



**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 16<sup>th</sup> January 2025 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 14<sup>th</sup> November 2024.
7. Actions Arising from the meeting of the 14<sup>th</sup> November 2024 (*for information only*).
8. To consider finance matters:
  - i) Payments Schedule for Authorisation – to approve payments.
  - ii) Bank Account Reconciliations for October, November & December 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.
  - v) West Hoe Cemetery Banking Update - to note.
9. Committee Cemetery Visit – for consideration.
10. Proposal to Introduce Form to Confirm Receipt of Cemetery Regulations – *for consideration*.
11. West Hoe Cemetery Processes – Memorial Applications - *for information*.
12. Correspondence: Request for Larger Headstone – *for consideration*.
13. Correspondence: Access to Grave – *for consideration*.
14. Cemetery Update - for information.
15. Memorial Service Update – for consideration.
16. Clerk's Report – for consideration.
17. Requests for future agenda items (*for information only*).
18. Date of next meeting – 13<sup>th</sup> March 2025.

*C. Wilkinson*  
Clerk to the Committee  
09.01.25

**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,  
SO32 1ED on Thursday 14<sup>th</sup> November 2024 at 6.00pm.

**Present:**

Committee Members;	Cllr Campbell-Gurry	
	Cllr Conduct	
	Cllr Marsh	Chairman
	Cllr Newhouse	Vice Chairman
	Cllr Williams	
	Cllr Woodman	

Also in attendance:	Mrs H Fisher	BWPC Finance Manager
	Mrs C Wilkinson	Clerk

Members of the public:       None

**WH064/24       To receive and accept apologies for non-attendance**

All councillors present.

Other apologies had been received from Mr Hutchings (Richard Steel & Partners) and Mr Peter Wall, Groundsman.

**WH065/24       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.

**WH066/24       To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**

None relating to the business of the meeting.

**WH067/24       Public Session**

Councillor Campbell-Gurry, Councillor Conduct and Councillor Newhouse had already recently visited the cemetery and felt the condition of the cemetery was good and as you would expect during autumn. Artificial flowers that were in good condition were noted to have provided welcome colour. The bins on site were full. The Clerk reported this was because the wheelie bin had been full due to unauthorised use by a member of the public.

Some plots were thought to require levelling. The Clerk would raise this with the Grounds Team.

**Action: Clerk**

The hedges in several areas were observed to have been in need of cutting back.

It was agreed that wording would be added to cemetery advertising to request that plastic wrapping be removed from any flowers being placed on site.

**Action: Clerk**

**WH068/24       Grounds/Funeral Director Reports**

Mr P Hutchings wished to inform the Committee that he was leaving Richard Steel & Partners. The new team member at the Bishop's Waltham branch had been in touch with the Clerk to introduce himself.

**WH069/24       To approve the minutes of the meeting of the 26<sup>th</sup> September 2024.**

**Resolved: to approve the minutes of the meeting of the 26<sup>th</sup> September 2024.**

**Proposed: Cllr Campbell-Gurry**

**Seconded: Cllr Newhouse**

**All in favour who were present at the meeting.**

**WH070/24       Actions Arising from the meeting of the 26<sup>th</sup> September 2024.**

A group visit to the cemetery would be organised for the committee members.

- WH071/24**      **To consider finance matters:**  
**i) To approve payments for authorisation.**  
**Resolved: To approve the payments tabled to a total amount of £11,843.32.**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Marsh**  
All in favour.  
**ii) Bank Reconciliations September 2024 – to note the review by the Chairman**  
Noted.  
**iii) Income and Expenditure Forecast – to note current position**  
Noted.  
**iv) Cost Centre Report – to note current position**  
**Resolved: To note the Financial Position year to date.**  
Noted.
- WH072/24**      **West Hoe Cemetery Banking Options – for consideration**  
**Resolved:**  
**i) To approve the tabled Option 2, to switch banking to Unity Trust Bank with the updated signatories of the current Chair and Vice-Chair of the Committee, the Clerk to the Committee and the Finance Manager. ACTION: Finance Manager**  
**ii) Resolved: To maintain the balance of the Committee's main account at approximately £5,000 and to transfer any remaining funds to an instant access savings account to improve the interest received.**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Williams**  
**All in favour.**  
All inter account transfers would form part of the Payment Authorisation Report and as such, would be brought to the Committee for their approval.
- WH073/24**      **Cemetery Maintenance Work Description – for consideration**  
The tabled Cemetery Maintenance Schedule was considered to be appropriate. Although regular trimming of hedges was included in the schedule, a more significant cut was required annually to be carried out by a contractor.  
A copy of the schedule would be added to the noticeboard at the cemetery to replace the out-of-date document current on display. **ACTION: Clerk**
- WH074/24**      **Maintenance Agreement for West Hoe Cemetery – for consideration**  
The need to record the current maintenance arrangement with Bishop's Waltham Parish Council (BWPC) was recognised. The Committee acknowledged that the fees should be increased to reflect the time currently being spent on site by the BWPC grounds team. The Committee also recalled the recent report from BWPC Senior Groundsman tabled in the Committee's September meeting, informing the Committee that the groundsmen were unable to maintain the cemetery to the standard they would like in the time currently being allocated (fifteen hours per week).  
**Resolved:**  
**i) To formally record that Bishop's Waltham Parish Council's (BWPC) grounds team were currently spending fifteen hours each week in the maintenance of the West Hoe Cemetery and to increase the maintenance fees paid to BWPC accordingly from £650 to £1,300 per month.**  
**ii) To gather competitive quotations for the maintenance of the Cemetery for benchmarking purposes. ACTION: Clerk**  
**Proposed: Cllr Conduct**  
**Seconded: Cllr Newhouse**  
**All in favour.**
- WH075/24**      **West Hoe Cemetery Funding Request – for approval**  
In light of the increased maintenance fees for the cemetery, as approved under agenda item 12, it was agreed that the funding request approved in the Committee's meeting held on 26<sup>th</sup> September (WH057/24) be increased accordingly.  
**Resolved: To approve the proposal from the Finance Manager to request budgeted Parish Council funding of £9,000.00 from Bishop's Waltham Parish Council and £4,500.00 from Swanmore Parish Council.**  
**Proposed: Cllr Campbell-Gurry**  
**Seconded: Cllr Marsh**

