



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 23rd May 2024 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 (Bishop's Waltham Councillor).
2. Election of Vice Chairman of the Committee (Swanmore 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 4th April 2024.
9. Actions Arising from the meeting of the 4th April 2024.
For information only.
10. To consider finance matters:
 - i) Accounts Y/E 31.3.24 for approval and Internal Auditor's Report for acceptance.
 - ii) To approve payments made since last meeting.
 - iii) Bank Reconciliation March 2024 for acceptance.
 - iv) Bank Reconciliations Savings Account March 2024, for acceptance.
 - v) To note Financial Position year to date.
 - vi) To consider Cash Flow forecast.
 - vii) Cashbook for Savings Account.
11. Bench Request – for consideration.
12. Insurance clarification – for consideration.
13. Cemetery update *(for information only)*.
14. Requests for future agenda items *(for information only)*.
15. Date of next meeting – 25th July 2024.
16. 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.
17. Memorials – for consideration.
18. Staffing Matters – for consideration.

L Edge
Clerk to the Committee
15.5.24

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

Minutes of the Meeting of the Committee
Held at Steels Funeral Directors, Victoria Road, Bishop's Waltham
on Thursday 4th April 2024 at 6.00pm.

Present:

Committee Members:	Cllr Mrs P Clive	Chairman
	Cllr Mr A Webb	Vice Chairman
	Cllr Mrs J Marsh	
	Cllr Mr A Rankine	
	Cllr Mrs T Conduct	

Also in attendance:	Mrs L Edge	Clerk
	Mr P Hutchings	BW Steels

Members of the public: None

- WH090/23 To receive and accept apologies for non-attendance.**
Cllr Woodman – family commitment.
Resolved: to receive and accept apologies for non-attendance.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Rankine
As BWPC had not yet approved the appointment of Cllr Mrs Conduct to this Committee, Cllr Mrs Clive proposed that Cllr Mrs Conduct should be co-opted for this meeting, this was seconded by Cllr Webb. All in favour.
- Other apologies received from Mr Wall.
- WH091/23 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.
- WH092/23 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.
- WH093/23 Public Session (for information only).**
No members of the public were present.
- WH094/23 Grounds/Funeral Director Report.**
Mr Hutchings noted the new charges with effect from 1.4.24 and added that these now brought West Hoe in line with other cemeteries in the area.
- WH095/23 To approve the minutes of the meeting of the 25th January 2024.**
Resolved: to approve the minutes of the meeting of the 25th January 2024.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Rankine
All in favour.
- WH096/23 Actions Arising from the meeting of the 25th January 2024.**
Noted.
WH075/23 Cost for top soil £75 per ton bag, 5 bags needed. £375.00 approved.
WH084/23 Drainage solution for lych gate – one quote received, two more being sought.

WH097/23	<p>To consider finance matters:</p> <p>i) To approve payments made. Resolved: to approve the payments made. Proposed: Cllr Mrs Conduct Seconded: Cllr Rankine All in favour.</p> <p>ii) Bank Reconciliations December 2023, January 2024 and February 2024 for acceptance. Resolved: to accept the Bank Reconciliations for December 2023, January 2024 and February 2024. Proposed: Cllr Rankine Seconded: Cllr Mrs Conduct All in favour.</p> <p>iii) Bank Reconciliation Savings Account December 2023, January 2024 and February 2024 for acceptance. Resolved: to accept the Bank Reconciliations Savings Account for December 2023, January 2024 and February 2024 Proposed: Cllr Rankine Seconded: Cllr Mrs Conduct All in favour.</p> <p>iv) To note Financial Position year to date. Resolved: to note the Financial Position year to date. Proposed: Cllr Mrs Clive Seconded: Cllr Mrs Marsh All in favour.</p> <p>v) To consider Cash Flow forecast. Noted – no action required.</p> <p>vi) Cashbook for Savings Account. Noted.</p>
WH098/23	<p>Internal Auditor Report – for acceptance. Resolved: to accept the Internal Auditor Report. Proposed: Cllr Mrs Clive Seconded: Cllr Webb All in favour.</p>
WH099/23	<p>Financial Risk Assessment – for approval. Resolved: to approve the Financial Risk Assessment Year ending March 2024. Proposed: Cllr Mrs Marsh Seconded: Cllr Mrs Clive All in favour.</p>
WH100/23	<p>Pet Cemetery – update and to consider further actions. Update noted. Resolved: to reduce costs to £20 per plot; £50 per plot + plaque; £40 for later plaque. Proposed: Cllr Mrs Clive Seconded: Cllr Rankine All in favour. Clerk to contact pet crematorium in area and provide leaflets. Action: Clerk</p>
WH101/23	<p>Request for tree in Natural Burial Site – for consideration. Resolved: to approve the request for a tree on boundary of Natural Burial Site. Clerk to meet with family to confirm location and species. Proposed: Cllr Mrs Clive Seconded: Cllr Rankine All in favour. Action: Clerk</p>
WH102/23	<p>Cemetery Tidy – to agree a date. Monday 15th April at 10:00am. Action: All</p>
WH103/23	<p>Cemetery update (for information only). Noted.</p>

