



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 25<sup>th</sup> July 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. 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 4<sup>th</sup> April 2024.
7. Approval of the minutes of the meeting of the 11<sup>th</sup> July 2024.
8. Actions Arising from the meeting of the 11<sup>th</sup> July 2024.  
*For information only.*
9. To consider finance matters:
  - i) To approve payments made since last meeting.
  - ii) Bank Reconciliation April and May 2024 for acceptance.
  - iii) Bank Reconciliations Savings Account March 2024, for acceptance.
  - iv) To note Financial Position year to date.
  - v) To consider Cash Flow forecast.
  - vi) Cashbook for Savings Account.
10. Rota for Councillor visits to Cemetery – for consideration.
11. Cemetery update *(for information only)*.
12. Requests for future agenda items *(for information only)*.
13. Date of next meeting – 26<sup>th</sup> September 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. Quotation for Removal of Spoil – for consideration.
16. Correspondence - for consideration.
17. Clerk's Report – for consideration.

*C. Wilkinson*  
Clerk to the Committee  
17.07.24

**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 4<sup>th</sup> 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 25<sup>th</sup> January 2024.**

**Resolved: to approve the minutes of the meeting of the 25<sup>th</sup> January 2024.**

Proposed: Cllr Mrs Conduct

Seconded: Cllr Rankine

All in favour.

**WH096/23 Actions Arising from the meeting of the 25<sup>th</sup> 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 To consider finance matters:**  
**i) To approve payments made.**  
**Resolved: to approve the payments made.**  
Proposed: Cllr Mrs Conduct  
Seconded: Cllr Rankine  
All in favour.
- 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.
- 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.
- 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.
- v) To consider Cash Flow forecast.**  
Noted – no action required.
- vi) Cashbook for Savings Account.**  
Noted.
- 
- WH098/23 Internal Auditor Report – for acceptance.**  
**Resolved: to accept the Internal Auditor Report.**  
Proposed: Cllr Mrs Clive  
Seconded: Cllr Webb  
All in favour.
- 
- WH099/23 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.
- 
- WH100/23 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**
- 
- WH101/23 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**
- 
- WH102/23 Cemetery Tidy – to agree a date.**  
Monday 15<sup>th</sup> April at 10:00am. **Action: All**
- 
- WH103/23 Cemetery update (for information only).**  
Noted.

**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 16<sup>th</sup> 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**  
**The Jubilee Hall, Little Shore Lane, Bishop's Waltham. SO32 1ED**

Minutes of the Meeting of the Committee  
Held at the Jubilee Hall, Little Shore Lane, Bishop's Waltham  
on Thursday 11<sup>th</sup> July 2024 at 5.00pm.

**Present:**

Committee Members;            Cllr Conduct  
   Cllr Campbell-Gurry  
   Cllr Marsh  
   Cllr Woodman

Also in attendance:            Mrs McKenzie                            Locum Clerk  
   Mrs Wilkinson                            BWPC Administration Officer

Members of the public:        None

**WH019/24      To receive and accept apologies for non-attendance**

Cllr Newhouse – family commitments  
Cllr Wood – family commitments

**Resolved: to receive and accept apologies for non-attendance.**

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour.

**WH020/24      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.

**WH021/24      To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH022/24      Public Session**

No members of the public were present.

**WH023/24      To approve the minutes of the meeting of the 25<sup>th</sup> May 2024.**

The two councillors in attendance at this meeting and the meeting of 25<sup>th</sup> May 2024 approved these minutes

**Resolved: to approve the minutes of the meeting of the 25<sup>th</sup> May 2024.**

**Proposed: Cllr Woodman**

**Seconded: Cllr Conduct**

It was noted that the previous meeting minutes of the 4<sup>th</sup> April 2024 had not been approved. These minutes would be added to the action list and brought to the next meeting on 25<sup>th</sup> July 2024 for consideration and approval.

**WH024/24      Actions Arising from the meeting of the 25<sup>th</sup> May 2024.**

Noted. There were a number of actions outstanding. The previous Clerk and Cemetery Groundsman would be asked for updates on these actions to feedback to the Committee and new Clerk in time for the next meeting to review and progress as appropriate.

**WH025/24      Cemetery update**

A number of photographs were presented in the papers for the meeting highlighting extra decoration on a number of plots which did not comply with the Committee regulations. It was acknowledged as a sensitive subject for plot holders/families and the standard letter would be sent which offered diplomatic advice and support.

**Resolved:**

- i) To send standard letters to plot holders advising them about cemetery rules and how to address such in accordance with these agreed regulations.
- ii) To create a rota for councillors to carry out a site check monthly to ensure regulations were being adhered to.
- iii) To gather quotations for lockable posts and installation thereof

**Proposed: Cllr Woodman**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Locum Clerk/Clerk to the Committee**

It was also requested that the process of using the cemetery (i.e. application form, rules acknowledgement document, burial and stone positioning, standard letters used) was clearly explained to the new Committee members and Clerk for clarity and consistency going forward.