All in favour.

- WH076/24 West Hoe Cemetery Draft Budget 2025/26 – for consideration**  
Resolved: To approve the draft budget including the amendment by the Finance Manager to show that the total budgeted funding of £21,000.00 would be split to request £14,000.00 from Bishop's Waltham Parish Council and £7,000.00 from Swanmore Parish Council.  
Proposed: Cllr Newhouse  
Seconded: Cllr Campbell-Gurry  
All in favour.

At this point the Finance Manager left the meeting.

- WH077/24 Memorial Tree Requests – for consideration**  
The Committee would identify potential locations for additional memorial trees during their upcoming group visit to the cemetery. **ACTION: Committee**  
The list of approved tree varieties would be distributed to committee members. **ACTION: Clerk**
- WH078/24 West Hoe Cemetery Interment Process – for information**  
Noted.
- WH079/24 Cemetery Update – for information only**  
Noted.
- WH080/24 Memorial Service – for consideration**  
Resolved: To schedule a Memorial Service to be held at West Hoe Cemetery on Saturday 26<sup>th</sup> April 2025 at 2.30pm and to authorise the Clerk to commence making the necessary arrangements.  
Proposed: Cllr Conduct  
Seconded: Cllr Campbell-Gurry  
All in favour. **ACTION: Clerk**
- WH081/24 Children's Funeral Fund – for information**  
Noted.
- WH082/24 Clerk's Report – for information**  
Noted.
- WH083/24 Requests for future agenda items**  
Review of adverts in local publications  
GRT interment customs  
Cemetery Regulations – potential updates
- WH084/24 Date of next meeting** -Thursday 23<sup>rd</sup> January

There being no further business the meeting closed at 7:34pm.

## West Hoe Cemetery Management Committee

### Actions Arising report for the meeting on 16.01.25

Minute Number	Subject	Date for completion	Action by	Notes
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	Clerk/Grounds	Plots to be pegged.
WH050/22	Second Cremation Area - actions to be progressed	Ongoing	Clerk/PW	Weedkilling and planting to be undertaken.
WH017/23	Gates - actions to be progressed	Ongoing	Clerk/PW	PW to arrange repairs to gate before repainting
WH084/23	Drainage solution for lych gate	Jul-24	Clerk	One quote received
WH012/24	Insurance costs for criminal damage	Jul-24	Clerk	
WH025/24	Letters to be sent to plot holders not abiding to rules	Ongoing	Clerk	Meeting scheduled for same purpose
WH025/24	To gather quotations for lockable posts and installation	Oct-24	Clerk	
WH029/24	Schedule review date in January 2025 for clerking/finance hours	Complete	Clerk	Notes will be brought to the Committee following the meeting.
WH054/24	Progress with exploring costs of installing a shed with an appropriate base.	Dec-24	Clerk	
WH054/24	Schedule tidy up session for committee and to consider grace period.	Dec-24	Clerk	
WH067/24	Discuss uneven plots with Grounds Team	Jan-25	Clerk	
WH067/24	Update wording of cemetery adverts to request that plastic wrapping be removed from flowers.	Jan-25	Clerk	
WH072/24	To switch bank account to be with Unity Trust and update signatories	Complete	Finance Manager	Agenda item 8v
WH073/24	Place updated schedule of working into noticeboard	Jan-25	Clerk	
WH074/24	Gather competitive quotes for maintenance contract for benchmarking purposes.	Mar-25	Clerk	
WH077/24	Identify locations for additional memorial trees	Jan-25	Committee members	Planned for group visit.
WH077/24	Distribute current list of approved trees to committee members	Complete	Clerk	
WH080/24	Commence arrangements for memorial service.	Complete	Clerk	Agenda item 15

