WEST HOE CEMETERY

A Meeting of the West Hoe Cemetery Management Committee will be held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW on Thursday 26th September 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. Changes to the West Hoe Cemetery Management Committee Members – for approval.
3. To receive any Declarations of Disclosable Pecuniary interests relating to items on this agenda.
4. To receive any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
5. Public Session *(for information only)*.
6. Grounds/Funeral Director Reports.
7. Approval of the minutes of the meeting of the 25th July 2024.
8. Actions Arising from the meeting of the 25th July 2024 *(for information only)*.
9. To consider finance matters:
   i) Payments Schedule for Authorisation – to approve payments.
   ii) Bank Account Reconciliations for June, July and August 2024 – to note the review by the Chairman.
   iii) Income and Expenditure Forecast – to note current position.
   iv) Cost Centre Report – to note current position.
10. West Hoe Cemetery Banking Options – for consideration.
11. West Hoe Cemetery Parish Council Funding – for approval.
12. West Hoe Cemetery Draft Budget 2025/26 – for consideration.
13. Request for Updates to Schedule of Committee Meetings – for approval.
14. Cemetery update *(for information only)*.
15. Cemetery Maintenance Report from Bishop's Waltham Parish Council – for consideration.
16. Requests for future agenda items *(for information only)*.
17. Date of next meeting – 21st November 2024.

C. Wilkinson
Clerk to the Committee
19.09.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th September 2024

Agenda Item – Changes to the West Hoe Cemetery Management Committee Members – for approval

Due to changes in the membership of some of Bishop's Waltham Parish Council's Standing Committees, the following change is proposed in relation to the West Hoe Cemetery Management Committee membership:

Councillor Jonathan Williams has requested to be appointed to the Committee and Councillor Josie Wood has volunteered to leave the West Hoe Cemetery Management Committee to facilitate this change.

Proposal: **To accept the resignation of Councillor Josie Wood from the West Hoe Cemetery Management Committee, and to approve the appointment of Councillor Jonathan Williams to the Committee.**

Clerk to Committee

19.09.24

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 the Jubilee Hall, Little Shore Lane, Bishop's Waltham
on Thursday 25th July 2024 at 6.00pm.

Present:

Committee Members;	Cllr Conduct	
	Cllr Campbell-Gurry	
	Cllr Marsh	Chairman
	Cllr Newhouse	Vice Chairman
	Cllr Wood	
	Cllr Woodman	
Also in attendance:	Mr P Hutchings	BW Steels
	Mr P Wall	Groundsman
	Mrs C Wilkinson	Clerk
Members of the public:	None	

WH030/24 **To receive and accept apologies for non-attendance**
All Councillors were present.
Other apologies had been received from Mr C Curran (gravedigger).

WH031/24 **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.

WH032/24 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH033/24 **Public Session**
The Clerk reported that a headstone had been removed earlier in the day at the request of the plot owner. A replacement headstone was expected to be installed in due course.

WH034/24 **Grounds/Funeral Director Reports**
Mr Hutching passed on a request from Mr Curran for more topsoil to be ordered, the Clerk reported that one tonne had recently been ordered. More was likely to be required, Mr Curran would be consulted. **ACTION: Clerk**

Mr wall reported difficulties with maintaining section C in particular, due to non-compliant items and planting and the placement of heavy urns that made mowing the area more challenging and time consuming.
To address this matter the Clerk was to check existing standard letters to see whether a suitable letter already existed, to remind relevant plot owners of the cemetery rules and regulations. **ACTION: Clerk**

WH035/24 **To approve the minutes of the meeting of the 4th April 2024.**
The two councillors in attendance at this meeting approved these minutes.
Resolved: to approve the minutes of the meeting of the 4th April 2024.
Proposed: Cllr Marsh
Seconded: Cllr Conduct
All in favour who were present at the meeting.

WH036/24 **To approve the minutes of the meeting of the 11th July 2024.**
Resolved: to approve the minutes of the meeting of the 11th July 2024.
Proposed: Cllr Woodman
Seconded: Cllr Conduct
All in favour who were present at the meeting.