**ACTION: Meeting to be scheduled for a full handover of information**

**ACTION: Mrs Edge (Previous Clerk) and Clerk to the Committee**

**ACTION: Check cemetery noticeboard has rules and regulations posted**

**ACTION: Locum Clerk/ Clerk to the Committee/ WHCMC Cllrs**

**WH026/24**

**Requests for future agenda items**

Review of 'Memorandum of Agreement' made 1.4.1981 and amended 22.9.2022  
Grounds Maintenance Contract

**WH027/24**

**Date of next meeting.**

Thursday 25<sup>th</sup> July 2024 at the Swanmore Parish Council offices.

**WH028/24**

**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.**

**WH029/24**

**Staffing Matters – for consideration.**

**Clerk to the Committee**

The Committee considered the opportunity to internally appoint a Clerk to the Committee, as an update to the previously proposed Administration Officer to be advertised at the last meeting.

**Resolved:**

- i) to approve the appointment of Mrs Catherine Wilkinson as Clerk to the Committee as per the job description tabled, with financial tasks allocated to the Bishop's Waltham Parish Council Finance Manager
- ii) to approve the 5 notional working hours per week and review in six months' time
- iii) to approve Mrs Edge to continue to manage the funerals and memorial applications at the agreed charge until the Clerk to the Committee formally took over the role.

**Proposed: Cllr Marsh**

**Seconded: Cllr Conduct**

**All in favour.**

**ACTION:**

- i) (as above) to schedule a handover meeting with Mrs Edge and agree a formal start date for Mrs Wilkinson
- ii) To schedule a review date of January 2025 to consider hours required for the role (clerking and finance tasks)

**ACTION: Locum Clerk/Clerk to the Committee**

There being no further business the meeting closed at 5:50pm.

## West Hoe Cemetery Management Committee

### Actions Arising report for the meeting of the 25.07.24

| Minute Number      | Subject  | Date for completion | Action by             | Notes   |
|--------------------|--|---------------------|-----------------------|---|
| WH030/22           | Second Cremation Area - actions to be progressed   | Ongoing             | Admin Officer/Grounds | i) Complete - no longer reqd<br>ii) Complete - grass cut and removed<br>iii) Plots to be pegged |
| WH050/22           | Second Cremation Area - actions to be progressed   | Ongoing             | Admin Officer/PW      | Weedkilling and planting to be undertaken.  |
| WH017/23           | Gates - actions to be progressed   | Ongoing             | Admin Officer/PW      | PW to arrange repairs to gate before repainting   |
| WH075/23           | (1) Lych gate repairs - contractor to be sought.<br>(2) Pet cemetery fence - Clerk to meet with groundsman.<br>(5) Order skip. | Jul-24              | Admin Officer         | 1) To be actioned<br>2) Partially complete - chased 22.5.24                                     |
| WH083/23           | Second Cremation Area - obtain costs for paving slabs  | Jul-24              | Admin Officer         |   |
| WH084/23           | Drainage solution for lych gate  | Jul-24              | Admin Officer         | Awaiting quotes - one received  |
| WH012/24           | Insurance costs for criminal damage  | Jul-24              | Admin Officer         |   |
| WH008/24           | Minutes of 4.4.24 to be considered and approved  | 25.7.24             | Clerk                 | Agenda item 6   |
| WH025/24           | Letters to be sent to plot holders not abiding to rules  | Sep-24              | Clerk                 | Check site plan for required addresses  |
| WH025/24           | To create rota for cllrs to check cemetery rules are being adhered to  | Complete            | Clerk                 | See agenda item 10  |
| WH025/24           | To gather quotations for lockable posts and installation   | Oct-24              | Clerk                 |   |
| WH025/24, WH029/24 | Schedule meeting with Mrs Edge and new WHCMC Clerk   | Complete            | Clerk                 | Meeting scheduled for 23.07.24  |
| WH025/24           | Check rules and regs are on cemetery noticeboard   | 25.7.24             | Cllrs and Clerks      |   |
| WH029/24           | Schedule review date in January 2025 for clerking/finance hours  | Jan-25              | Clerk                 |   |

Payments For Authorisation

| Supplier Name   | Invoice Date | Due Date   | Invoice Number | Net Value        | VAT            | Invoice Total    | WC      | Carve | Analysis Description       | Posted | Approved | Pay By | Paid       | Comments |
|-----------------|--------------|------------|----------------|------------------|----------------|------------------|---------|-------|----------------------------|--------|----------|--------|------------|----------|
| Ace Liftaway    | 31/05/2024   | 30/06/2024 | 161637         | £42.00           | £8.40          | £50.40           | 4140    | 100   | Waste removal              | Yes    |          | BT     | 28/06/2024 |          |
| Ace Liftaway    | 30/06/2024   | 31/07/2024 | 164955         | £37.60           | £7.52          | £45.12           | 4140    | 100   | Waste removal              | Yes    |          | BT     |            |          |
| BWPC            | 01/06/2024   | 30/06/2024 | INV120         | £941.67          | £188.33        | £1,130.00        | Various | 100   | Clerk & Grounds May 24     | Yes    |          | BT     | 28/06/2024 |          |
| BWPC            | 01/07/2024   | 31/07/2024 | INV160         | £275.00          | £55.00         | £330.00          | Various | 100   | Clerk (F) & Grounds Jun 24 | Yes    |          | BT     |            |          |
| Castle Water    | 16/05/2024   | 30/05/2024 | 1000234551     | £46.66           | £0.00          | £46.66           | 4130    | 100   | Water 01/04/24-30/09/24    | Yes    |          | BT     | 29/05/2024 |          |
| Handy Honeysett | 24/06/2024   | 27/06/2024 | 27/06/2024     | £380.00          | £0.00          | £380.00          | 4100    | 100   | Clean and treat fence      | Yes    |          | BT     |            |          |
|                 |              |            |                | <b>£4,995.21</b> | <b>£709.71</b> | <b>£5,704.92</b> |         |       |                            |        |          |        |            |          |