Payments For Authorisation

Supplier Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	V/C	Centre	Analysis Description	Posted	Approved	Pay By	Pay Date	Comments
Ace Liftaway	07/11/2024	15/11/2024	178655	£242.00	£48.40	£290.40	4100	100	Skip Delivery	Yes		BT	15/11/2024	
Ace Liftaway	20/11/2024	31/12/2024	179532	£242.00	£48.40	£290.40	4100	100	Skip Delivery	Yes		BT	31/12/2024	
Ace Liftaway	30/11/2024	31/12/2024	181048	£55.70	£10.74	£66.44	4140	100	Waste removal	Yes		BT	31/12/2024	
Ace Liftaway	31/12/2024	31/01/2025	183431	£28.00	£5.60	£33.60	4140	100	Waste removal	Yes		BT		
BWPC	01/12/2024	31/12/2024	INV365	£875.00	£175.00	£1,050.00	4090	100	Grounds maintenance Cont	Yes		BT	31/12/2024	
BWPC	01/12/2024	31/12/2024	INV365	£625.00	£125.00	£750.00	4080	100	Clerk and Finance	Yes		BT	31/12/2024	
BWPC	01/01/2025	31/01/2025	INV403	£1,000.00	£200.00	£1,200.00	4090	100	Grounds maintenance Cont	Yes		BT		
BWPC	01/01/2025	31/01/2025	INV403	£500.00	£100.00	£600.00	4080	100	Clerk and Finance	Yes		BT		
Castle Water	18/11/2024	02/12/2024	10004156745	£45.74	£0.00	£45.74	4130	100	Water 01/10/24-31/03/25	Yes		BT	02/12/2024	
InterAcct	19/11/2024	19/11/2024	00283588	£17,659.96	£0.00	£17,659.96	N/A	N/A	Transfer funds	Yes		BT	19/11/2024	
InterAcct	19/11/2024	19/11/2024	24137468	£17,659.96	£0.00	£17,659.96	N/A	N/A	Transfer funds	Yes		BT	19/11/2024	
InterAcct	28/11/2024	28/11/2024	00283588	£2,920.66	£0.00	£2,920.66	N/A	N/A	Transfer funds	Yes		BT	28/11/2024	
InterAcct	28/11/2024	28/11/2024	24137468	£2,920.66	£0.00	£2,920.66	N/A	N/A	Transfer funds	Yes		BT	28/11/2024	
InterAcct	10/12/2024	10/12/2024	00283588	£5,265.00	£0.00	£5,265.00	N/A	N/A	Transfer funds	Yes		BT	10/12/2024	
InterAcct	10/12/2024	10/12/2024	24137468	£5,265.00	£0.00	£5,265.00	N/A	N/A	Transfer funds	Yes		BT	10/12/2024	
InterAcct	16/12/2024	16/12/2024	00283588	£9,000.00	£0.00	£9,000.00	N/A	N/A	Transfer funds	Yes		BT	16/12/2024	
InterAcct	16/12/2024	16/12/2024	24137468	£9,000.00	£0.00	£9,000.00	N/A	N/A	Transfer funds	Yes		BT	16/12/2024	
InterAcct	19/12/2024	19/12/2024	24137468	£2,154.84	£0.00	£2,154.84	N/A	N/A	Transfer funds	Yes		BT	19/12/2024	
InterAcct	19/12/2024	19/12/2024	00283588	£2,154.84	£0.00	£2,154.84	N/A	N/A	Transfer funds	Yes		BT	19/12/2024	
				£3,611.44	£713.14	£4,324.58								

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

Date: 12/11/2024

West Hoe Cemetery

Page 1

Time: 15:28

Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 1 - Bank Account 00283588

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/10/2024		16,970.36
			16,970.36
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			16,970.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			16,970.36
		Balance per Cash Book is :-	16,970.36
		Difference is :-	0.00

Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 16th Dec 2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 16/12/24

Date: 04/12/2024

West Hoe Cemetery

Page 1

Time: 11:08

Bank Reconciliation Statement as at 30/11/2024  
for Cashbook 1 - Bank Account 00283588

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/11/2024		145.74
			<u>145.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			145.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			145.74
		Balance per Cash Book is :-	145.74
		Difference is :-	0.00

## Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 16th Dec 2024

## Signatory 2:

Name H. FISHER Signed H. Fisher Date 16/12/24



Date: 06/01/2025

West Hoe Cemetery

Page 1

Time: 13:27

Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 1 - Bank Account 00283588

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/12/2024		100.00
			<u>100.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			100.00
		Balance per Cash Book is :-	100.00
		Difference is :-	0.00

## Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 01 Jan 2025

## Signatory 2:

Name H. FISHER Signed H. Fisher Date 01/01/25

Date:12/11/2024

West Hoe Cemetery

Page 1

Time: 15:30

Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 2 - Deposit Account 24137468

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/10/2024		7,623.72
			<u>7,623.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,623.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,623.72
		Balance per Cash Book Is :-	7,623.72
		Difference Is :-	0.00

## Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 16th Dec 2024

## Signatory 2:

Name H. FISHER Signed [Signature] Date 16/12/24

Date: 04/12/2024

West Hoe Cemetery

Page 1

Time: 11:09

Bank Reconciliation Statement as at 30/11/2024  
for Cashbook 2 - Deposit Account 24137488