- WH104/23** **Requests for future agenda items (for information only).**
1. BW Staff Contract
2. Chair/Vice Chair
3. Insurance clarification. **Action: Clerk**
- WH105/23** **Dates of next meeting.**
Thursday 16th May 2024 at 6:00pm in the Jubilee Hall.
- WH106/23** **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.
- WH107/23** **Correspondence for consideration.**
Discussion points:
Emails sent 8.2.24 – no response from one party.
Legal advice received.
Previous actions by parties involved and Committee councillors.
Impact on office staff.
Cllr Webb left the meeting.
Resolved: response to correspondent and other party to be drafted for approval by Committee members. Cllr Webb to speak to family member in due course. CCTV to be considered for lych gate.
Proposed: Cllr Mrs Clive
Seconded: Cllr Mrs Conduct
All in favour. **Action: Clerk/AW**

There being no further business the meeting closed at 7:25pm.

West Hoe Cemetery Management Committee

Actions Arising from the meeting of the 4.4.24

Minute Number	Subject	Date for completion	Action by	Notes
WH040/21(10)	Bln area - new sign/remove path	Complete	PW/LE	i) Complete - signs purchased and installed ii) Removal of slabs - Complete
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.
WH017/23	Gates - actions to be progressed	Ongoing	LE/PW	PW to arrange repairs to gate before repainting
WH036/23(ii)	Bench in Area A - arrange relocation	Complete	LE	
WH075/23	(1) Removal of spoil - contact local farmer (2) Cost for top soil - obtain	Complete	LE	1) Email sent to BN 21.2.24 2) Costs received - order to be placed May.
WH075/23	(1) Lych gate repairs - contractor to be sought. (2) Pet cemetery fence - Clerk to meet with groundsman. (5) Order skip.	May 24*	LE	1) Ongoing 2) Partially complete 5) Complete
WH083/23	Second Cremation Area - obtain costs for paving slabs	May 24*	LE	
WH084/23	Drainage solution for lych gate - seek advice	Jul-24	LE	Awaiting quotes - agenda item July
WH100/23	Pet cemetery - contact pet crematorium	May-24	LE	Emails sent to 3 businesses - no responses Article in BW Summer newsletter.
WH101/23	Natural Burial Site tree - contact family	Complete	LE	Meeting held 19.4.24
WH102/23	Cemetery tidy - 15.4.24 at 10:00am	Complete	All	
WH104/23(1)	BW Staff contract - agenda item	Complete	LE	Agenda item this meeting
WH104/23(2)	Chair/Vice Chair - agenda item	Complete	LE	Agenda item this meeting
WH104/23(3)	Insurance clarification - agenda item	Complete	LE	Agenda item this meeting
WH107/23	Correspondence - actions to be progressed	Complete	LE	

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 23.5.24

Agenda Item - Finance Matters for consideration.

i) Accounts Y/E 31.3.24 for approval and Internal Auditor's Report for acceptance.
Attached.

ii) To approve payments made.
List attached for approval.

iii) Bank Reconciliation March 2024 for acceptance.
Attached for acceptance.

iv) Bank Reconciliation Savings Account March 2024 for acceptance.
Attached for acceptance.

v) To note Financial Position year to date.
Attached for noting.

vi) To consider Cash Flow forecast.
Attached for consideration.

vii) Cashbook for Savings Account.
Attached for noting.