All invoices listed have been examined, verified and certified by the Finance Manager (RFO)



Bank Reconciliation Statement as at 30/04/2024  
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                        | 30/04/2024            |                                    | 11,556.37        |
|  |                       |                                    | <u>11,556.37</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 11,556.37        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 11,556.37        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>11,556.37</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

West Hoe Cemetery Management Committee  
The Jubilee Hall  
Little Shore Lane  
Bishops Waltham  
SO32 1ED

**Your Account**

**Sort Code** 30-90-85  
**Account Number** 00283588

**TREASURERS ACCOUNT**

01 April 2024 to 30 April 2024

|                  |           |                                 |            |
|------------------|-----------|---------------------------------|------------|
| <b>Money In</b>  | £1,580.00 | <b>Balance on 01 April 2024</b> | £12,451.11 |
| <b>Money Out</b> | £2,474.74 | <b>Balance on 30 April 2024</b> | £11,556.37 |

**Your Transactions**

| Date      | Description                                      | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--|------|--------------|---------------|-------------|
| 10 Apr 24 | ACE LIFTAWAY<br>200000001323298200 154767        | FPO  |              | 38.64         | 12,412.47   |
| 10 Apr 24 | BISHOPS WALTHAM PA<br>500000001327421495         | FPO  |              | 1,141.50      | 11,270.97   |
| 10 Apr 24 | AUSTIN HONEYSETT<br>100000001324058092 WEST      | FPO  |              | 895.00        | 10,375.97   |
| 10 Apr 24 | SOUTH COAST WHC1419<br>188971749431014001 402103 | FPI  | 230.00       |               | 10,605.97   |
| 10 Apr 24 | SOUTH COAST WHC1420<br>142708530531014001 402103 | FPI  | 130.00       |               | 10,735.97   |
| 24 Apr 24 | BISHOPS WALTHAM PA<br>200000001331124750         | FPO  |              | 399.60        | 10,336.37   |
| 25 Apr 24 | SOUTH COAST WHC1424<br>218868342411524001 402103 | FPI  | 155.00       |               | 10,491.37   |
| 30 Apr 24 | R STEEL & PARTNERS<br>WHC1423/1422               | FPI  | 1,065.00     |               | 11,556.37   |

**Transaction types**

|                              |                               |                              |                               |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| <b>BGC</b> Bank Giro Credit  | <b>BP</b> Bill Payments       | <b>CHG</b> Charge            | <b>CHQ</b> Cheque             |
| <b>COR</b> Correction        | <b>CPT</b> Cashpoint          | <b>DD</b> Direct Debit       | <b>DEB</b> Debit Card         |
| <b>DEP</b> Deposit           | <b>FEE</b> Fixed Service      | <b>FPI</b> Faster Payment In | <b>FPO</b> Faster Payment Out |
| <b>MPI</b> Mobile Payment In | <b>MPO</b> Mobile Payment Out | <b>PAY</b> Payment           | <b>SO</b> Standing Order      |
| <b>TFR</b> Transfer          |                               |                              |                               |

Bank Reconciliation Statement as at 31/05/2024  
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                        | 31/05/2024            |                                    | 14,518.18        |
|  |                       |                                    | <u>14,518.18</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 14,518.18        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                  |
|  |                       | 0.00                               |                  |
|  |                       |                                    | <u>0.00</u>      |
|  |                       |                                    | 14,518.18        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>14,518.18</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## Your account statement

Issue date: 31 May 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](http://www.lloydsbank.com)

Your branch: FAREHAM (309085)

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

BIC: LOYDGB21467

IBAN: GB98 LOYD 3090 8500 2835 88

J31E8101AKQMFAG000309889001002 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

|                               |                   |
|-------------------------------|-------------------|
| <b>Balance On 30 Apr 2024</b> | <b>£11,556.37</b> |
| Total Paid In                 | £4,295.11         |
| Total Paid Out                | £1,333.30         |
| <b>Balance On 31 May 2024</b> | <b>£14,518.18</b> |