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	30/11/2024		28,211.23
			<u>28,211.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,211.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,211.23
		Balance per Cash Book is :-	28,211.23
		Difference is :-	0.00

Signatory 1:

Name JUDY MARSH Signed Judy Marsh Date 16th Dec 2024

Signatory 2:

Name H. FISHER Signed HBF Date 16/12/24

Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 2 - Deposit Account 24137468

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/12/2024		40,338.36
			<u>40,338.36</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			40,338.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			40,338.36
		Balance per Cash Book is :-	40,338.36
		Difference is :-	0.00

## Signatory 1:

Name JODY MARSH Signed Jody Marsh Date 7th Jan 2025

## Signatory 2:

Name A. FISHER Signed [Signature] Date 07/01/25

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)
<b>CC100 Site Operation Net Costs</b>																		
<b>Income</b>																		
1010	Local Internments	£605	£0	£1,985	£775	£1,998	£0	£930	£0	£1,380	£333	£333	£337	£8,676	£4,000	£4,676	117%	Increased local internments
1015	Local Cremations	£460	£380	£1,600	£0	£0	£0	£515	£0	£0	£125	£125	£125	£3,330	£1,500	£1,830	122%	Increased local cremations
1020	Other Internments	£330	£0	£0	£0	£0	£0	£0	£0	£4,660	£417	£417	£413	£6,237	£5,000	£1,237	25%	Reduced other internments
1025	Other Cremations	£0	£0	£0	£0	£0	£0	£0	£0	£0	£125	£125	£125	£375	£1,500	£-1,125	75%	Reduced other cremations
1030	Memorials and Inscriptions	£515	£230	£290	£480	£0	£0	£855	£0	£0	£167	£167	£163	£2,867	£2,000	£867	43%	Increased memorials and inscriptions
1050	Interest Received	£8	£8	£9	£8	£8	£6	£6	£7	£17	£0	£0	£40	£117	£40	£77	193%	Increased interest
	<b>Total Income</b>	<b>£1,918</b>	<b>£618</b>	<b>£3,884</b>	<b>£1,263</b>	<b>£2,006</b>	<b>£6</b>	<b>£2,306</b>	<b>£7</b>	<b>£6,057</b>	<b>£1,167</b>	<b>£1,167</b>	<b>£1,203</b>	<b>£21,602</b>	<b>£14,040</b>	<b>£7,562</b>	<b>54%</b>	<b>As above</b>
<b>Expenditure</b>																		
4060	General Administration	£1,033	£0	£625	£33	£337	£625	£500	£625	£625	£500	£625	£500	£6,028	£5,000	£1,028	21%	
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	£150	£0	£0	£275	£300	£-25	8%	
4080	Insurance	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£200	£-200	100%	
4081	Subscriptions	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£0	0%	
4090	Grounds Maint - Contract	£831	£0	£317	£242	£383	£710	£500	£625	£875	£1,000	£1,250	£1,000	£7,733	£9,000	£-1,267	14%	
4100	Grounds Maint - Non Contract	£895	£0	£380	£0	£335	£0	£180	£484	£0	£250	£250	£250	£3,024	£3,000	£24	1%	
4101	Tree Survey	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£600	£600	£0	100%	
4102	Memorial Repairs	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100	£100	£100	£300	£500	£-200	40%	Memorial repairs not required
4110	Maint & Repairs	£0	£0	£0	£0	£0	£0	£0	£0	£0	£140	£140	£140	£420	£700	£-280	40%	Equipment maint & repairs not required
4130	Water (Metered Supply)	£0	£47	£0	£0	£0	£0	£0	£46	£0	£0	£0	£0	£93	£50	£43	86%	Increase in water charges
4140	Waste Disposal (Refuse Sacks)	£55	£42	£38	£28	£36	£0	£70	£54	£28	£42	£42	£36	£473	£500	£-27	5%	
4202	Tree Works	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£0	£0	£2,000	£2,000	£0	0%	
	<b>Total Expenditure</b>	<b>£3,147</b>	<b>£214</b>	<b>£1,360</b>	<b>£403</b>	<b>£1,091</b>	<b>£1,335</b>	<b>£1,260</b>	<b>£1,834</b>	<b>£1,528</b>	<b>£4,182</b>	<b>£2,407</b>	<b>£2,028</b>	<b>£20,779</b>	<b>£21,950</b>	<b>£-1,171</b>	<b>5%</b>	
	<b>Total Net Revenue Expenditure over Income</b>	<b>£1,229</b>	<b>£-404</b>	<b>£-2,524</b>	<b>£-860</b>	<b>£-915</b>	<b>£1,329</b>	<b>£-1,056</b>	<b>£1,827</b>	<b>£-4,529</b>	<b>£3,015</b>	<b>£1,240</b>	<b>£825</b>	<b>£-823</b>	<b>£7,910</b>	<b>£-8,733</b>	<b>110%</b>	<b>As above</b>