WH037/24 **Actions Arising from the meeting of the 11th July 2024.**
Noted.
WH025/24 – The key section of the cemetery rules and regulations were displayed on the cemetery noticeboard, the was not sufficient space for the whole document.
A new action item would be created to help familiarise new committee members with the cemeteries processes in relation to burial and interments. **ACTION: Clerk**

WH038/24 **To consider finance matters:**
i) To approve payments for authorisation.
Resolved: To approve the payments tabled to a total amount of £5,704.92.
Proposed: Cllr Marsh
Seconded: Cllr Woodman
All in favour.
Information about account signatories would be brought to the next meeting for consideration of appropriate additions are removals. **ACTION: Clerk**
ii) Bank Reconciliations April 2024 and May 2024 for acceptance.
Resolved: To accept the Bank Reconciliations for April 2024 and May 2024.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.
iii) Bank Reconciliation Savings Account April 2024 and May 2024 for acceptance.
Resolved: To accept the Bank Reconciliations Savings Account for April 2024 and May 2024.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.
iv) To note Financial Position year to date.
Resolved: To note the Financial Position year to date.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.
v) To consider Cash Flow forecast.
The Income and Expenditure Forecast provided was noted – no action required.
vi) Cashbook for Savings Account.
This document had not been included in the meeting papers, due to the Finance Manager's assessment that this would be duplication of item iii).

WH039/24 **Rota for Councillor visits to Cemetery – for consideration**
The tabled frequency of visits was agreed to be sufficient, with the possibility to increase regularity in the future if required.
Resolved: To approve the tabled rota for Councillor visits to the Cemetery.
Proposed: Cllr Conduct
Seconded: Campbell-Gurry

WH040/24 **Cemetery Update – for information only**
Noted.

WH041/24 **Requests for future agenda items**
Quotations for required works

WH042/24 **Date of next meeting.**
Thursday 26th September 2024 at the Swanmore Parish Council offices.

WH043/24 **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.

WH044/24 **Quotation for Removal of Spoil – for consideration**
Resolved: To accept the quotation received for the removal of excess spoil from the Cemetery up to the cost of £700 before VAT, conditional upon the Clerk confirming that it was permissible to remove spoil from an area of consecrated ground.

Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour. **ACTION: Clerk**

WH045/24 **Correspondence – for consideration**
This agenda item had been withdrawn.

WH046/24 **Clerk's Report – for consideration**
Noted.

There being no further business the meeting closed at 6:48pm.

West Hoe Cemetery Management Committee

Actions Arising report for the meeting on 26.09.24

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 ii) Complete - grass cut and removed 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. (2) Pet cemetery fence - Clerk to meet with groundsman. (5) Order skip.	Complete	Admin Officer	1) Complete 2) Complete
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	Complete	Clerk	
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 gather quotations for lockable posts and installation	Oct-24	Clerk	
WH025/24	Check rules and regs are on cemetery noticeboard	Complete	Cllrs and Clerks	Excerpts are on the board. Insufficient room for the whole document.
WH029/24	Schedule review date in January 2025 for clerking/finance hours	Jan-25	Clerk	
WH034/24	Confirm amount of topsoil to be ordered	Complete	Clerk	Topsoil purchased.
WH034/24	Check standard letters for suitable reminder of rules and regs	Aug-24	Clerk	
WH037/24	Familiarise new councillors with cememtery processes	Sep-24	Clerk	
WH038/24	Confirm account signatories and bring to Committee for consideration	Complete	Clerk	See agenda item 10
WH044/24	Confirm whether it was acceptable to remove spoil from consecrated area	Complete	Clerk	Advice taken from ICCM, no issues with removal.

Payments For Authorisation

Supplier A/C Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	A/C	Centre	Analysis Description	Posted	Approved	Pay By	Paid	Comments
Ace Liftaway	31/07/2024	31/08/2024	168410	£28.30	£5.66	£33.96	4140	100	Waste removal	Yes		BT	30/08/2024	
Ace Liftaway	31/08/2024	30/09/2024	171588	£35.80	£7.16	£42.96	4140	100	Waste removal	Yes		BT		
Bullseye Builders	30/08/2024	31/08/2024	409	£65.00	£0.00	£65.00	4100	100	Repairs to access gates	Yes		BT		
BW Landscaping	21/08/2024	21/08/2024	OO46	£90.00	£0.00	£90.00	4100	100	1 tonne premium topsoil	Yes		BT	23/08/2024	
BW Landscaping	29/08/2024	29/08/2024	50	£180.00	£0.00	£180.00	4100	100	2 tonne premium topsoil	Yes		BT	30/08/2024	
BWPC	01/08/2024	31/08/2024	INV192	£499.99	£100.01	£600.00	Various	100	Clerk, F & Grounds Jul 24	Yes		BT	30/08/2024	
BWPC	01/09/2024	30/09/2024	INV227	£1,250.00	£250.00	£1,500.00	Various	100	Clerk, F & Grounds Aug 24	Yes		BT		
Edge	01/08/2024	31/08/2024	01/08/2024	£220.00	£0.00	£220.00	4060	100	Funeral & Memorial Admin	Yes		BT	30/08/2024	
SOUTH COAS	31/07/2024	30/08/2024	WHC1441	£240.00	£0.00	£240.00	100	N/A	Refund payment on account	yes		BT	30/08/2024	Customer Paid twice in error
				£7,704.30	**£1,072.54**	**£8,776.84**								