Section 2 – Accounting Statements 2023/24 for

West Noe Cemetery Management Committee

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	11,186	17,723	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	28,172	28,073	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	21,635	22,014	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	17,723	23,782	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	11,911	20,022	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

L Edge

Date

01/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2024

West Hoe Cemetery

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £

This Year £

General Notes for Guidance

1	Balances brought forward	11,186	17,723	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
3	(+) Total other receipts	28,172	28,073	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
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7	(=) Balances carried forward	17,723	23,782	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	11,911	20,022	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

* ~~A brief explanation of significant variations from last year to this year in Section 2;~~

* Bank Reconciliation as at 31 March ✓

Annual Internal Audit Report 2023/24

WEST HOE CEMETERY

WWW.BISHOPS WALTHAM-PC.GOV.UK

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			N/A
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A ADVICE HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			N/A
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			N/A
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

05/01/24 01/05/24

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

T. J. Light

Date

01/05/24

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

01 May 2024

The Clerk

West Hoe Cemetery Management Committee

The Jubilee Hall

Little Shore Lane

Bishops Waltham

SO32 1 ED

Dear Mrs Edge

Internal Audit Report for West Hoe Cemetery 2023/24

January 2024 to March 2024

This is the second review for 2023/2024 to check that the West Hoe Management Committee have proper practices in place to ensure that compliance is maintained in line with the joint Burial Authority arrangements.

As part of the review a check was carried out to ensure that the financial management arrangements in place are adequate and remain robust.

A final visit was arranged with the Clerk on Wednesday 01 May 2024. The Clerk provided back-up information from the RBS Omega Software for the period January 2024 to March 2024 and end of year details to support the current governance and financial management position of the Committee. Further confirmation has been obtained of good practice from the website.

As part of the review the following details were checked as follows:

- the Lloyds Bank Current Account No 00283588 and the Lloyds Bank Instant Access Account No 24137468 is reconciled on a regular basis and presented to the Management Committee for scrutiny and approval.

.....

May 1, 2024

Page 2

- the transactional details recorded in the RBS software are accurate and can be traced to the prime records held by the Clerk.
- a complete check of the invoices paid for the period January 2024 to March 2024 and the sums traced to the Cash Book and bank statements.
- a complete check of the income recorded in the bank paying in book for the period January 2024 to March 2024 and the sums traced to the Cash Book and bank statements.
- A test check on the VAT elements from invoice paid during 2023/2024 to the VAT reimbursement claim was submitted to HMRC for £3760.11 on the 24 April 2024.
- a sample check on the entries recorded in the Burial and Memorial Registers was carried out to ensure that the details were accurate, and income received could be traced and agreed for each entry shown in the Registers.
- a check on the Minutes of the Management Committee to ensure that decisions and approvals are adequately recorded and any financial implications to purchase supplies and services can be traced to invoices paid.
- It was noted that the risks of the West Hoe Management Committee were not approved in the financial year 2023/2024. *(Audit Note: This has been remedied by reporting the risk assessment information to the Committee at their meeting on the 04 April 2024 and was subsequently approved).*

End of Year Financial Statements 2023/2024

- We are satisfied that the information provided confirms the accuracy of the details recorded on Section 2 of the Annual Governance and Accountability Return (AGAR) 2022/23 and therefore have signed the Annual Internal Audit Report.
- All the internal control statements shown on the internal audit report have been completed to show adequate and appropriate controls are in place.

Audit Opinion

It is our opinion that the various records and procedures in place for the Management Committee provide an adequate standard of control.

This letter report should be noted and taken to the next meeting of the Management Committee to inform them of the Internal Audit work carried out. The details of this Internal Audit Report should be minuted by the Management Committee.

