



**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 26<sup>th</sup> October 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 24<sup>th</sup> August 2023.
7. Actions Arising from the meeting of the 24<sup>th</sup> August 2023.  
*For information only.*
8. To consider finance matters:
  - i) To approve payments made.
  - ii) Bank Reconciliations August and September 2023 for acceptance.
  - iii) Bank Reconciliations Savings Account July, August and September 2023 for acceptance.
  - iv) To note Financial Position year to date.
  - v) To consider Cash Flow forecast.
  - vi) Cashbook for Savings Account.
  - vii) Budget 2024/25 – for consideration.
9. Memorial Repairs Reserve – for consideration.
10. Friends of the Cemetery – report from the Clerk for consideration.
11. Cemetery update *(for information only)*.
12. Requests for future agenda items *(for information only)*.
13. Date of next meeting – 25<sup>th</sup> January 2024.
14. 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.**
15. Clerk's Report for consideration.

*L Edge*  
Clerk to the Committee.  
11.10.23

**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 Ruby Room, Jubilee Hall, Little Shore Lane, Bishop's Waltham  
on Thursday 24<sup>th</sup> August 2023 at 6.00pm.

**Present:**

Committee Members:	Cllr Mrs P Clive	Chairman
	Cllr Mr K Ford	
	Cllr Mrs J Marsh	
	Cllr Mr A Rankine	
	Cllr Mr J Woodman	

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

Members of the public:      None

**WH032/23      To receive and accept apologies for non-attendance.**

No apologies had been received from Councillors.  
Apologies were received from Mr Curran and representatives from Steels.

**WH033/23      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.

**WH034/23      To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH035/23      Public Session (for information only).**

No members of the public were present.

**WH036/23      Grounds/Funeral Director Report.**

Mr Wall reported/commented on the following: changes to ground maintenance works – use of other BWPC staff; problems with articles left on graves, planting on new grave (letter to be sent); sunken graves (Mr Curran aware); removal of wooden crosses once headstone in place; bench in Area A to be moved to allow access for lawnmower; hedge works to be undertaken 6.11.23.

Tidy up session to be undertaken on 26.9.23 from 10:00am – notices to be arranged.

**Actions: Clerk**

Cllrs Rankine and Ford to assist with work on natural burial site on 3.10.23.

**Action: Clerk**

**Action: AR/KF**

**WH037/23      To approve the minutes of the meeting of the 22<sup>nd</sup> June 2023.**

**Resolved: to approve the minutes of the meeting of the 22<sup>nd</sup> June 2023.**

Proposed: Cllr Woodman

Seconded: Cllr Mrs Marsh

All in favour who were present at the meeting.

**WH038/23      Actions Arising from the meeting of the 22<sup>nd</sup> June 2023.**

Noted.

PH30/23(ii) – budget 2024/25 – meeting to be arranged before next Committee meeting.

**Action: Clerk/PC/AW**

**WH039/23      To consider finance matters:**

**i) To approve payments made.**

**Resolved: to approve the payments made.**

Proposed: Cllr Ford

Seconded: Cllr Mrs Clive

All in favour.

**ii) Bank Reconciliations June and July 2023 for acceptance.**  
**Resolved: to accept the Bank Reconciliations June and July 2023.**  
Proposed: Cllr Rankine  
Seconded: Cllr Woodman  
All in favour.

**iii) Bank Reconciliations Savings Account May and June 2023 for acceptance.**  
**Resolved: to accept the Bank Reconciliations for the Savings Account May and June 2023.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Mrs Marsh  
All in favour.

**iv) To note Financial Position year to date.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Rankine  
All in favour.

**v) To consider Cash Flow forecast.**  
Noted – no action required at this time.

**vi) Cashbook for Savings Account.**  
Noted.

**WH040/23**     **Job Description for the Clerk to the Committee – for consideration.**  
**Resolved: to approve the job description with minor changes as agreed.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Woodman  
All in favour.  
BWPC to be advised.

Action: Clerk

**WH041/23**     **Grid Plan for Natural Burial Site – for consideration.**  
**Resolved: to approve the grid plan as tabled.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Rankine  
All in favour.

**WH042/23**     **Pre-purchase of plots – for consideration.**  
Following discussion the proposal was withdrawn.

**WH043/23**     **Cemetery update (for information only).**  
Noted.

**WH044/23**     **Requests for future agenda items (for information only).**  
i) Budget 2024/25.

**WH045/23**     **Dates of next meeting.**  
Thursday 26<sup>th</sup> October 2023 at the Swanmore Parish Council Office.  
Noted.

**WH046/23**     **Motion for confidential business:**  
**The Chairman then moved: 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.**

**WH047/23**     **Groundsman's Shed update and installation quotations for consideration.**  
**Resolved: to defer consideration of this matter until 2024 – costs to be included in the 2024/25 budget.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Mrs Marsh  
All in favour.