#### Account activity

| Date             | Payment Type | Details   | Paid In (£)     | Paid Out (£)    | Balance (£)      |
|------------------|--------------|---|-----------------|-----------------|------------------|
| <b>30 Apr 24</b> |              | <b>STATEMENT OPENING BALANCE</b>  |                 |                 | <b>11,556.37</b> |
| 01 May 24        | FPO          | BISHOPS WALTHAM PA 300000001343726502 WESTHOE INV85 608301 10 01MAY24 10:32 |                 | 1,096.00 ✓      | 10,460.37        |
| 07 May 24        | BGC          | HMRC VTR XLV126000106230  | 3,760.11 ✓      |                 | 14,220.48        |
| 08 May 24        | FPO          | LIGHT TOUCH 600000001344283646 240501 309294 10 08MAY24 12:34               |                 | 125.00 ✓        | 14,095.48        |
| 08 May 24        | FPO          | ACE LIFTAWAY 300000001347970903 158279 209719 10 08MAY24 12:35              |                 | 65.64 ✓         | 14,029.84        |
| 15 May 24        | FPI          | R STEEL & PARTNERS WHC1425 31023613155692000N 558126 40 15MAY24 02:56       | 380.00 ✓        |                 | 14,409.84        |
| 29 May 24        | FPO          | CASTLE WATER 600000001356267752 2107414 401160 10 29MAY24 10:55             |                 | 46.66 ✓         | 14,363.18        |
| 31 May 24        | FPI          | TOWN AND COUNTRY DENNIS STONE 0714464260278100N 560064 10 31MAY24 14:46     | 155.00 ✗        |                 | 14,518.18        |
| <b>31 May 24</b> |              | <b>STATEMENT CLOSING BALANCE</b>  | <b>4,295.11</b> | <b>1,333.30</b> | <b>14,518.18</b> |

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

BGC - Bank Giro Credit

FPI - Faster Payment

PMF10PD6100000

M302810381 1028300881

Page 1 of 4 / 0003881 / 0041787

Bank Reconciliation Statement as at 30/04/2024  
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                        | 30/04/2024            |                                    | 7,578.88        |
|  |                       |                                    | <u>7,578.88</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 7,578.88        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 7,578.88        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>7,578.88</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



## BUS BANK INSTANT Statement

Printed: 18 July 2024

**West Hoe Cemetery Management Committee**

Sort code 30-90-85 Account number 24137468

The Jubilee Hall  
 Little Shore Lane  
 Bishops Waltham  
 Southampton  
 Hampshire  
 SO32 1ED

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

| Date      | Description      | Type | In (£) | Out (£) | Balance (£) |
|-----------|------------------|------|--------|---------|-------------|
| 09 Apr 24 | INTEREST (GROSS) |      | 7.82   |         | 7578.88     |

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Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/).

Bank Reconciliation Statement as at 31/05/2024  
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                        | 31/05/2024            |                                    | 7,586.98        |
|  |                       |                                    | <u>7,586.98</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 7,586.98        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                 |
|  |                       | 0.00                               |                 |
|  |                       |                                    | <u>0.00</u>     |
|  |                       |                                    | 7,586.98        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>7,586.98</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

# LLOYDS BANK



J31E6101AKQMFA0000309882001002 403 000

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



## Your account statement

Issue date: 31 May 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](http://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

|                               |                  |
|-------------------------------|------------------|
| <b>Balance On 01 May 2024</b> | <b>£7,578.88</b> |
| Total Paid In                 | £8.10            |
| Total Paid Out                | £0.00            |
| <b>Balance On 09 May 2024</b> | <b>£7,586.98</b> |

#### Account activity

| Date      | Payment Type | Details                          | Paid In (£) | Paid Out (£) | Balance (£)     |
|-----------|--------------|----------------------------------|-------------|--------------|-----------------|
| 01 May 24 |              | <b>STATEMENT OPENING BALANCE</b> |             |              | <b>7,578.88</b> |
| 09 May 24 |              | INTEREST (GROSS)                 | 8.10        |              | 7,586.98        |
| 09 May 24 |              | <b>STATEMENT CLOSING BALANCE</b> | <b>8.10</b> | <b>0.00</b>  | <b>7,586.98</b> |

PMIF10PD31009000

M32E61088L

D32E61088L

Page 1 of 4 / 0003824 / 0241797

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## Detailed Income &amp; Expenditure by Phased Budget Heading 18/07/2024