Yours sincerely,

Tim Light FMAAT

Internal Auditor

Bank Accounts

List of Payments made between 21/03/2024 and 08/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/04/2024	Handy Honeysett	1	895.00		Various works
10/04/2024	Ace Liftaway Ltd	154767	38.64		Waste disposal March 24
10/04/2024	Bishop's Waltham Parish Council	INV31	1,141.50		Clerk & Grounds March 24
24/04/2024	Bishop's Waltham Parish Council	INV40	399.60		Software Support & Maintenance
01/05/2024	Bishop's Waltham Parish Council	INV85	1,096.00		Clerk & Grounds Apr 24
08/05/2024	Ace Liftaway Ltd	158279	65.64		Waste Disposal Apr
08/05/2024	Lightatouch Internal Audit Ser	240501	125.00		Internal Audit Jan - Mar 24
Total Payments			3,761.38		

Chairman

23.5-24

Date: 24/04/2024

West Hoe Cemetery

Page 1

Time: 09:43

**Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		12,451.11 ✓
			<u>12,451.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12,451.11 ✓
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12,451.11 ✓
		Balance per Cash Book is :-	12,451.11
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

LLOYDS BANK



J31E3T01AO4MFA0000352521001002 403 000

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



Your account statement

Issue date: 28 March 2024

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: FAREHAM (309085)

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

BIC: LOYDGB21467

IBAN: GB98 LOYD 3090 8500 2835 88

TREASURERS ACCOUNT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Balance On 29 Feb 2024	£10,744.47
Total Paid In	£3,210.00
Total Paid Out	£1,503.36
Balance On 26 Mar 2024	£12,451.11

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
29 Feb 24		STATEMENT OPENING BALANCE			10,744.47
06 Mar 24	FPO	ACE LIFTAWAY 100000001302969896 151487 209719 10 06MAR24 09:26		42.24	10,702.23
14 Mar 24	FPI	SOU D F SERV LTD WHC1416 RP4670666307656900 206940 40 14MAR24 01:18	1,170.00		11,872.23
14 Mar 24	FPI	SOUTH COAST SOUTH COAST MEMS 216570101061413001 402103 10 14MAR24 16:01	150.00		12,022.23
20 Mar 24	FPO	BISHOPS WALTHAM PA 200000001310084564 HG5800 608301 10 20MAR24 09:46		1,423.62	10,598.61
20 Mar 24	FPO	BISHOPS WALTHAM PA 500000001314196723 HG5806 608301 10 20MAR24 09:47		37.50	10,561.11
26 Mar 24	DEP	500501	1,890.00		12,451.11
26 Mar 24		STATEMENT CLOSING BALANCE	3,210.00	1,503.36	12,451.11

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

DEP - Deposit

Chairman

21.5.24

Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		7,571.06 ✓
			<u>7,571.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,571.06 ✓
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,571.06 ✓
		Balance per Cash Book Is :-	7,571.06
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

J31E3T01AO4MFA0000352524001002 403 000

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



Your account statement

Issue date: 28 March 2024

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: FAREHAM (309085)

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

BIC: LOYDGB21467

IBAN: GB21 LOYD 3090 8524 1374 68



BUS BANK INSTANT

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Account summary

Balance On 01 Mar 2024	£7,562.71
Total Paid In	£8.35
Total Paid Out	£0.00
Balance On 11 Mar 2024	£7,571.06

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Mar 24		STATEMENT OPENING BALANCE			7,562.71
11 Mar 24		INTEREST (GROSS)	8.35		7,571.06
11 Mar 24		STATEMENT CLOSING BALANCE	8.35	0.00	7,571.06

X 115124

Chairman

23.5.24

PMCT0123100000

M31E3T096NN D31E3T096NN

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West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 08/05/2024