**WH048/23**

**Clerk's Report for consideration.**

**Resolved: to note the report but not to consider the installation of CCTV or other security equipment at the cemetery.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Clive

All in favour.

There being no further business the meeting closed at 6:40pm.

26.10.23

## West Hoe Cemetery Management Committee

### Actions Arising from the meeting of the 24.8.23

Minute Number	Subject	Date for completion	Action by	Notes
WH040/21(7)	Memorial Garden - actions to be progressed	Ongoing	PW/LE	PW cleared path/bed to be dug. Shrubs purchased 11.10.23
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	Weedkilling and planting to be undertaken.
WH012/23	Memorial Service - actions to be progressed	Complete	LE	
WH017/23	Gates - actions to be progressed	Ongoing	LE/PW	
WH028/23	Friends of the Cemetery - actions to be progressed. Agenda item October meeting.	Complete	LE	Agenda item this meeting.
WH030/23(ii) & WH038/23	Budget - agenda item October meeting	Complete	LE	Agenda item this meeting.
WH036/23(i)	Planting on new grave - letter to be sent	Oct-23	LE	
WH036/23(ii)	Bench in Area A - arrange relocation	Oct-23	LE	
WH036/23(iii)	Tidy up session - arrange notices	Oct-23	LE	
WH036/23(iv)	Natural burial site maintenance	Complete	AR/KF/PW	
WH040/23	Clerk job description - BWPC to be advised of changes	Complete	LE	

## **WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**Meeting 26.10.23**

**Agenda Item - Finance Matters for consideration.**

**i) To approve payments made.**

List attached for approval.

**ii) Bank Reconciliations August and September 2023 for acceptance.**

Attached for acceptance.

**iii) Bank Reconciliation Savings Account July, August and September 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.

**vii) Budget 2024/25 – for consideration.**

Attached for consideration.

LE

11.10.23

Date: 11/10/2023

**West Hoe Cemetery**

**Page 1**

Time: 2:45 PM

**Bank Accounts**

**List of Payments made between 17/08/2023 and 11/10/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2023	Bishop's Waltham Parish Council	HG5568	37.50		Stamps
20/09/2023	Bishop's Waltham Parish Council	HG5563	1,895.60		Clerk and Grounds Jul - Aug 23
20/09/2023	Ace Liftaway Ltd	133642	40.80		Waste disposal
04/10/2023	Ace Liftaway Ltd	136853	44.04		Waste disposal Sept
04/10/2023	Bishop's Waltham Parish Council	HG5604	937.12		Clerk and Grounds Aug/Sept 23
<b>Total Payments</b>			<u>2,955.06</u>		

Chairman  
26.10.23

Bank Reconciliation Statement as at 20/09/2023  
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	31/08/2023	68	4,404.30
			<u>4,404.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,404.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,404.30
		Balance per Cash Book is :-	4,404.30
		Difference is :-	0.00

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Chairman

26.10.23

Date: 11/10/2023

West Hoe Cemetery

Page 1

Time: 1:55 PM

Bank Reconciliation Statement as at 11/10/2023  
for Cashbook 1 - Bank Accounts

User: LME

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	29/09/2023	69	3,975.40
			<u>3,975.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,975.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,975.40
		Balance per Cash Book is :-	3,975.40
		Difference is :-	0.00

Chairman  
26.10.23

Date: 23/08/2023

West Hoe Cemetery

Page 1

Time: 13:39

Bank Reconciliation Statement as at 23/08/2023  
for Cashbook 2 - Deposit Account

User: LME

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	01/08/2023	5	7,012.35
			<u>7,012.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,012.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,012.35
		Balance per Cash Book is :-	7,012.35
		Difference is :-	0.00

Chairman  
26.10.23

Date: 20/09/2023

West Hoe Cemetery

Page 1

Time: 13:53

**Bank Reconciliation Statement as at 20/09/2023  
for Cashbook 2 - Deposit Account**

User: LME

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	01/09/2023	6	7,017.54
			<hr/> 7,017.54
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			7,017.54
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			7,017.54
		<b>Balance per Cash Book is :-</b>	<b>7,017.54</b>
		<b>Difference is :-</b>	<b>0.00</b>

Chairman  
26.10.23.

Bank Reconciliation Statement as at 11/10/2023  
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	01/09/2023 29	7	7,024.10
			<u>7,024.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,024.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,024.10
		Balance per Cash Book is :-	7,024.10
		Difference is :-	0.00

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Chairman  
26.10.23.