## Month No: 2

## Cost Centre Report

|  | 100 Site Operational Net Costs | 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 |
|--|--------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|--------------|----------------------|
| 1010 Local Interments                              | 0                              | 333                  | 333                  | 666                    | 605                 | 666                 | 61                    | 4,000               |                       |                 | 15.1%        |                      |
| 1015 Local Cremations                              | 380                            | 125                  | (255)                | 250                    | 840                 | 250                 | (590)                 | 1,500               |                       |                 | 56.0%        |                      |
| 1020 Other Interments                              | 0                              | 417                  | 417                  | 834                    | 330                 | 834                 | 504                   | 5,000               |                       |                 | 6.6%         |                      |
| 1025 Other Cremations                              | 0                              | 125                  | 125                  | 250                    | 0                   | 250                 | 250                   | 1,500               |                       |                 | 0.0%         |                      |
| 1030 Memorials & Inscriptions                      | 230                            | 167                  | (63)                 | 334                    | 745                 | 334                 | (411)                 | 2,000               |                       |                 | 37.3%        |                      |
| 1050 Interest Received                             | 8                              | 3                    | (5)                  | 6                      | 16                  | 6                   | (10)                  | 40                  |                       |                 | 39.8%        |                      |
|  |                                | <b>618</b>           | <b>1,170</b>         | <b>552</b>             | <b>2,536</b>        | <b>2,340</b>        | <b>(196)</b>          | <b>14,040</b>       |                       |                 | <b>18.1%</b> | <b>0</b>             |
| Site Operational Net Costs :- Income               |                                |                      |                      |                        |                     |                     |                       |                     |                       |                 |              |                      |
| 4060 General Administration                        | 0                              | 417                  | 417                  | 834                    | 1,033               | 834                 | (199)                 | 5,000               |                       | 3,967           | 20.7%        |                      |
| 4061 Software Support & Maintenance                | 0                              | 0                    | 0                    | 0                      | 333                 | 0                   | (333)                 | 0                   |                       | (333)           | 0.0%         |                      |
| 4070 Audit Fees                                    | 125                            | 150                  | 25                   | 150                    | 125                 | 150                 | 25                    | 300                 |                       | 175             | 41.7%        |                      |
| 4080 Insurance                                     | 0                              | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 200                 |                       | 200             | 0.0%         |                      |
| 4081 Subscriptions                                 | 0                              | 100                  | 100                  | 100                    | 0                   | 100                 | 100                   | 100                 |                       | 100             | 0.0%         |                      |
| 4090 Grounds Maint. - Contract                     | 0                              | 750                  | 750                  | 1,500                  | 831                 | 1,500               | 669                   | 9,000               |                       | 8,169           | 9.2%         |                      |
| 4100 Grounds Maint. - Non Contract                 | 0                              | 250                  | 250                  | 500                    | 895                 | 500                 | (395)                 | 3,000               |                       | 2,105           | 29.8%        |                      |
| 4101 Tree Survey                                   | 0                              | 86                   | 86                   | 86                     | 0                   | 86                  | 86                    | 600                 |                       | 600             | 0.0%         |                      |
| 4102 Memorial Repairs                              | 0                              | 42                   | 42                   | 84                     | 0                   | 84                  | 84                    | 500                 |                       | 500             | 0.0%         |                      |
| 4110 Equipment Maint. & Repairs                    | 0                              | 58                   | 58                   | 116                    | 0                   | 116                 | 116                   | 700                 |                       | 700             | 0.0%         |                      |
| 4130 Water (metered Supply)                        | 47                             | 0                    | (47)                 | 0                      | 47                  | 0                   | (47)                  | 50                  |                       | 3               | 93.3%        |                      |
| 4140 Waste Disposal (Refuse Sacks)                 | 42                             | 42                   | 0                    | 84                     | 97                  | 84                  | (13)                  | 500                 |                       | 403             | 19.3%        |                      |
| 4202 Tree works                                    | 0                              | 0                    | 0                    | 0                      | 0                   | 0                   | 0                     | 2,000               |                       | 2,000           | 0.0%         |                      |
|  |                                | <b>214</b>           | <b>1,895</b>         | <b>1,681</b>           | <b>3,361</b>        | <b>3,454</b>        | <b>93</b>             | <b>21,950</b>       | <b>0</b>              | <b>18,589</b>   | <b>15.3%</b> | <b>0</b>             |
| Site Operational Net Costs :- Indirect Expenditure |                                |                      |                      |                        |                     |                     |                       |                     |                       |                 |              |                      |
| <b>Net Income over Expenditure</b>                 | <b>404</b>                     | <b>(725)</b>         | <b>(1,129)</b>       | <b>(1,114)</b>         | <b>(825)</b>        | <b>(1,114)</b>      | <b>(289)</b>          | <b>(7,910)</b>      |                       |                 |              |                      |

Detailed Income & Expenditure by Phased Budget Heading 18/07/2024

Month No: 2

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>150 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                    |
| <b>Net Expenditure</b>                        | <b>0</b>             | <b>0</b>             | <b>0</b>               | <b>0</b>            | <b>0</b>            | <b>0</b>              | <b>(5,600)</b>      |                       |                 |              |                      |
| <u>200 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                    |
| <b>Net Income</b>                             | <b>0</b>             | <b>0</b>             | <b>0</b>               | <b>0</b>            | <b>0</b>            | <b>0</b>              | <b>18,000</b>       |                       |                 |              |                      |
| <b>Grand Totals:- Income</b>                  | <b>618</b>           | <b>1,170</b>         | <b>552</b>             | <b>2,536</b>        | <b>2,340</b>        | <b>(196)</b>          | <b>32,040</b>       |                       |                 | <b>7.9%</b>  |                      |
| <b>Expenditure</b>                            | <b>214</b>           | <b>1,895</b>         | <b>1,681</b>           | <b>3,361</b>        | <b>3,454</b>        | <b>93</b>             | <b>27,550</b>       | <b>0</b>              | <b>24,189</b>   | <b>12.2%</b> |                      |
| <b>Net Income over Expenditure</b>            | <b>404</b>           | <b>(725)</b>         | <b>(1,129)</b>         | <b>(825)</b>        | <b>(1,114)</b>      | <b>(289)</b>          | <b>4,490</b>        |                       |                 |              |                      |
| <b>Movement to/(from) Gen Reserve</b>         | <b>404</b>           |                      |                        | <b>(825)</b>        |                     |                       |                     |                       |                 |              |                      |