Month No: 1

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
100 Site Operational Net Costs											
1010 Local Interments	605	333	(272)	605	333	(272)	4,000			15.1%	
1015 Local Cremations	460	125	(335)	460	125	(335)	1,500			30.7%	
1020 Other Interments	330	417	87	330	417	87	5,000			6.6%	
1025 Other Cremations	0	125	125	0	125	125	1,500			0.0%	
1030 Memorials & Inscriptions	515	167	(348)	515	167	(348)	2,000			25.8%	
1050 Interest Received	0	3	3	0	3	3	40			0.0%	
Site Operational Net Costs :- Income	1,910	1,170	(740)	1,910	1,170	(740)	14,040			13.6%	0
4060 General Administration	1,033	417	(616)	1,033	417	(616)	5,000		3,967	20.7%	
4061 Software Support & Maintenance	333	0	(333)	333	0	(333)	0		(333)	0.0%	
4070 Audit Fees	0	0	0	0	0	0	300		300	0.0%	
4080 Insurance	0	0	0	0	0	0	200		200	0.0%	
4081 Subscriptions	0	0	0	0	0	0	100		100	0.0%	
4090 Grounds Maint. - Contract	831	750	(81)	831	750	(81)	9,000		8,169	9.2%	
4100 Grounds Maint. - Non Contract	895	250	(645)	895	250	(645)	3,000		2,105	29.8%	
4101 Tree Survey	0	0	0	0	0	0	600		600	0.0%	
4102 Memorial Repairs	0	42	42	0	42	42	500		500	0.0%	
4110 Equipment Maint. & Repairs	0	58	58	0	58	58	700		700	0.0%	
4130 Water (metered Supply)	0	0	0	0	0	0	50		50	0.0%	
4140 Waste Disposal (Refuse Sacks)	55	42	(13)	55	42	(13)	500		445	10.9%	
4202 Tree works	0	0	0	0	0	0	2,000		2,000	0.0%	
Site Operational Net Costs :- Indirect Expenditure	3,147	1,559	(1,588)	3,147	1,559	(1,588)	21,950	0	18,803	14.3%	0
Net Income over Expenditure	(1,237)	(389)	848	(1,237)	(389)	848	(7,910)				

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Detailed Income & Expenditure by Phased Budget Heading 08/05/2024

Month No: 1

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
150 <u>Site Project Planning</u>											
4282 Groundsman's Shed	0	0	0	0	0	0	4,000	0	4,000	0.0%	0
Site Project Planning -> Direct Expenditure	0	0	0	0	0	0	4,000	0	4,000	0.0%	0
4201 Leaflet	0	0	0	0	0	0	500		500	0.0%	
4225 Pet Cemetery	0	0	0	0	0	0	100		100	0.0%	
4250 2nd Crem. Area Work	0	0	0	0	0	0	500		500	0.0%	
4251 Natural Burial Site	0	0	0	0	0	0	500		500	0.0%	
Site Project Planning -> Indirect Expenditure	0	0	0	0	0	0	1,600	0	1,600	0.0%	0
Net Expenditure	0	0	0	0	0	0	(5,600)				
200 <u>Parish Council Funding</u>											
1100 Bishop's Waltham PC Funding	0	0	0	0	0	0	12,000			0.0%	
1110 Swanmore PC Funding	0	0	0	0	0	0	6,000			0.0%	
Parish Council Funding -> Income	0	0	0	0	0	0	18,000			0.0%	0
Net Income	0	0	0	0	0	0	18,000				
Grand Totals:- Income	1,910	1,170	(740)	1,910	1,170	(740)	32,040			6.6%	
Expenditure	3,147	1,559	(1,588)	3,147	1,559	(1,588)	27,550	0	24,403	11.4%	
Net Income over Expenditure	(1,237)	(389)	848	(1,237)	(389)	848	4,490				
Movement to/(from) Gen Reserve	(1,237)			(1,237)							