Detailed Income & Expenditure by Phased Budget Heading 11/10/2023

Month No: 6

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	1,765	250	(1,515)	3,095	1,500	(1,595)	3,000			103.2%	
1015 Local Cremations	1,010	83	(927)	1,930	498	(1,432)	1,000			193.0%	
1020 Other Interments	0	292	292	1,500	1,752	252	3,500			42.9%	
1025 Other Cremations	0	125	125	500	750	250	1,500			33.3%	
1030 Memorials & Inscriptions	580	83	(497)	2,897	498	(2,399)	1,000			289.7%	
1050 Interest Received	7	0	(7)	24	0	(24)	0			0.0%	
<u>Site Operational Net Costs :- Income</u>											
4204 Lych Gate Repairs	3,362	833	(2,529)	9,946	4,998	(4,948)	10,000			99.5%	0
4205 Vehicle Costs	0	0	0	1,135	0	(1,135)	0		(1,135)	0.0%	
	0	0	0	424	0	(424)	0		(424)	0.0%	
<u>Site Operational Net Costs :- Direct Expenditure</u>											
4060 General Administration	627	333	(294)	2,678	1,998	(680)	4,000	0	(1,559)	66.9%	0
4070 Audit Fees	0	0	0	120	150	30	150		1,322	80.0%	
4080 Insurance	0	0	0	0	200	200	200		30	0.0%	
4081 Subscriptions	0	8	8	95	48	(47)	100		200	95.0%	
4089 Caretaker opening/closing	0	83	83	0	498	498	1,000		5	0.0%	
4090 Grounds Maint. - Contract	990	667	(323)	5,835	4,002	(1,833)	8,000		1,000	72.9%	
4100 Grounds Maint. - Non Contract	0	208	208	2,276	1,248	(1,028)	2,500		2,165	91.1%	
4101 Tree Survey	0	0	0	0	600	600	600		224	0.0%	
4102 Memorial Repairs	0	42	42	0	252	252	500		600	0.0%	
4110 Equipment Maint. & Repairs	0	42	42	32	252	220	500		500	6.4%	
4130 Water (metered Supply)	0	4	4	33	24	(9)	50		468	65.8%	

## West Hoe Cemetery

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/10/2023

## 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
4140 Waste Disposal (Refuse Sacks)	37	42	5	237	252	15	500		263	47.4%	
4202 Tree works	0	250	250	0	1,500	1,500	3,000		3,000	0.0%	
Site Operational Net Costs :- Indirect Expenditure	1,654	1,679	25	11,306	11,024	(282)	21,100	0	9,794	53.6%	0
<b>Net Income over Expenditure</b>	<b>1,708</b>	<b>(846)</b>	<b>(2,554)</b>	<b>(2,919)</b>	<b>(6,026)</b>	<b>(3,107)</b>	<b>(11,100)</b>				
<u>150 Site Project Planning</u>											
4225 Pet Cemetery	0	42	42	0	252	252	500		500	0.0%	
4250 2nd Crem. Area Work	0	167	167	0	1,002	1,002	2,000		2,000	0.0%	
4251 Natural Burial Site	0	83	83	0	498	498	1,000		1,000	0.0%	
Site Project Planning :- Indirect Expenditure	0	292	292	0	1,752	1,752	3,500	0	3,500	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(292)</b>	<b>(292)</b>	<b>0</b>	<b>(1,752)</b>	<b>(1,752)</b>	<b>(3,500)</b>				
<u>200 Parish Council Funding</u>											
1100 Bishop's Waltham PC Funding	0	0	0	0	5,000	5,000	10,000			0.0%	
1110 Swannmore PC Funding	0	0	0	0	2,500	2,500	5,000			0.0%	
Parish Council Funding :- Income	0	0	0	0	7,500	7,500	15,000			0.0%	0
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>15,000</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 11/10/2023

## 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	3,362	833	(2,529)	9,946	12,498	2,552	25,000			39.8%	
Expenditure	1,654	1,971	317	12,865	12,776	(89)	24,600	0	11,735	52.3%	
Net Income over Expenditure	1,708	(1,138)	(2,846)	(2,919)	(278)	2,641	400				
Movement to/(from) Gen Reserve	1,708			(2,919)							

### Cash Flow Forecast

11/10/2023

West Hoe Cemetery									
Cash Book - Savings Account									

[illegible][illegible]