Income & Expenditure Forecast - West Hoe Cemetery  
2024-2025

| Code                                    | Description                                      | 1<br>April     | 2<br>May       | 3<br>June      | 4<br>July      | 5<br>August    | 6<br>September | 7<br>October   | 8<br>November  | 9<br>December  | 10<br>January  | 11<br>February | 12<br>March    | Actual<br>Total Yr | Budget<br>Total Yr | Variance       | Change<br>% | Material Variance Reason (over 25% or £2000) |
|---|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------------|--------------------|----------------|-------------|--|
| <b>CC100 Site Operation Net Costs</b>   |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
| <b>Income</b>                           |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
| 1010                                    | Local Internments                                | £605           | £0             | £1,985         | £333           | £333           | £333           | £333           | £333           | £333           | £333           | £333           | £337           | £5,591             | £4,000             | £1,591         |             | 40% Increased internments                    |
| 1015                                    | Local Cremations                                 | £460           | £380           | £840           | £125           | £125           | £125           | £125           | £125           | £125           | £125           | £125           | £125           | £2,805             | £1,500             | £1,305         |             | 87% Increased cremations                     |
| 1020                                    | Other Internments                                | £330           | £0             | £0             | £417           | £417           | £417           | £417           | £417           | £417           | £417           | £417           | £417           | £4,079             | £5,000             | £-921          |             | 18%  |
| 1025                                    | Other Cremations                                 | £0             | £0             | £0             | £125           | £125           | £125           | £125           | £125           | £125           | £125           | £125           | £125           | £1,125             | £1,500             | £-375          |             | 25%  |
| 1030                                    | Memorials and Inscriptions                       | £515           | £230           | £290           | £167           | £167           | £167           | £167           | £167           | £167           | £167           | £167           | £163           | £2,534             | £2,000             | £534           |             | 27% Increased memorials and inscriptions     |
| 1050                                    | Interest Received                                | £8             | £8             | £0             | £3             | £3             | £3             | £3             | £3             | £3             | £3             | £3             | £7             | £47                | £40                | £7             |             | 18%  |
|   | <b>Total Income</b>                              | <b>£1,918</b>  | <b>£618</b>    | <b>£3,115</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£16,181</b>     | <b>£14,040</b>     | <b>£2,141</b>  |             | 15%  |
| <b>Expenditure</b>                      |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
| 4060                                    | General Administration                           | £1,033         | £0             | £625           | £417           | £417           | £417           | £417           | £417           | £417           | £417           | £417           | £413           | £5,407             | £5,000             | £407           |             | 8%   |
| 4061                                    | Software Support & Maintenance                   | £333           | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £333               | £0                 | £333           |             | Unbudgeted                                   |
| 4070                                    | Audit Fees                                       | £0             | £125           | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £275               | £300               | £-25           |             | 8%   |
| 4080                                    | Insurance  | £0             | £0             | £0             | £0             | £0             | £200           | £0             | £0             | £0             | £0             | £0             | £0             | £200               | £200               | £0             |             | 0%   |
| 4081                                    | Subscriptions                                    | £0             | £0             | £0             | £0             | £0             | £100           | £0             | £0             | £0             | £0             | £0             | £0             | £100               | £100               | £0             |             | 0%   |
| 4090                                    | Grounds Maint - Contract                         | £831           | £0             | £317           | £750           | £750           | £750           | £750           | £750           | £750           | £750           | £750           | £750           | £7,898             | £9,000             | £-1,102        |             | 12%  |
| 4100                                    | Grounds Maint - Non Contract                     | £895           | £0             | £0             | £250           | £250           | £250           | £250           | £250           | £250           | £250           | £250           | £250           | £3,145             | £3,000             | £145           |             | 5%   |
| 4101                                    | Tree Survey                                      | £0             | £0             | £0             | £0             | £0             | £600           | £0             | £0             | £0             | £0             | £0             | £0             | £600               | £600               | £0             |             | 0%   |
| 4102                                    | Memorial Repairs                                 | £0             | £0             | £0             | £42            | £42            | £42            | £42            | £42            | £42            | £42            | £42            | £38            | £374               | £500               | £-126          |             | 25%  |
| 4110                                    | Equipment Maint & Repairs                        | £0             | £0             | £0             | £58            | £58            | £58            | £58            | £58            | £58            | £58            | £58            | £62            | £526               | £700               | £-174          |             | 25%  |
| 4130                                    | Water (Metered Supply)                           | £0             | £47            | £0             | £0             | £0             | £30            | £0             | £0             | £0             | £0             | £0             | £0             | £77                | £50                | £27            |             | 54% Increase in water charges                |
| 4140                                    | Waste Disposal (Refuse Sacks)                    | £55            | £42            | £38            | £42            | £42            | £42            | £42            | £42            | £42            | £42            | £42            | £38            | £509               | £500               | £9             |             | 2%   |
| 4202                                    | Tree Works                                       | £0             | £0             | £0             | £0             | £0             | £2,000         | £0             | £0             | £0             | £0             | £0             | £0             | £2,000             | £2,000             | £0             |             | 0%   |
