.91 ✓	4,993.86
21 Jun 23	FPO	LIGHTATOUCH 300000001156392102 230614 309294 10 21JUN23 12:13		120.00 ✓	4,873.86
22 Jun 23	FPI	ALVER-STONES PORTS ALVER/1364VIDLER 500000001153610921 309611 10 22JUN23 13:14	230.00 ✓		5,103.86
26 Jun 23	FPI	SOUTH COAST SOUTH COAST MEMS 685547418211626001 402103 10 26JUN23 11:28	150.00		5,253.86

Your Account activity is continued overleaf



PLG10M03100000

M32D7111R09 D32D7111R06

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**Bank Reconciliation Statement as at 16/08/2023
for Cashbook 1 - Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/07/2023	67	2,195.11
			<u>2,195.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,195.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,195.11
		Balance per Cash Book is :-	2,045.11
		Difference is :-	150.00 ✖

* South Coast Memorials overpayment.



Issue date: 31 July 2023

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Your branch: FAREHAM (309085)

Sort code: 30-90-85 Account number: 00283588

BIC: LOYDGB21467

IBAN: GB98 LOYD 3090 8500 2835 88

J31D8101EDBMBA0000061387001002 403 000

WEST HOE CEMETERY MANAGEMENT COMMITTEE
MRS LINDSAY EDGE
THE JUBILEE HALL
LITTLE SHORE LANE
BISHOP'S WALTHAM
SOUTHAMPTON
SO32 1ED



TREASURERS ACCOUNT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Balance On 30 Jun 2023	£5,253.86
Total Paid In	£1,760.00
Total Paid Out	£4,818.75
Balance On 31 Jul 2023	£2,195.11

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Jun 23		STATEMENT OPENING BALANCE			5,253.86
03 Jul 23	FPO	TAYLORED INVESTMEN 500000001160706037 0000202 163112 10 03JUL23 10:10		979.99 ✓	4,273.87
05 Jul 23	FPO	BWPC 500000001162005098 HG5500 209701 10 05JUL23 12:25		1,474.93 ✓	2,798.94
05 Jul 23	FPO	BWPC 100000001158600992 HG5471 209701 10 05JUL23 12:26		80.94 ✓	2,718.00
05 Jul 23	FPO	ACE LIFTAWAY 300000001165353130 127211 209719 10 05JUL23 12:27		56.52 ✓	2,661.48
05 Jul 23	FPI	B BEAVIS WHC1368 100000001158751079 309317 10 05JUL23 16:58	500.00 ✓		3,161.48
10 Jul 23	BGC	THE SOUTHERN CO-OP SOUTHERN CO-OPERAT	170.00 ✓		3,331.48
13 Jul 23	FPI	SOUTH COAST WHC1367 428287706090317001 402103 10 13JUL23 09:06	150.00 ✓		3,481.48
19 Jul 23	FPI	R STEEL & PARTNERS WHC1366 36023551585548000N 558126 40 19JUL23 02:41	390.00 ✓		3,871.48
26 Jul 23	FPO	ICCM 500000001173363925 4552/2023/24 600909 10 26JUL23 13:10		95.00 ✓	3,776.48
26 Jul 23	FPO	BWPC 500000001173364413 HG5524 209701 10 26JUL23 13:11		2,131.37 ✓	1,645.11
31 Jul 23	FPI	R STEEL & PARTNERS WHC1371 WILLIS 22014356084211000N 558126 40 31JUL23 03:04	550.00 ✓		2,195.11
31 Jul 23		STATEMENT CLOSING BALANCE	1,760.00	4,818.75	2,195.11

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPO - Faster Payment

FPI - Faster Payment

BGC - Bank Giro Credit



PLH10IK3100000

M31D8104C3P D31D8104C3P

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**Bank Reconciliation Statement as at 21/06/2023
for Cashbook 2 - Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	01/06/2023	3	5,004.28
			<u>5,004.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,004.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,004.28
		Balance per Cash Book is :-	5,004.28
		Difference is :-	0.00



Your account statement

Issue date: 1 June 2023

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Your branch: FAREHAM (309085)

Sort code: 30-90-85 Account number: 24137468

BIC: LOYDGB21467

IBAN: GB21 LOYD 3090 8524 1374 68

J31D62013FQMCA0000106197001002 403 000

WEST HOE CEMETERY MANAGEMENT COMMITTEE
THE JUBILEE HALL
LITTLE SHORE LANE
SOUTHAMPTON
HAMPSHIRE
SO32 1ED



BUS BANK INSTANT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Balance On 28 Apr 2023	£5,001.44
Total Paid In	£2.84
Total Paid Out	£0.00
Balance On 09 May 2023	£5,004.28