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

West Hoe Cemetery

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 1 - Bank Account 00283588

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/06/2024		16,117.78
			16,117.78
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			16,117.78
Unpresented Receipts (Plus)			
		0.00	
			0.00
			16,117.78
		Balance per Cash Book is :-	**16,117.78**
		Difference is :-	**0.00**

Signatory 1:

Name Judy Marsh Signed JUDY MARSH Date 13th Sept 2024

Signatory 2:

Name H. FISHER Signed [signature] Date 13/09/24

West Hoe Cemetery

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - Bank Account 00283588

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	31/07/2024		18,257.66
			18,257.66
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			18,257.66
Unpresented Receipts (Plus)			
		0.00	
			0.00
			18,257.66
		Balance per Cash Book is :-	**18,257.66**
		Difference is :-	**0.00**

Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 13th Sept 2024

Signatory 2:

Name H. FISHER Signed [signature] Date 13/09/24

Bank Reconciliation Statement as at 30/08/2024
for Cashbook 1 - Bank Account 00283588

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/08/2024		18,891.20
			18,891.20
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			18,891.20
Unpresented Receipts (Plus)			
		0.00	
			0.00
			18,891.20
		Balance per Cash Book Is :-	**18,891.20**
		Difference Is :-	**0.00**

Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 13th Sept 2024

Signatory 2:

Name H. FISHER Signed [signature] Date 13/09/24

West Hoe Cemetery

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - Deposit Account 24137468

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Deposit Account	30/06/2024		7,595.63
			7,595.63
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			7,595.63
Unpresented Receipts (Plus)			
		0.00	
			0.00
			7,595.63
		Balance per Cash Book is :-	**7,595.63**
		Difference is :-	**0.00**

Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 13th Sept 2024

Signatory 2:

Name H. FISHER Signed [signature] Date 13/09/24

West Hoe Cemetery

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 2 - Deposit Account 24137468

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Deposit Account	31/07/2024		7,603.48
			7,603.48
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			7,603.48
Unpresented Receipts (Plus)			
		0.00	
			0.00
			7,603.48
		Balance per Cash Book is :-	**7,603.48**
		Difference is :-	**0.00**

Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 13th Sept 2024

Signatory 2:

Name H. FISHER Signed [signature] Date 13/09/24

Bank Reconciliation Statement as at 09/08/2024
for Cashbook 2 - Deposit Account 24137468

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Deposit Account	09/08/2024		7,611.00
			7,611.00
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			7,611.00
Unpresented Receipts (Plus)			
		0.00	
			0.00
			7,611.00
		Balance per Cash Book is :-	**7,611.00**
		Difference is :-	**0.00**

Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 13th Sept 2024

Signatory 2:

Name H. FISHER Signed [signature] Date 13/09/24

Income & Expenditure Forecast - West Hoe Cemetery
2024-2025

Code	Description	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	Actual Total Yr	Budget Total Yr	Variance	% Change	Material Variance Reason (over 25% or £2000)
CC100	**Site Operation Net Costs**																	
Income																		
1010	Local Internments	£605	£0	£1,985	£775	£1,998	£333	£333	£333	£333	£333	£333	£337	£7,698	£4,000	£3,698	92%	Increased local internments
1015	Local Cremations	£460	£380	£1,600	£0	£0	£125	£125	£125	£125	£125	£125	£125	£3,315	£1,500	£1,815	121%	Increased local cremations
1020	Other Internments	£330	£0	£0	£0	£0	£417	£417	£417	£417	£417	£417	£413	£3,245	£5,000	-£1,755	35%	Reduced other internments
1025	Other Cremations	£0	£0	£0	£0	£0	£125	£125	£125	£125	£125	£125	£125	£875	£1,500	-£625	42%	Reduced other cremations
1030	Memorials and Inscriptions	£515	£230	£290	£480	£0	£167	£167	£167	£167	£167	£167	£163	£2,680	£2,000	£680	34%	Increased memorials and inscriptions
1050	Interest Received	£8	£8	£9	£8	£8	£8	£8	£8	£8	£0	£0	£40	£113	£40	£73	183%	Increased interest
	Total Income	**£1,918**	**£618**	**£3,884**	**£1,263**	**£2,006**	**£1,175**	**£1,175**	**£1,175**	**£1,175**	**£1,167**	**£1,167**	**£1,203**	**£17,926**	**£14,040**	**£3,886**	28%	As above
Expenditure																		
4060	General Administration	£1,033	£0	£625	£33	£337	£625	£650	£650	£650	£650	£650	£650	£6,553	£5,000	£1,553	31%	
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	£150	£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	£100	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£0	0%	
4090	Grounds Maint - Contract	£831	£0	£317	£242	£383	£625	£3,250	£650	£650	£650	£650	£650	£8,898	£9,000	-£102	1%	
4100	Grounds Maint - Non Contract	£895	£0	£380	£0	£335	£250	£250	£250	£250	£250	£250	£250	£3,360	£3,000	£360	12%	
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	£0	£0	£42	£42	£42	£42	£42	£42	£38	£290	£500	-£210	42%	Memorial repairs not required
4110	Maint & Repairs	£0	£0	£0	£0	£0	£58	£58	£58	£58	£58	£58	£62	£410	£700	-£290	41%	Equipment maint & repairs not required
4130	Water (Metered Supply)	£0	£47	£0	£0	£0	£0	£0	£0	£0	£50	£0	£0	£97	£50	£47	94%	Increase in water charges
4140	Waste Disposal (Refuse Sacks)	£55	£42	£38	£28	£36	£42	£42	£42	£42	£42	£42	£38	£489	£500	-£11	2%	
4202	Tree Works	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£0	0%	
	Total Expenditure	**£3,147**	**£214**	**£1,360**	**£403**	**£1,091**	**£4,442**	**£4,292**	**£1,692**	**£1,842**	**£1,742**	**£1,692**	**£1,688**	**£23,605**	**£21,950**	**£1,655**	8%	
	Total Net Revenue Expenditure over Income	**£1,229**	**-£404**	**-£2,524**	**-£860**	**-£915**	**£3,267**	**£3,117**	**£517**	**£667**	**£575**	**£525**	**£485**	**£5,679**	**£7,910**	**-£2,231**	28%	As above
CC150	**Site Project Planning**																	
Income																		
	Total Income	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	Unbudgeted	
Expenditure																		
4282	Groundsman's Shed	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£4,000	£4,000	£4,000	£0	0%	
4201	Leaflet	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£500	£500	£0	0%	
4225	Pet Cemetery	£0	£0	£0	£0	£0	£0	£100	£0	£0	£0	£0	£0	£100	£100	£0	0%	
4250	2nd Crem Area Work	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£500	£500	£0	0%	
4251	Natural Burial Site	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£500	£500	£0	0%	
	Total Expenditure	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£100**	**£500**	**£500**	**£500**	**£0**	**£4,000**	**£5,600**	**£5,600**	**£0**	0%	
	Total Net Revenue Expenditure over Income	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£100**	**£500**	**£500**	**£500**	**£0**	**£4,000**	**£5,600**	**£5,600**	**£0**	0%	
CC200	**Parish Council Funding**																	
Income																		
1100	Bishop's Waltham PC Funding	0	0	0	0	0	0	9,000	0	0	0	0	0	£9,000	£12,000	-£3,000	25%	Full amount not required (75%)
1110	Swanmore PC Funding	0	0	0	0	0	0	4,500	0	0	0	0	0	£4,500	£6,000	-£1,500	25%	Full amount not required (75%)
	Total Income	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£13,500**	**£0**	**£0**	**£0**	**£0**	**£0**	**£13,500**	**£18,000**	**-£4,500**	25%	
Expenditure																		
	Total Expenditure	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	Unbudgeted	
	Total Net Revenue Expenditure over Income	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**-£13,500**	**£0**	**£0**	**£0**	**£0**	**£0**	**-£13,500**	**-£18,000**	**£4,500**	25%	As above
Total Net Committee Expenditures																		
	Total Income	**£1,918**	**£618**	**£3,884**	**£1,263**	**£2,006**	**£1,175**	**£14,675**	**£1,175**	**£1,175**	**£1,167**	**£1,167**	**£1,203**	**£31,426**	**£32,040**	**-£614**	2%	
	Total Expenditure	**£3,147**	**£214**	**£1,360**	**£403**	**£1,091**	**£4,442**	**£4,392**	**£2,192**	**£2,342**	**£2,242**	**£1,692**	**£5,688**	**£29,205**	**£27,550**	**£1,655**	6%	
	Total Net Revenue Expenditure	**£1,229**	**-£404**	**-£2,524**	**-£860**	**-£915**	**£3,267**	**-£10,283**	**£1,017**	**£1,167**	**£1,075**	**£525**	**£4,485**	**-£2,221**	**-£4,490**	**£2,269**	51%	As above
	EMR Movements	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**-£2,000**	**£0**	**£0**	**£0**	**£0**	**£0**	**-£2,000**	**£0**			Reserves transfer - path works
	Total Income/Expenditure	**£1,229**	**-£404**	**-£2,524**	**-£860**	**-£915**	**£3,267**	**-£8,283**	**£1,017**	**£1,167**	**£1,075**	**£525**	**£4,485**	**-£221**	**-£4,490**			
	Current Year Fund	**-£1,229**	**-£825**	**£1,699**	**£2,559**	**£3,474**	**£207**	**£10,490**	**£9,473**	**£8,306**	**£7,231**	**£6,706**	**£2,221**					*CYF-TNE*
	General Reserves	**£21,985**	**£21,985**	**£21,985**	**£21,985**	**£21,985**	**£21,985**	**£19,985**	**£19,985**	**£19,985**	**£19,985**	**£19,985**	**£19,985**					*GR's+EMR*
	Memorial Maintenance Fund	**£1,765**	**£1,765**	**£1,765**	**£1,765**	**£1,765**	**£1,765**	**£1,765**	**£1,765**	**£1,765**	**£1,765**	**£1,765**	**£1,765**					
	Path Works	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£2,000**	**£0**	**£0**	**£0**	**£0**	**£0**					
	General Reserves Position	***22,521***	***22,925***	***25,449***	***26,309***	***27,224***	***23,957***	***34,240***	***31,223***	***30,056***	***28,981***	***28,456***	***23,971***					*GR's+CYF*
	Months of net revenue expenditure	***15***	***15***	***17***	***18***	***18***	***16***	***23***	***21***	***20***	***19***	***19***	***16***					
	Total Reserves	***22,521***	***22,925***	***25,449***	***26,309***	***27,224***	***23,957***	***34,240***	***33,223***	***32,056***	***30,981***	***30,456***	***25,971***					*Mth -/+ TNE*