Budget 2024/25 West Hoe Cemetery

Operating Income	Estimate 2023/24	Budget 2023/24	Proposed Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Local Interments	3,990	3,000	4,000	4,000	4,000	4,000
Local Cremations	1,200	1,000	1,500	1,500	1,500	1,500
Other Interments	4,500	3,500	5,000	5,000	5,000	5,000
Other Cremations	1,500	1,500	1,500	1,500	1,500	1,500
Memorials, Inscriptions	1,800	1,000	2,000	2,000	2,000	2,000
Donations	0	0	0	0	0	0
Bank Interest	40	0	40	40	40	40
Bench Installation Costs	0	0	0	0	0	0
Grants	0	0	0	0	0	0
<b>Total Operating Income</b>	<b>13,030</b>	<b>10,000</b>	<b>14,040</b>	<b>14,040</b>	<b>14,040</b>	<b>14,040</b>
<b>Operating Expenditures</b>						
Lych Gate Repairs (Remove line)	1135	0	0	0	0	0
Vehicle Costs (Remove line)	424	0	0	0	0	0
Ride on Mower (Remove line)	0	0	0	0	0	0
General Administration	4,500	4,000	5,000	5,000	5,000	5,000
Caretaking opening/closing	1,000	1,000	0	0	0	0
Audit Fees	300	150	300	300	300	300
Subscriptions	100	100	100	100	100	100
Grounds Maintenance - Contract	8,800	8,000	9,000	9,000	9,000	9,000
Grounds Maintenance - Non Contract	3,000	2,500	3,000	3,000	3,000	3,000
Memorial Plaques / Trees and Seats	0	0	0	0	0	0
Equipment Maintenance and Repairs	500	500	700	500	500	500
Tree Survey	0	600	600	0	600	0
Tree Works	1,000	3,000	2,000	0	2,000	0
Insurance	200	200	200	200	200	200
Water (Metered Supply)	50	50	50	50	50	50
Waste disposal	500	500	500	500	500	500
Risk assessment	0	0	0	1,000	0	0
Leaflets	0	0	500	500	0	0
Natural Burial Site	1,000	1,000	500	500	500	500
Lych Gate	0	0	0	0	0	0
Bund works	0	0	0	0	0	0
Pet Cemetery	500	500	100	100	100	100
Second cremation site	2,000	2,000	500	500	500	500
Memorial Repairs	500	500	500	500	500	500
Flower bed	0	0	0	0	0	0
Section D preparation	0	0	0	0	0	0
Noticeboard	0	0	0	1,000	0	0
Groundsman's Shed	0	0	0	2,000	0	0
Reserves transfer - path works	7,000	0	4,000	0	0	0
<b>Total Operating Expenditures</b>	<b>32,509</b>	<b>24,600</b>	<b>29,550</b>	<b>26,250</b>	<b>24,850</b>	<b>22,250</b>
<b>Total Net Operating Costs</b>	<b>-19,479</b>	<b>-14,600</b>	<b>-15,510</b>	<b>-12,210</b>	<b>-10,810</b>	<b>-8,210</b>
Parish Council Funding	15,000	15,000	18,000	15,000	15,000	15,000
<b>Increase / (Decrease) in Cash / Bank Balances</b>	<b>-4,479</b>	<b>400</b>	<b>2,490</b>	<b>2,790</b>	<b>4,190</b>	<b>6,790</b>

NB All figures exclude VAT

SPC 5,000  
BWPC 10,000

SPC 5,000  
BWPC 10,000

SPC 6,000  
BWPC 12,000

SPC 5,000  
BWPC 10,000

SPC 5,000  
BWPC 10,000

SPC 5,000  
BWPC 10,000

## **WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**Meeting 26.10.23**

**Agenda Item – Memorial Repairs Reserve – for consideration.**

Proposal: to set up a reserve, within the Lloyds Deposit account, for Memorial Repairs using a percentage of the fees paid for each memorial application.

LE  
11.10.23

## **WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**Meeting 26.10.23**

**Agenda Item - Friends of the Cemetery Group – for consideration.**

The proposed Group was advertised on the Cemetery noticeboard.

One person has come forward.

Proposal: to consider further actions.

LE  
11.10.23

## WEST HOE CEMETERY MANAGEMENT COMMITTEE

### Meeting 26.10.23

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

Since the last report on 24.8.23 the following events have taken place at the cemetery.

15.8.23	Mills	Additional inscription plaque.
22.8.23	Spinner	Additional inscription headstone.
22.8.23	Pritchett	Additional inscription plaque.
22.8.23	Digweed	New headstone.
26.8.23	Fitzgerald	New double cremation plot.
1.9.23	Pritchett	Cremation plot re-opened to single.
7.9.23	Burrell	New double cremation plot.
8.9.23	Angelis	New double grave.
11.9.23	Blackman	New single cremation plot.
14.9.23	Seymour	Ashes in full grave.
14.9.23	Laferla	New double grave.
20.9.23	Briggs	New double cremation plot.
20.9.23	Blackman	New cremation plaque.
20.9.23	Fitzgerald	New cremation plaque.
20.9.23	Griff	Additional inscription headstone.
27.9.23	Briggs	New cremation plaque
29.9.23	Crickmore	New single grave.
2.10.23	Fox	New double cremation plot.

LE

11.10.23