<b>CC150 Site Project Planning</b>																		
<b>Income</b>																		
<b>Expenditure</b>																		
4282	Groundsman's Shed	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£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	£0	£0	£0	£100	£0	£0	£100	£100	£0	0%	
4250	2nd Crem Area Work	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£500	£500	£0	0%	
4251	Natural Burial Site	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£500	£500	£0	0%	
	<b>Total Expenditure</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>£1,600</b>	<b>£0</b>	<b>£4,000</b>	<b>£5,600</b>	<b>£5,600</b>	<b>£0</b>	<b>0%</b>	
	<b>Total Net Revenue Expenditure over 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>£1,600</b>	<b>£0</b>	<b>£4,000</b>	<b>£5,600</b>	<b>£5,600</b>	<b>£0</b>	<b>0%</b>	
<b>CC200 Parish Council Funding</b>																		
<b>Income</b>																		
1100	Bishop's Walham PC Funding	£0	£0	£0	£0	£0	£0	£0	9,000	£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	£0	4,500	£0	£0	£0	£0	£4,500	£5,000	£-1,500	25%	Full amount not required (75%)
	<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>£13,500</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£13,500</b>	<b>£18,000</b>	<b>£-4,500</b>	<b>25%</b>	
<b>Expenditure</b>																		
	<b>Total Expenditure</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>Unbudgeted</b>	
	<b>Total Net Revenue Expenditure over Income</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£-13,500</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£-13,500</b>	<b>£-18,000</b>	<b>£4,500</b>	<b>25%</b>	<b>As above</b>
<b>Total Net Committee Expenditures</b>																		
	<b>Total Income</b>	<b>£1,918</b>	<b>£618</b>	<b>£3,884</b>	<b>£1,263</b>	<b>£2,006</b>	<b>£6</b>	<b>£2,306</b>	<b>£13,507</b>	<b>£6,057</b>	<b>£1,167</b>	<b>£1,167</b>	<b>£1,203</b>	<b>£35,102</b>	<b>£32,040</b>	<b>£3,062</b>	<b>10%</b>	
	<b>Total Expenditure</b>	<b>£3,147</b>	<b>£214</b>	<b>£1,360</b>	<b>£403</b>	<b>£1,091</b>	<b>£1,335</b>	<b>£1,260</b>	<b>£1,834</b>	<b>£1,528</b>	<b>£5,782</b>	<b>£2,407</b>	<b>£5,028</b>	<b>£26,379</b>	<b>£27,550</b>	<b>£-1,171</b>	<b>4%</b>	
	<b>Total Net Revenue Expenditure</b>	<b>£1,229</b>	<b>£-404</b>	<b>£-2,524</b>	<b>£-860</b>	<b>£-915</b>	<b>£1,329</b>	<b>£-1,056</b>	<b>£-11,673</b>	<b>£-4,529</b>	<b>£4,615</b>	<b>£1,240</b>	<b>£4,825</b>	<b>£-8,723</b>	<b>£-4,490</b>	<b>£-4,233</b>	<b>94%</b>	<b>As above</b>
	<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>£-2,000</b>	<b>£-2,000</b>	<b>£0</b>			Reserves transfer - path works
	<b>Total Income/Expenditure</b>	<b>£1,229</b>	<b>£-404</b>	<b>£-2,524</b>	<b>£-860</b>	<b>£-915</b>	<b>£1,329</b>	<b>£-1,056</b>	<b>£-11,673</b>	<b>£-4,529</b>	<b>£4,615</b>	<b>£1,240</b>	<b>£5,825</b>	<b>£-6,723</b>	<b>£-4,490</b>			
	<b>Current Year Fund</b>	<b>£-1,229</b>	<b>£-825</b>	<b>£1,699</b>	<b>£2,559</b>	<b>£3,474</b>	<b>£2,145</b>	<b>£3,201</b>	<b>£14,874</b>	<b>£19,403</b>	<b>£14,788</b>	<b>£13,548</b>	<b>£9,723</b>					PRV MTH 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>£19,985</b>					PRV MTH GR's+EMR
	<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>Path Works</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>£2,000</b>					CYF+GR's+EMR
	<b>General Reserves Position</b>	<b>22,521</b>	<b>22,925</b>	<b>25,449</b>	<b>26,309</b>	<b>27,224</b>	<b>25,895</b>	<b>26,951</b>	<b>38,624</b>	<b>43,153</b>	<b>36,538</b>	<b>37,298</b>	<b>32,473</b>					
	<b>Months of net revenue expenditure</b>	<b>15</b>	<b>15</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>26</b>	<b>29</b>	<b>26</b>	<b>25</b>	<b>22</b>					
	<b>Total Reserves</b>	<b>22,521</b>	<b>22,925</b>	<b>25,449</b>	<b>26,309</b>	<b>27,224</b>	<b>25,895</b>	<b>26,951</b>	<b>38,624</b>	<b>43,153</b>	<b>38,538</b>	<b>37,298</b>	<b>32,473</b>					PRV MTH TR's +TNE