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Apr 23		STATEMENT OPENING BALANCE			5,001.44
09 May 23		INTEREST (GROSS)	2.84 ✓		5,004.28
09 May 23		STATEMENT CLOSING BALANCE	2.84	0.00	5,004.28

PLF20UP3100000

M32D620DUJN D32D620DUJN

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**Bank Reconciliation Statement as at 19/07/2023
for Cashbook 2 - Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	30/06/2023	4	7,007.59
			<u>7,007.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,007.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,007.59
		Balance per Cash Book is :-	7,007.59
		Difference is :-	0.00

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Your account statement

4

Issue date: 30 June 2023

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Your branch: FAREHAM (309085)

Sort code: 30-90-85 Account number: 24137468

BIC: LOYDGB21467

IBAN: GB21 LOYD 3090 8524 1374 68

J31D7102EQDMCA0000136042001002 403 000

WEST HOE CEMETERY MANAGEMENT COMMITTEE
THE JUBILEE HALL
LITTLE SHORE LANE
SOUTHAMPTON
HAMPSHIRE
SO32 1ED



10 JUL 2023

BUS BANK INSTANT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Balance On 01 Jun 2023	£5,004.28
Total Paid In	£2,003.31
Total Paid Out	£0.00
Balance On 09 Jun 2023	£7,007.59

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Jun 23		STATEMENT OPENING BALANCE			5,004.28
07 Jun 23	TFR	WEST HOE CEMETERY 309085 00283588	2,000.00		7,004.28
09 Jun 23		INTEREST (GROSS)	3.31		7,007.59
09 Jun 23		STATEMENT CLOSING BALANCE	2,003.31	0.00	7,007.59

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

TFR - Transfer

PLG10M031000000

M3207111R0C

D3207111R0S

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West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 16/08/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Site Operational Net Costs</u>											
1010 Local Interments	550	250	(300)	1,330	1,000	(330)	3,000			44.3%	
1015 Local Cremations	0	83	83	420	332	(88)	1,000			42.0%	
1020 Other Interments	0	292	292	1,500	1,168	(332)	3,500			42.9%	
1025 Other Cremations	500	125	(375)	500	500	0	1,500			33.3%	
1030 Memorials & Inscriptions	510	83	(427)	1,757	332	(1,425)	1,000			175.7%	
1050 Interest Received	0	0	0	8	0	(8)	0			0.0%	
	1,560	833	(727)	5,515	3,332	(2,183)	10,000			55.1%	0
Site Operational Net Costs :- Income											
4204 Lych Gate Repairs	0	0	0	1,135	0	(1,135)	0		(1,135)	0.0%	
4205 Vehicle Costs	0	0	0	424	0	(424)	0		(424)	0.0%	
	0	0	0	1,559	0	(1,559)	0		(1,559)	0.0%	0
Site Operational Net Costs :- Direct Expenditure											
4060 General Administration	269	333	64	1,505	1,332	(173)	4,000		2,495	37.6%	
4070 Audit Fees	0	0	0	120	150	30	150		30	80.0%	
4080 Insurance	0	200	200	0	200	200	200		200	0.0%	
4081 Subscriptions	95	8	(87)	95	32	(63)	100		5	95.0%	
4089 Caretaker opening/closing	0	83	83	0	332	332	1,000		1,000	0.0%	
4090 Grounds Maint. - Contract	960	667	(293)	3,615	2,668	(947)	8,000		4,385	45.2%	
4100 Grounds Maint. - Non Contract	0	208	208	2,276	832	(1,444)	2,500		224	91.1%	
4101 Tree Survey	0	0	0	0	0	0	600		600	0.0%	
4102 Memorial Repairs	0	42	42	0	168	168	500		500	0.0%	
4110 Equipment Maint. & Repairs	0	42	42	32	168	136	500		468	6.4%	
4130 Water (metered Supply)	0	4	4	33	16	(17)	50		17	65.8%	