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 10/09/2024

Month No: 5

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	1,998	333	(1,665)	5,363	1,665	(3,698)	4,000			134.1%	
1015	Local Cremations	0	125	125	2,440	625	(1,815)	1,500			162.7%	
1020	Other Interments	0	417	417	330	2,085	1,755	5,000			6.6%	
1025	Other Cremations	0	125	125	0	625	625	1,500			0.0%	
1030	Memorials & Inscriptions	0	167	167	1,515	835	(680)	2,000			75.8%	
1050	Interest Received	8	3	(5)	40	15	(25)	40			99.8%	
	Site Operational Net Costs :- Income	**2,005**	**1,170**	**(835)**	**9,687**	**5,850**	**(3,837)**	**14,040**			**69.0%**	**0**
4060	General Administration	337	417	80	2,028	2,085	57	5,000		2,972	40.6%	
4061	Software Support & Maintenance	0	0	0	333	0	(333)	0		(333)	0.0%	
4070	Audit Fees	0	0	0	125	150	25	300		175	41.7%	
4080	Insurance	0	0	0	0	200	200	200		200	0.0%	
4081	Subscriptions	0	0	0	100	100	0	100		0	100.0%	
4090	Grounds Maint. - Contract	383	750	367	1,773	3,750	1,977	9,000		7,227	19.7%	
4100	Grounds Maint. - Non Contract	335	250	(85)	1,610	1,250	(360)	3,000		1,390	53.7%	
4101	Tree Survey	0	0	0	0	600	600	600		600	0.0%	
4102	Memorial Repairs	0	42	42	0	210	210	500		500	0.0%	
4110	Equipment Maint. & Repairs	0	58	58	0	290	290	700		700	0.0%	
4130	Water (metered Supply)	0	0	0	47	0	(47)	50		3	93.3%	
4140	Waste Disposal (Refuse Sacks)	36	42	6	198	210	12	500		302	39.7%	
4202	Tree works	0	0	0	0	2,000	2,000	2,000		2,000	0.0%	
	Site Operational Net Costs :- Indirect Expenditure	**1,091**	**1,559**	**468**	**6,214**	**10,845**	**4,631**	**21,950**	**0**	**15,736**	**28.3%**	**0**
	Net Income over Expenditure	**914**	**(389)**	**(1,303)**	**3,473**	**(4,995)**	**(8,468)**	**(7,910)**				