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2024

Month No: 9

## 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	1,380	333	(1,047)	7,673	2,997	(4,676)	4,000			191.8%	
1015 Local Cremations	0	125	125	2,955	1,125	(1,830)	1,500			197.0%	
1020 Other Interments	4,660	417	(4,243)	4,990	3,753	(1,237)	5,000			99.8%	
1025 Other Cremations	0	125	125	0	1,125	1,125	1,500			0.0%	
1030 Memorials & Inscriptions	0	167	167	2,370	1,503	(867)	2,000			118.5%	
1050 Interest Received	17	3	(14)	77	27	(50)	40			191.3%	
Site Operational Net Costs :- Income	6,057	1,170	(4,887)	18,064	10,530	(7,534)	14,040			128.7%	0
4060 General Administration	625	417	(208)	4,403	3,753	(650)	5,000		597	88.1%	
4061 Software Support & Maintenance	0	0	0	333	0	(333)	0		(333)	0.0%	
4070 Audit Fees	0	150	150	125	300	175	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	875	750	(125)	4,483	6,750	2,267	9,000		4,517	49.8%	
4100 Grounds Maint. - Non Contract	0	250	250	2,274	2,250	(24)	3,000		726	75.8%	
4101 Tree Survey	0	0	0	0	600	600	600		600	0.0%	
4102 Memorial Repairs	0	42	42	0	378	378	500		500	0.0%	
4110 Maint. & Repairs	0	58	58	0	522	522	700		700	0.0%	
4130 Water (metered Supply)	0	0	0	92	25	(67)	50		(42)	184.8%	
4140 Waste Disposal	28	42	14	351	378	28	500		150	70.1%	
4202 Tree works	0	0	0	0	2,000	2,000	2,000		2,000	0.0%	
Site Operational Net Costs :- Indirect Expenditure	1,528	1,709	181	12,161	17,256	5,095	21,950	0	9,789	55.4%	0
Net Income over Expenditure	4,529	(539)	(5,068)	5,903	(6,726)	(12,629)	(7,910)				

Continued over page

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2024

Month No: 9

## 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	2,667	2,667	4,000		4,000	0.0%	0
Site Project Planning :- Direct Expenditure	0	0	0	0	2,667	2,667	4,000	0	4,000	0.0%	0
4201 Leaflet	0	0	0	0	500	500	500		500	0.0%	
4225 Pet Cemetery	0	0	0	0	100	100	100		100	0.0%	
4250 2nd Crem. Area Work	0	0	0	0	500	500	500		500	0.0%	
4251 Natural Burial Site	0	0	0	0	500	500	500		500	0.0%	
Site Project Planning :- Indirect Expenditure	0	0	0	0	1,600	1,600	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>(4,267)</b>	<b>(4,267)</b>	<b>(5,600)</b>				
<u>200 Parish Council Funding</u>											
1100 Bishop's Waltham PC Funding	0	0	0	9,000	8,000	(1,000)	12,000			75.0%	
1110 Swanmore PC Funding	0	0	0	4,500	4,000	(500)	6,000			75.0%	
Parish Council Funding :- Income	0	0	0	13,500	12,000	(1,500)	18,000			75.0%	0
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,500</b>	<b>12,000</b>	<b>(1,500)</b>	<b>18,000</b>				
<b>Grand Totals:- Income</b>	<b>6,057</b>	<b>1,170</b>	<b>(4,887)</b>	<b>31,564</b>	<b>22,530</b>	<b>(9,034)</b>	<b>32,040</b>			<b>98.5%</b>	
<b>Expenditure</b>	<b>1,528</b>	<b>1,709</b>	<b>181</b>	<b>12,161</b>	<b>21,523</b>	<b>9,362</b>	<b>27,550</b>	<b>0</b>	<b>15,389</b>	<b>44.1%</b>	
<b>Net Income over Expenditure</b>	<b>4,529</b>	<b>(539)</b>	<b>(5,068)</b>	<b>19,403</b>	<b>1,007</b>	<b>(18,396)</b>	<b>4,490</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>4,529</b>			<b>19,403</b>							

### **West Home Cemetery Banking – to note**

The transfer of West Hoe Cemetery funds from Lloyds TSB to Unity Trust Bank is now complete.

The signatories (as approved) are: -

Mrs Hannah Fisher  
Mrs Cathy Wilkinson  
Cllr Judy Marsh  
Cllr Chris Newhouse

I have been managing the funds banked and kept the main account at a level of around £100.00, holding the bulk of reserves in the instant access savings account to improve the interest received. All inter account transfers are included in the Payment Authorisation Report brought to the Committee for their approval.

**Hannah Fisher – Finance Manager - 6.1.25**



## **WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**16<sup>th</sup> January 2025**

### **Agenda Item - Committee Cemetery Visit – *for consideration***

A group visit by the Committee to the Cemetery is planned to take place on the morning of the 16<sup>th</sup> January. The Committee are requested to raise any matters arising from the visit as might require further consideration.

### **Proposal:**

**To agree relevant actions resulting from the Committee's group visit to the cemetery and propose items for consideration at future committee meetings.**

Clerk to the Committee

09.01.25

## **WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**16<sup>th</sup> January 2025**

### **Agenda Item - Proposal to Introduce a Form to Confirm Receipt of Cemetery Regulations**

When an individual/s purchase a plot at the cemetery they are supplied with a copy of the Cemetery Regulations, in most cases by the undertaker, or by the Clerk in the instance where the family are liaising directly with the Clerk.