Detailed Income & Expenditure by Phased Budget Heading 16/08/2023

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Waste Disposal (Refuse Sacks)	34	42	8	166	168	2	500		334	33.2%	
4202 Tree works	0	250	250	0	1,000	1,000	3,000		3,000	0.0%	
Site Operational Net Costs :- Indirect Expenditure	<u>1,358</u>	<u>1,879</u>	<u>521</u>	<u>7,842</u>	<u>7,066</u>	<u>(776)</u>	<u>21,100</u>	<u>0</u>	<u>13,258</u>	<u>37.2%</u>	<u>0</u>
Net Income over Expenditure	<u>202</u>	<u>(1,046)</u>	<u>(1,248)</u>	<u>(3,886)</u>	<u>(3,734)</u>	<u>152</u>	<u>(11,100)</u>				
<u>150</u> Site Project Planning											
4282 Groundsman's Shed	817	0	(817)	817	0	(817)	0		(817)	0.0%	
Site Project Planning :- Direct Expenditure	<u>817</u>	<u>0</u>	<u>(817)</u>	<u>817</u>	<u>0</u>	<u>(817)</u>	<u>0</u>	<u>0</u>	<u>(817)</u>		<u>0</u>
4225 Pet Cemetery	0	42	42	0	168	168	500		500	0.0%	
4250 2nd Crem. Area Work	0	167	167	0	668	668	2,000		2,000	0.0%	
4251 Natural Burial Site	0	83	83	0	332	332	1,000		1,000	0.0%	
Site Project Planning :- Indirect Expenditure	<u>0</u>	<u>292</u>	<u>292</u>	<u>0</u>	<u>1,168</u>	<u>1,168</u>	<u>3,500</u>	<u>0</u>	<u>3,500</u>		<u>0</u>
Net Expenditure	<u>(817)</u>	<u>(292)</u>	<u>525</u>	<u>(817)</u>	<u>(1,168)</u>	<u>(351)</u>	<u>(3,500)</u>				
<u>200</u> Parish Council Funding											
1100 Bishop's Waltham PC Funding	0	0	0	0	0	0	10,000			0.0%	
1110 Swanmore PC Funding	0	0	0	0	0	0	5,000			0.0%	
Parish Council Funding :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>				<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>				

Detailed Income & Expenditure by Phased Budget Heading 16/08/2023

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,560	833	(727)	5,515	3,332	(2,183)	25,000			22.1%	
Expenditure	2,175	2,171	(4)	10,218	8,234	(1,984)	24,600	0	14,382	41.5%	
Net Income over Expenditure	(615)	(1,338)	(723)	(4,703)	(4,902)	(199)	400				
Movement to/(from) Gen Reserve	(615)			(4,703)							

West Hoe Cemetery					
Cash Flow Forecast					
			Paid In	Paid Out	Balance
			£	£	£
Jul-23	Total Theoretical Bank A/C Balances (from reconciliation)				2,195.11
Online payments					
2.8.23	Ace Liftaway - waste disposal			40.80	
Credits					
4.8.23	Forest Gdn Ltd (Shed refund)		979.99		
8.8.23	South Coast Memorials		230.00		
8.8.23	Steels BW		250.00		
September	Funeral fees (estimate)		1,310.00		
			2,769.99	40.80	4,924.30
September	BWPC - Administration Cost				500.00
	Waste Bin emptying				100.00
	Grounds Mtce - Contract BWPC (estimate)				1,000.00
	Grounds Mtce - Non Contract				0.00
	Main gates cleaning etc				500.00
					2,824.30
October	BWPC - Administration Cost				500.00
	Waste Bin emptying				100.00
	Grounds Mtce - Contract BWPC (estimate)				1,000.00
	Grounds Mtce - Non Contract (Hedge work)				1,000.00
					224.30
November	BWPC - Administration Cost				500.00
	Waste Bin emptying				100.00
	Grounds Mtce - Contract BWPC (estimate)				1,000.00
	Grounds Mtce - Non Contract				0.00
					-1,375.70

JOB DESCRIPTION
WEST HOE CEMETERY MANAGEMENT COMMITTEE CLERK

Overall Responsibilities

To provide clerking services and support to the West Hoe Cemetery Management Committee (WHCMC) of the Bishop's Waltham and Swanmore Parish Councils.