|   | <b>Total Expenditure</b>                         | <b>£3,147</b>  | <b>£214</b>    | <b>£980</b>    | <b>£1,559</b>  | <b>£4,459</b>  | <b>£1,589</b>  | <b>£1,589</b>  | <b>£1,559</b>  | <b>£1,709</b>  | <b>£1,559</b>  | <b>£1,559</b>  | <b>£1,551</b>  | <b>£21,444</b>     | <b>£21,950</b>     | <b>£-506</b>   |             | 2%   |
|   | <b>Total Net Revenue Expenditure over Income</b> | <b>£1,229</b>  | <b>£-404</b>   | <b>£-2,135</b> | <b>£389</b>    | <b>£3,289</b>  | <b>£419</b>    | <b>£0</b>      | <b>£389</b>    | <b>£539</b>    | <b>£389</b>    | <b>£389</b>    | <b>£381</b>    | <b>£5,263</b>      | <b>£7,910</b>      | <b>£-2,647</b> |             | 33% As above                                 |
| <b>CC150 Site Project Planning</b>      |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
| <b>Income</b>                           |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
|   | <b>Total Income</b>                              | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>          | <b>£0</b>          | <b>£0</b>      |             | Unbudgeted                                   |
| <b>Expenditure</b>                      |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
| 4282                                    | Groundsman's Shed                                | £0             | £0             | £0             | £0             | £2,667         | £0             | £0             | £0             | £0             | £0             | £1,333         | £4,000         | £4,000             | £4,000             | £0             |             | 0%   |
| 4201                                    | Leaflet  | £0             | £0             | £0             | £0             | £500           | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £500               | £500               | £0             |             | 0%   |
| 4225                                    | Pet Cemetery                                     | £0             | £0             | £0             | £0             | £100           | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £100               | £100               | £0             |             | 0%   |
| 4250                                    | 2nd Crem Area Work                               | £0             | £0             | £0             | £0             | £500           | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £500               | £500               | £0             |             | 0%   |
| 4251                                    | Natural Burial Site                              | £0             | £0             | £0             | £0             | £500           | £0             | £0             | £0             | £0             | £0             | £0             | £0             | £500               | £500               | £0             |             | 0%   |
|   | <b>Total Expenditure</b>                         | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£4,267</b>  | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£1,333</b>  | <b>£5,600</b>  | <b>£5,600</b>      | <b>£0</b>          | <b>£0</b>      |             | 0%   |
|   | <b>Total Net Revenue Expenditure over Income</b> | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£4,267</b>  | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£1,333</b>  | <b>£5,600</b>  | <b>£5,600</b>      | <b>£0</b>          | <b>£0</b>      |             | 0%   |
| <b>CC200 Parish Council Funding</b>     |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
| <b>Income</b>                           |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
| 1100                                    | Bishop's Waltham PC Funding                      | £0             | £0             | £0             | £4,000         | £0             | £0             | £4,000         | £0             | £0             | £0             | £0             | £4,000         | £12,000            | £12,000            | £0             |             | 0%   |
| 1110                                    | Swanmore PC Funding                              | £0             | £0             | £0             | £2,000         | £0             | £2,000         | £0             | £0             | £0             | £0             | £0             | £2,000         | £6,000             | £6,000             | £0             |             | 0%   |
|   | <b>Total Income</b>                              | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£6,000</b>  | <b>£0</b>      | <b>£6,000</b>  | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£6,000</b>  | <b>£18,000</b> | <b>£18,000</b>     | <b>£0</b>          | <b>£0</b>      |             | 0%   |
| <b>Total Net Committee Expenditures</b> |  |                |                |                |                |                |                |                |                |                |                |                |                |                    |                    |                |             |  |
|   | <b>Total Income</b>                              | <b>£1,918</b>  | <b>£618</b>    | <b>£3,115</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£1,170</b>  | <b>£34,181</b>     | <b>£32,040</b>     | <b>£2,141</b>  |             | 7%   |
|   | <b>Total Expenditure</b>                         | <b>£3,147</b>  | <b>£214</b>    | <b>£980</b>    | <b>£1,559</b>  | <b>£4,459</b>  | <b>£1,589</b>  | <b>£1,589</b>  | <b>£1,559</b>  | <b>£1,709</b>  | <b>£1,559</b>  | <b>£1,559</b>  | <b>£1,551</b>  | <b>£27,044</b>     | <b>£27,550</b>     | <b>£-506</b>   |             | 2%   |
|   | <b>Total Net Revenue Expenditure</b>             | <b>£1,229</b>  | <b>£-404</b>   | <b>£-2,135</b> | <b>£389</b>    | <b>£3,289</b>  | <b>£419</b>    | <b>£0</b>      | <b>£389</b>    | <b>£539</b>    | <b>£389</b>    | <b>£389</b>    | <b>£381</b>    | <b>£21,137</b>     | <b>£4,490</b>      | <b>£-2,647</b> |             | 59% As above                                 |
|   | <b>EMR Movements</b>                             | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>          | <b>£0</b>          | <b>£0</b>      |             |  |
|   | <b>Total Income/Expenditure</b>                  | <b>£1,229</b>  | <b>£-404</b>   | <b>£-2,135</b> | <b>£389</b>    | <b>£3,289</b>  | <b>£419</b>    | <b>£0</b>      | <b>£389</b>    | <b>£539</b>    | <b>£389</b>    | <b>£389</b>    | <b>£381</b>    | <b>£21,137</b>     | <b>£4,490</b>      | <b>£-2,647</b> |             |  |
|   | <b>Current Year Fund</b>                         | <b>£-1,229</b> | <b>£-825</b>   | <b>£1,310</b>  | <b>£6,921</b>  | <b>£6,532</b>  | <b>£-1,024</b> | <b>£4,557</b>  | <b>£4,168</b>  | <b>£3,629</b>  | <b>£3,240</b>  | <b>£2,851</b>  | <b>£7,137</b>  |                    |                    |                |             | CYF-TNE                                      |
|   | <b>General Reserves</b>                          | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b> | <b>£21,985</b>     | <b>£21,985</b>     | <b>£21,985</b> |             |  |
|   | <b>Memorial Maintenance Fund</b>                 | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>  | <b>£1,765</b>      | <b>£1,765</b>      | <b>£1,765</b>  |             |  |
|   | <b>General Reserves Position</b>                 | <b>22,521</b>  | <b>22,925</b>  | <b>25,060</b>  | <b>30,671</b>  | <b>30,282</b>  | <b>22,726</b>  | <b>28,307</b>  | <b>27,918</b>  | <b>27,379</b>  | <b>26,990</b>  | <b>26,601</b>  | <b>30,887</b>  |                    |                    |                |             | GR's+CYF                                     |
|   | <b>Months of net revenue expenditure</b>         | <b>15</b>      | <b>15</b>      | <b>17</b>      | <b>20</b>      | <b>20</b>      | <b>15</b>      | <b>19</b>      | <b>19</b>      | <b>18</b>      | <b>18</b>      | <b>21</b>      |                |                    |                    |                |             |  |
|   | <b>Total Reserves</b>                            | <b>22,521</b>  | <b>22,925</b>  | <b>25,060</b>  | <b>30,671</b>  | <b>30,282</b>  | <b>22,726</b>  | <b>28,307</b>  | <b>27,918</b>  | <b>27,379</b>  | <b>26,990</b>  | <b>26,601</b>  | <b>30,887</b>  |                    |                    |                |             | Mth -> TNE                                   |

**WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**25<sup>th</sup> July 2024**

**Agenda Item – Rota for Councillor visits to Cemetery – for consideration**

The following rota has been drafted, please review your allocated dates and request amendments as required.

The purpose of the visits will be to observe the various elements and sections of the cemetery, sufficiently in advance of the next Committee meeting, to request any agenda items necessary for consideration by the Committee.

| <b>Week Commencing</b> | <b>Allocated Councillor</b> |
|------------------------|-----------------------------|
| 09.09.24               | Councillor Newhouse         |
| 04.11.24               | Councillor Conduct          |
| 06.01.25               | Councillor Campbell-Gurry   |
| 10.03.25               | Councillor Wood             |

**Proposal:** To review and approve the draft rota for Councillor visits to the Cemetery.

**Clerk to Committee**

**18.07.24**

## WEST HOE CEMETERY MANAGEMENT COMMITTEE

### Meeting 25.07.24

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

Since the last report on 23.5.24 the following events have taken place at the cemetery.

|          |          |  |
|----------|----------|--|
| 22.05.24 | Marsh    | New headstone                          |
| 10.06.24 | Darweish | New single depth grave                 |
| 12.06.24 | Stone    | New cremation plaque                   |
| 14.06.24 | Ferrer   | New double depth grave                 |
| 14.06.24 | Black    | New double cremation plot              |
| 14.06.24 | Stone    | New single cremation plot              |
| 15.06.24 | Broom    | Ashes scattered in Natural burial area |
| 24.06.24 | Paige    | Additional inscription                 |
| 28.06.24 | Voller   | New single depth grave                 |
| 03.07.24 | Harris   | Re-opened for ashes                    |
| 10.07.24 | Primmer  | New single cremation plot              |
| 12.07.24 | Futcher  | New double depth grave                 |