It is suggested that a brief document be supplied to the purchaser, requiring their signature, to confirm that they have received a copy of the Regulations and that they agree to abide by them.

Receipt of this signed document would be required before the interment.

The opportunity could also be taken in this document to highlight a couple of key regulations such as those that relate to the size of memorials, and that planting and coverings etc are not permitted.

#### **Proposal:**

**To consider whether to introduce a document to record Deedholders' receipt of a copy of, and agreement to abide by, the West Hoe Cemetery Regulations.**

Clerk to the Committee

09.01.25

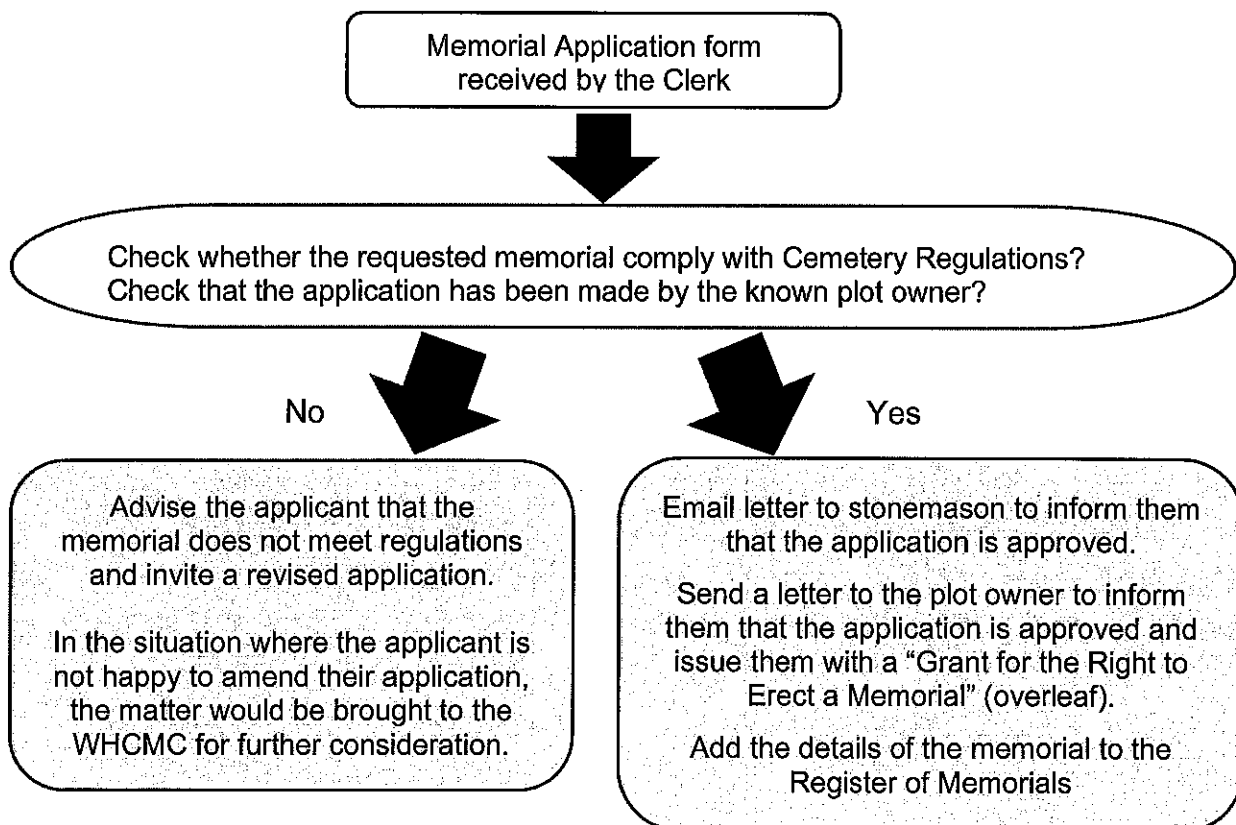
## WEST HOE CEMETERY MANAGEMENT COMMITTEE

16<sup>th</sup> January 2025

### Agenda Item - WHC Processes – Memorial Applications – *for consideration*

When a family would like to install a memorial stone on their loved one's grave (in the case of full burials, this would be once sufficient time has passed to allow the plot to settle), providing they are the plot owner, they are able to submit an application to the West Hoe Cemetery Committee using the form overleaf.

Below is a flow chart intended to document the steps in this process.



### Suggestion for improvement:

Following the recent education undertaken, the Clerk would suggest that the Committee consider a process modification whereby the "Grant for the Right to Erect a Memorial" is

- either issued at the point when a plot is purchased (with the stipulation that permission must still be obtained from the WHCMC for each memorial and that memorials must comply with Cemetery Regulations).
- or that the Grant is modified to give an expiration date that is consistent with the Deed that is issued when a plot is purchased that gives 'exclusive right of burial'.