Continued over page

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 10/09/2024

Month No: 5

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	Site Project Planning											
4282	Groundsman's Shed	0	0	0	0	0	0	4,000		4,000	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	Parish Council Funding											
1100	Bishop's Waltham PC Funding	0	0	0	0	4,000	4,000	12,000			0.0%	
1110	Swanmore PC Funding	0	0	0	0	2,000	2,000	6,000			0.0%	
	Parish Council Funding :- Income	**0**	**0**	**0**	**0**	**6,000**	**6,000**	**18,000**			**0.0%**	**0**
	Net Income	**0**	**0**	**0**	**0**	**6,000**	**6,000**	**18,000**				
	Grand Totals:- Income	**2,005**	**1,170**	**(835)**	**9,687**	**11,850**	**2,163**	**32,040**			**30.2%**	
	Expenditure	**1,091**	**1,559**	**468**	**6,214**	**10,845**	**4,631**	**27,550**	**0**	**21,336**	**22.6%**	
	Net Income over Expenditure	**914**	**(389)**	**(1,303)**	**3,473**	**1,005**	**(2,468)**	**4,490**				
	Movement to/(from) Gen Reserve	**914**			**3,473**							

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th September 2024

Agenda Item – West Hoe Cemetery Banking Options – *for consideration*

The West Hoe Cemetery Management Committee currently banks with Lloyds TSB, for which the signatories need to be updated on the main account and the instant access savings account.

Banking Option 1 - Update signatories with Lloyds Bank

Current signatories are:	Proposed signatories:
Mrs Lindsay Edge	Mrs Hannah Fisher
Cllr Penny Clive	Mrs Catherine Wilkinson
Cllr Andrew Rankine	Cllr Judy Marsh
	Cllr Chris Newhouse

The Lloyds Bank instant access savings interest rate is currently 1.00%

Banking Option 2 - Switch banking to Unity Trust Bank with new signatories as proposed above.

- Unity is a specialist business bank with 40 years' experience of providing day to day banking services and finance to like-minded organisations that share values and want to create a better society.
- Unity Trust Bank supports organisations in a range of sectors – from healthcare to charities to local councils – and help them to grow and achieve their ambitions.

Benefits:

- Online access for payments and authorisation of payments for better financial internal control measures i.e. One signatory sets up payments with a second signatory to authorise the payment.
- Ability to pay in money at the Post Office
- The Unity Trust Bank instant access savings interest rate is currently 2.60%

Account Balances

I would like to recommend that the main account is kept at a level of around £5,000.00 and that the remaining balance is transferred to the instant access savings account to improve the interest received. This will be regularly monitored, and all transfers will form part of the Payment Authorisation Report brought to the Committee for their approval.

Proposal:

i) To consider the banking options above and approve a preferred option.

ii)To consider the account balance recommendations above and approve the necessary transfers required to improve interest received.

Finance Manager 10.09.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th September 2024

Agenda Item – West Hoe Cemetery Funding Request – *for approval*

After review of the Income and Expenditure Forecast (as includes for agenda item 9 of the meeting papers) I would recommend requesting 50% of the budgeted Parish Council funding as follows:

Bishop's Waltham Parish Council - £6,000.00
Swanmore Parish Council - £3,000.00

Proposal: **To request budgeted Parish Council funding of £6,000.00 from Bishop's Waltham Parish Council and £3,000.00 from Swanmore Parish Council.**

Finance Manager 10.09.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th September 2024

Agenda Item – West Hoe Cemetery Draft Budget 2025/26 – *for consideration*

The Finance Manager has prepared a draft budget for the West Hoe Cemetery Management Committee for the 2025-2026 financial year. This draft is included overleaf.

Proposal: **To consider the West Hoe Cemetery Management Committee draft budget for 2025/26, provided by the Finance Manager and to approve as tabled or to suggest amendments.**