Specific Responsibilities

1. To manage the business of the cemetery including interments, applications for headstones, maintenance of the site etc.
2. To keep records of all interments, headstones, plaques etc.
3. To prepare, in consultation with the appropriate members, agenda for the meetings of the WHCMC. To attend such meetings and prepare minutes for approval.
4. To carry out all financial transactions involving purchase ledger, sales ledger and the cash book.
5. To maintain an adequate system of bookkeeping so as to define at any time the current income and expenditure of the Council, and the Council's assets and liabilities.
6. To reconcile, at least monthly, the balances shown by the books of account and by bank statements for all bank accounts held by the Council.
7. To maintain appropriate records relating to Value Added Tax, and to make proper Returns to and / or reclaims of VAT from HMRC.
8. To prepare Annual Return for approval by the Internal Auditor and the Committee.
9. To prepare draft annual Budget proposals for consideration and approval by the Committee. To ensure that these are passed to the Parish Councils in accordance with a timetable to facilitate the adoption of agreed Budgets and related Precepts at latest by 31st January in each year in respect of the next following fiscal year.
10. To receive correspondence and documents on behalf of the WHCMC. To deal with such correspondence and documents or to bring such items to the attention of the Committee. To issue correspondence as a result of instructions of, or the known policy of the Committee.
11. To draw up on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Committee and to advise on the practicality and likely effects of specific courses of action.
12. Attend site meetings with Councillors, staff, contractors and members of the public as required.

13. Deal with enquiries from members of the public, contactors and other representatives in writing, by telephone and in person.
14. To act as a representative of the Committee/Councils as required.
15. Follow a programme of continued professional development, this may include attending training courses or seminars required by the Councils and the role.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Committee/Councils.
17. To liaise with the Parish Councils' Executive Officer as required with regards to matters pertaining to the cemetery.
18. To keep a record of time spent and work done each week.

Personal Skills

1. **Self-motivated** in order to carry out the work of the Committee in a timely manner.
2. **Flexible** in approach to work – ability to be adaptable to the requirements of the Committee workload and Bishop's Waltham Parish Council when available.
3. **Able to prioritise tasks** in order to ensure they are completed as required by the Committee.

General Conditions

1. Based at The Parish Council Office, The Jubilee Hall, Bishop's Waltham but primarily working from home with regular working hours in/visits to BWPC office/council sites*^
2. Clerk to remain an employee of Bishop's Waltham Parish Council unless the Cemetery Committee decides otherwise.
3. Laptop, printer, chair provided by Bishop's Waltham Parish Council*

Package

1. Based on notional 7.5 hours per week - suggested as one day per week, with some flexibility for evening meetings and responding to necessary matters arising.
2. Based on flexible hours within weeks and months by mutual agreement. Flexibility given if needed for evening meetings.
3. Paid by West Hoe Cemetery Management Committee following monthly invoice from Bishop's Waltham Parish Council (see (2) above).
4. Travel, in connection with the post, subject to authorisation and except that from home to office, will be paid at £0.45 per mile for travel outside the Parish Boundaries.

*refer to the BWPC 'Working From Home' Policy for further information

^ sites to include The Jubilee Hall Council office and meeting rooms, and West Hoe Cemetery

Document History:

Drafted LE April 2022, Discussed EM May 2022, F,P&R June 2022 LE Draft June 2023, FP&R approved 4th July 2023 and noted by PC 7th July 2023

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 24.8.23

Agenda Item – Grid Plan Natural Burial Site – for consideration.

Draft plan for the Natural Burial Site attached for consideration.

Plots are 1m sq.

LE
15.8.23

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 24.8.23

Agenda Item – Pre-purchase of plots.

At the meeting on 22.6.23 Cllr Woodman asked if the Committee had ever considered making plots available for pre-purchase.

The Committee has not considered this recently but I believe that the original Committee made the decision not to offer this service.

A quick sweep of local Councils – Bishopstoke, Fair Oak, Eastleigh, Magdalen Hill (Winchester) and Havant shows that none of these cemeteries offer pre-purchase.

If this Committee was to consider this option it would not be advisable to offer specific plots and any fee would need to be agreed.

LE
4.7.23

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 24.8.23

Agenda Item - Cemetery Update *(for information only)*.

Since the last report on 22.6.23 the following events have taken place at the cemetery.

14.6.23	Vidler	New headstone
15.6.23	Speed	Ashes scattered on grave
22.6.23	Marsh	Grave re-opened for ashes
27.6.23	Kirby	Cremation plaque
30.6.23	Silvester	New single depth grave
12.7.23	Mills	Cremation plot re-opened to single
18.7.23	Chamberlain	Additional inscription
27.7.23	Willis	New double depth grave
01.8.23	New	New headstone
07.8.23	Sleet	New double depth cremation plot

LE
15.8.23