Clerk to the Committee 09.01.25

Signed:	Date:	Fee enclosed:	

**WEST HOE CEMETERY MANAGEMENT COMMITTEE**

Bishop's Waltham Parish Council Office, The Jubilee Hall, Little Shore Lane,  
Bishop's Waltham, Hampshire. SO32 1ED  
01489 892323 westhoe@bishopswaltham-pc.gov.uk

To be completed by the Burial Authority only

**Grant for the Right to Erect a Memorial**

The applicant is requested to ensure that they have read and understood the Cemetery Rules and Regulations prior to submitting the grant application

WE, the Burial Authority, West Hoe Cemetery Management Committee, in  
consideration of the sum of two hundred and forty pounds


paid to us by [REDACTED] of [REDACTED] Winchester, SO [REDACTED]  
(whereinafter called "the Grantee")

DO HEREBY GRANT to the Grantee and his successors in the title the  
Right to Erect a Memorial on the Grave Space [REDACTED] in the West Hoe  
Cemetery

TO HOLD the same to the Grantee for a period of 75 years; with an  
inspection every five years.

At the end of this period the option will be given to extend the Right to Erect a  
Memorial for a further 75 years.

GIVEN under my hand this seventh day of November 2024.

  
.....

On behalf of the West Hoe Cemetery Management  
Committee

## **WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**16<sup>th</sup> January 2025**

### **Agenda Item – Correspondence: Request for Larger Headstone - *for consideration***

A formal request has been received from an owner of a burial plot, requesting permission to install a larger headstone than is currently permitted within the Cemetery Regulations, which state:

#### **9.5 Memorials in burial areas.**

a) No Memorial will exceed three feet in height, measured from ground level. Nor will it be more than two feet wide and it should have a thickness of not less than three inches, but not more than six inches. An adjacent matching flat stone slab, which may contain a flower vase, may be no more than two square feet.

The letter will be supplied as a separate document to councillors.

**Proposal:**     **To consider the request received and to agree a response.**

Clerk to Committee

09.01.25

## **WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**16<sup>th</sup> January 2025**

### **Agenda Item – Correspondence: Access to Grave - *for consideration.***

Items of correspondence have been received from a family in relation to their relation's grave. Currently, to access the grave one has to walk 'over' adjacent plots due to nearby shrubbery having grown to a point where it is encroaching too far into the section. Access will be improved by requesting that the grounds team cut back this shrub.

The family have also asked whether a more direct pathway could be established to the plot. One family member has impaired mobility and finds negotiating the uneven ground difficult.

The correspondence will be supplied at the meeting as a separate document to councillors.

**Proposal: To consider the correspondence received and to agree a response.**

Clerk to Committee

09.01.25

## **WEST HOE CEMETERY MANAGEMENT COMMITTEE**

**16<sup>th</sup> January 2025**

### **Agenda Item – Cemetery Update – *for information only***

Since the last report on 07.11.24 the following events have taken place at the cemetery.

10.12.24	Cook	New double depth grave.
13.12.24	Gould	New double depth grave.
17.12.24	Blackford	New single depth grave.
09.01.25	Harwood	New double depth grave.

Clerk to Committee

09.01.25



## WEST HOE CEMETERY MANAGEMENT COMMITTEE

16<sup>th</sup> January 2025

### Agenda Item - Memorial Service 2025

At the Committee meeting held on 14<sup>th</sup> November, the date of Saturday 26<sup>th</sup> April was decided upon. The service will take place at 2.30pm.

Rev. James Hunt has confirmed that he will be able to conduct the service. The Contact will be made again in March to put together the Order of Service.

Actions required are included in the summary below.

<b>Date:</b>	Saturday 26 <sup>th</sup> April.	
<b>Time:</b>	2.30pm.	
<b>Invitees:</b>	Clergy from all local churches. Choir/musicians. All next of kin for interments in 2022/23/24 Committee members Bishop's Waltham PC and Swanmore PC Councillors	<b>Action: Clerk</b>
<b>Service:</b>	To be conducted by Rev. James Hunt	
<b>Publicity:</b>	Posters, Flyers Websites Parish News (deadline dates?) Facebook etc.	<b>Action: Clerk</b>

Clerk to the Committee

08.01.25

## WEST HOE CEMETERY MANAGEMENT COMMITTEE

16<sup>th</sup> January 2025

### Agenda Item – Clerk's Report - *for consideration*

During a routine visit to the cemetery on 17<sup>th</sup> December 2024, it was observed that a stone ledger (a stone slab laid over a grave) had been installed covering a burial plot in Section C of the cemetery. No correspondence has been received by the current Clerk to the Committee to request permission for this item.

A letter has sent to the plot owner to ask them to contact the Clerk to discuss the matter (before the end of January). No direct contact has yet been made, although the stonemason the ledger was purchased from has telephoned the office. Whilst they did supply the ledger, the stone mason did not agree to install it in the cemetery since they were aware that it was not within the cemetery regulations (excerpt below).



#### **5 Graves**

- 5.5 The types of graves available are Lawn Graves and Cremated Remains Graves. Lawn Graves are laid to lawn and a headstone is allowed. Cremated Remains graves are for the burial of cremated remains only, and may be marked with a small memorial (see 9.9).

**Proposal:** To consider the above and instruct the Clerk regarding next steps.

Clerk to Committee

09.01.25