Finance Manager 10.09.24

Budget - West Hoe Cemetery
2025-2026

Code	Description	2024-25 Budget Total Year	2024-25 Actual/Pre Total Year	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	2025-26 Budget Total Year	2026-27 Budget Total Year	2027-28 Budget Total Year	Notes
CC100	**Site Operation Net Costs**																		
	Income																		
1010	Local Internments	4,000	7,698	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£500	£6,000	£6,000	£6,000	
1015	Local Cremations	£1,500	£3,315	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£3,000	£3,000	£3,000	
1020	Other Internments	£5,000	£3,245	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£2,400	£2,400	£2,400	
1025	Other Cremations	£1,500	£875	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£75	£900	£900	£900	
1030	Memorials and Inscriptions	£2,000	£2,680	£300	£300	£300	£300	£300	£300	£300	£300	£300	£300	£300	£300	£3,600	£3,600	£3,600	
1050	Interest Received	£40	£113	£0	£0	£40	£0	£0	£40	£0	£0	£40	£0	£0	£40	£160	£160	£160	
	Total Income	£14,040	£17,926	£1,325	£1,325	£1,365	£1,325	£1,325	£1,365	£1,325	£1,325	£1,365	£1,325	£1,325	£1,365	£16,060	£16,060	£16,060	
	Expenditure																		
4060	General Administration	£5,000	£6,553	£650	£650	£650	£650	£650	£650	£650	£650	£650	£650	£650	£650	£7,800	£7,800	£7,800	
4061	Software Support & Maintenance	£0	£333	£350	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£350	£350	£350	
4070	Audit Fees	£300	£275	£0	£150	£0	£0	£0	£0	£0	£0	£150	£0	£0	£0	£300	£300	£300	
4080	Insurance	£200	£200	£0	£0	£0	£0	£0	£200	£0	£0	£0	£0	£0	£0	£200	£200	£200	
4081	Subscriptions	£100	£100	£0	£0	£0	£100	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£100	
4089	Risk Assessment	£0	£0	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,000	£0	£0	3 yearly
4090	Grounds Maint - Contract	£9,000	£8,898	£650	£650	£1,300	£1,300	£1,300	£1,300	£650	£650	£650	£650	£650	£650	£10,400	£10,400	£10,400	
4100	Grounds Maint - Non Contract	£3,000	£3,360	£300	£300	£300	£300	£300	£300	£300	£300	£300	£300	£300	£300	£3,600	£3,600	£3,600	
4101	Tree Survey	£600	£600	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£600	£0	
4102	Memorial Repairs	£500	£290	£41	£41	£41	£41	£42	£42	£42	£42	£42	£42	£42	£42	£500	£500	£500	
4103	H&S Conformance Costs	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£0	£0	As a result of RA
4110	Maint & Repairs	£700	£410	£41	£41	£41	£41	£42	£42	£42	£42	£42	£42	£42	£42	£500	£500	£500	
4130	Water (Metered Supply)	£50	£97	£0	£50	£0	£0	£0	£0	£0	£50	£0	£0	£0	£0	£100	£100	£100	
4140	Waste Disposal (Refuse Sacks)	£500	£489	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£480	£500	£500	
4202	Tree Works	£2,000	£2,000	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,000	£2,000	£1,000	
	Total Expenditure	£21,950	£23,605	£2,072	£1,922	£2,372	£2,472	£2,374	£4,574	£2,224	£1,774	£1,874	£1,724	£1,724	£1,724	£26,830	£26,950	£25,350	
	Total Net Revenue Expenditure over Income	£7,910	£5,679	£747	£597	£1,007	£1,147	£1,049	£3,209	£899	£449	£509	£399	£399	£359	£10,770	£10,890	£9,290	
CC150	**Site Project Planning**																		
	Income																		
	Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
	Expenditure																		
4282	Groundsman's Shed	£4,000	£4,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
4201	Leaflet	£500	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
4225	Pet Cemetery	£100	£100	£0	£0	£0	£0	£0	£0	£100	£0	£0	£0	£0	£0	£100	£100	£100	
4250	2nd Crem Area Work	£500	£500	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£500	£500	
4251	Natural Burial Site	£500	£500	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£500	£500	
4280	4th Burial Area Work	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£1,000	£0	£0	
4283	Noticeboard	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£0	£2,000	£0	£0	
	Total Expenditure	£5,600	£5,600	£0	£0	£0	£0	£0	£0	£4,100	£0	£0	£0	£0	£0	£4,100	£1,100	£1,100	
	Total Net Revenue Expenditure over Income	£5,600	£5,600	£0	£0	£0	£0	£0	£0	£4,100	£0	£0	£0	£0	£0	£4,100	£1,100	£1,100	
CC200	**Parish Council Funding**																		
	Income																		
1100	Bishop's Waltham PC Funding	£12,000	£6,000	6,000	0	0	0	0	6,000	0	0	0	0	0	0	£12,000	£10,000	£9,000	
1110	Swanmore PC Funding	£6,000	£3,000	3,000	0	0	0	0	3,000	0	0	0	0	0	0	£6,000	£5,000	£4,500	
	Total Income	£18,000	£9,000	£9,000	£0	£0	£0	£0	£9,000	£0	£0	£0	£0	£0	£0	£18,000	£15,000	£13,500	
	Expenditure																		
	Total Expenditure	£0	£0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Net Revenue Expenditure over Income	-£18,000	-£9,000	-£9,000	£0	£0	£0	£0	-£9,000	£0	£0	£0	£0	£0	£0	-£18,000	-£15,000	-£13,500	
Total Net Committee Expenditures																			
	Total Income	£32,040	£26,926	£10,325	£1,325	£1,365	£1,325	£1,325	£10,365	£1,325	£1,325	£1,365	£1,325	£1,325	£1,365	£34,060	£31,060	£29,560	
	Total Expenditure	£27,550	£29,205	£2,072	£1,922	£2,372	£2,472	£2,374	£4,574	£6,324	£1,774	£1,874	£1,724	£1,724	£1,724	£30,930	£28,050	£26,450	
	Total Net Revenue Expenditure	-£4,490	£2,279	-£8,253	£597	£1,007	£1,147	£1,049	-£5,791	£4,999	£449	£509	£399	£399	£359	-£3,130	-£3,010	-£3,110	
	EMR Movements	-£2,000	-£2,000	£0	£0	£0	£0	£0	£0	-£2,000	£0	£0	£0	£0	£0	-£2,000	-£2,000	-£2,000	Reserves transfer - path works
	Total Income/Expenditure	-£2,490	£4,279	-£8,253	£597	£1,007	£1,147	£1,049	-£5,791	£6,999	£449	£509	£399	£399	£359	-£1,130	-£1,010	-£1,110	
	Current Year Fund			£5,182	£4,585	£3,578	£2,431	£1,382	£7,173	£2,174	£1,725	£1,216	£817	£418	£59				