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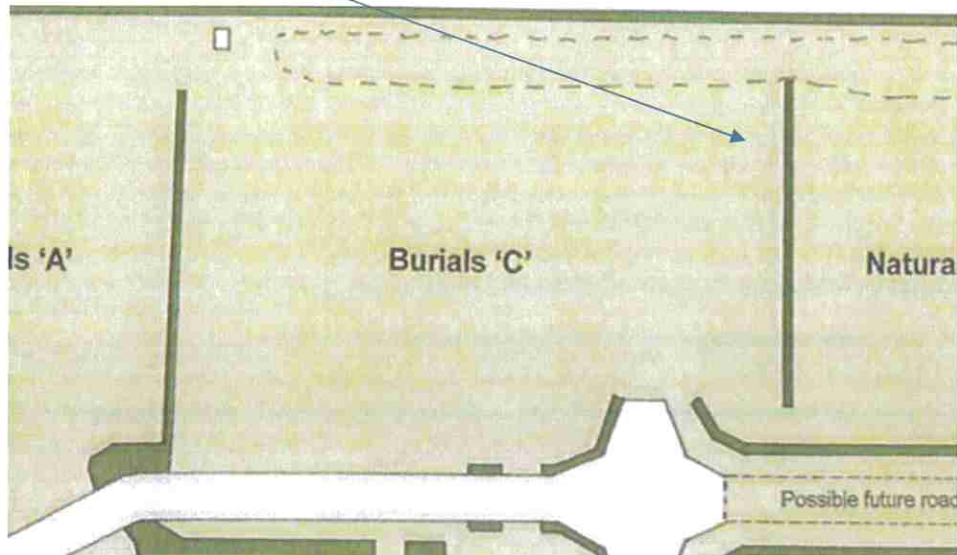
WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 23.5.24

Agenda Item – Bench Request for consideration.

A request for a bench has been received from Mr Rogers. His wife was recently interred at West Hoe (grave number C218) and he would like to place a bench near to this grave.

Approximate siting



Mr Rogers has provided details of the bench (attached) he has also said that his son, who is a landscape gardener, would install the bench although he thinks that ceramic slabbing would be a better way to go rather than the traditional concrete slabs as they are non-porous and therefore would not stain or go green.

Proposal: to consider the request from Mr Rogers.

Winawood Sandwich 3 Seat Bench – Stone Grey

A traditional garden bench, this sleek and natural design has been a huge hit for generations thanks to its comfort and easy cleaning finish.

Made from fully recycled polymer, this larger bench can comfortably be left outside all year long without any need for treating, staining or re-painting, and for the rare occasions it needs a clean, simply use warm soapy water and it will be as good as new.

Holding an authentic wood grain effect finish, this traditional slatted design will fit snugly into any garden with an outstanding 3 year warranty.

Please Note: Due to the weight of this product, the Winawood Sandwich 3 seat bench will be delivered on a pallet.

- Fully weatherproof
- No treatment required
- UV protected
- Wipe clean
- Natural grain effect
- Fully recyclable
- Wood grain effect finish
- Easy to assemble
- 3 year warranty
- Bench H93.5 W156 D60.cm
- Set includes: 3 Seat Bench
- Colour: Stone Grey



WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 23.5.24

Agenda Item – Insurance Clarification – for consideration.

Following recent events at the cemetery I was asked to see clarification from the Council's Insurance provider on cover for criminal damage.

Response received from William Steadman , Customer Account Manager, Zurich:

There is no coverage on the policy currently for reinstatement of any element of the Cemetery, we insure the area under Public Liability. This provides coverage for any damage that the Cemetery or volunteers may cause to a third party organisation or individuals contents, belongings or person. We do not insure the headstones, these are normally the responsibility of the families of those that have departed. However, if the Council has assumed responsibility and has an active maintenance program in place, we could look to do so under Public Liability.

Although Insurance only covers 'civil matters', the Council does have Legal Expenses cover which could help in obtaining legal assistance if this issue escalates.

Criminal Damage would fall under the bracket of a Criminal Offence and a court would sentence/provide a judgement on how this matter is settled.

LE
8.5.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Meeting 23.5.24

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

Since the last report on 4.4.24 the following events have taken place at the cemetery.

3.4.24	Irwin	New headstone
3.4.24	Milburn	Additional inscription.
18.4.24	Yates	New cremation plaque.
24.4.24	Yates	New double cremation plot.
26.4.24	Smith	New single depth grave.
17.5.24	Tier	Ashes in grave.