CYF-TNE

	General Reserves	£19,985	£19,985	£19,985	£19,985	£19,985	£19,985	£17,985	£17,985	£17,985	£17,985	£17,985	£17,985	GR's+EMR
320	Memorial Maintenance Fund	£1,765	£1,765	£1,765	£1,765	£1,765	£1,765	£1,765	£1,765	£1,765	£1,765	£1,765	£1,765	
330	Path Works	£0	£0	£0	£0	£0	£0	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	
	General Reserves Position	*26,932*	*26,335*	*25,328*	*24,181*	*23,132*	*28,923*	*23,924*	*23,475*	*22,966*	*22,567*	*22,168*	*21,809*	GR's+CYF
	Months of net revenue expenditure	*18*	*18*	*17*	*16*	*15*	*19*	*16*	*16*	*15*	*15*	*15*	*15*	
	Total Reserves	*36,824*	*36,227*	*35,220*	*34,073*	*33,024*	*38,815*	*33,816*	*33,367*	*32,858*	*32,459*	*32,060*	*31,701*	Mth -/+ TNE

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th September 2024

Agenda Item – Request for Updates to the 2024/25 Schedule of Committee Meetings – *for approval*

I would like to request the following changes to the schedule of meetings for the remainder of the council year.

Current date: Thursday 21st November 2024

Suggested revised date: Thursday 14th November 2024

Current date: Thursday 23rd January 2025

Suggested revised date: Thursday 16th January 2025

Current date: Thursday 27th March 2025

Suggested revised date: Thursday 13th March 2025

Additional meetings can be arranged if required.

To consider the requested changes to the schedule of meetings for the West Hoe Cemetery Management Committee.

Proposal: **To consider the requested changes to the 2024/25 meeting schedule for the West Hoe Cemetery Management Committee.**

Clerk to the Committee 19.09.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th September 2024

Agenda Item – Cemetery Update – *for information only*

Since the last report on 25.07.24 the following events have taken place at the cemetery.

19.08.24	Emery	New double depth grave
23.08.24	Smith	New single depth grave
12.09.24	Pilling	Ashes scattered in natural burial area

Clerk to Committee

19.09.24

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th September 2024

Agenda Item – Cemetery Maintenance Report from Bishop's Waltham Parish Council – *for consideration*

The Halls and Grounds Committee of Bishop's Waltham Parish Council (BWPC) have reported to the West Hoe Cemetery Management Committee that the fifteen hours that members of the BWPC grounds team are allocated to spend at West Hoe Cemetery for maintenance, is insufficient and means that the cemetery is not able to be maintained at the standard that they would wish.

This matter has also been referred to the Finance, Policy & Resources Committee of BWPC for further consideration.

Proposal: **To note the above and consider potential future arrangements for the maintenance of the West Hoe Cemetery.**

Clerk to Committee

19.09.24