WEST HOE CEMETERY

A Meeting of the West Hoe Cemetery Management Committee will be held in the Ruby Room of the Jubilee Hall, Bishop's Waltham, SO32 1ED on Thursday 17th July 2025 at 6pm.

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 12th June 2025.
7. Actions Arising from the meeting of the 12th June 2025 *(for information only)*.
8. Finance matters:
   i) To approve payments made.
   ii) Bank Reconciliations April 2025 and May 2025 for acceptance.
   iii) Bank Reconciliations Savings Account April 2025 and May 2025 for acceptance.
   iv) To note Financial Position year to date.
   v) Income and Expenditure Forecast – to note current position.
   vi) Cost Centre Report – to note current position.
9. Report from Meeting with Stonemason Regarding Ledgers – *for consideration.*
10. Report from Meeting with Parish Councils to Discuss Internal Audit Report – *for consideration.*
11. Cemetery Update – *for information.*
12. Plots Layout in Section C and Spoil Pile Location – *for consideration.*
13. Requests for future agenda items *(for information only)*.
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. Shed Base Quotations – *for consideration.*
16. Shed Prices – *for consideration.*
17. Quotation for Entrance Gate Repairs - *for consideration.*
18. Date of next meeting – 11th September 2025, 6pm.

C. Wilkinson
Clerk to the Committee
09.07.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Swanmore Parish Council Office, New Road, Swanmore. SO32 2NW

Minutes of the Meeting of the Committee held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW on Thursday 12th June 2025 at 6.00pm.

Present:

Committee Members:	Cllr Campbell-Gurry	
	Cllr Conduct	
	Cllr Marsh	Outgoing Chairman
	Cllr Newhouse	Outgoing Vice Chairman, Incoming Chairman
	Cllr Williams	Incoming Vice Chairman
	Cllr Woodman	
Also in attendance:	Mr P Wall	Groundsperson
	Mrs C Wilkinson	Clerk
Members of the public:	1	

WH001/25 **Election of Chairman (Swanmore Parish Council Councillor).**
Resolved: To elect Cllr Newhouse as Chairman of the Committee.
Proposed: Cllr Woodman
Seconded: Cllr Marsh
All in favour.

WH002/25 **Election of Vice Chairman (Bishop's Waltham Parish Council Councillor).**
Resolved: To elect Cllr Williams as Vice Chairman of the Committee.
Proposed: Cllr Conduct
Seconded: Cllr Newhouse
All in favour.

WH003/25 **To receive and accept apologies for non-attendance**
All councillors were present. Apologies had been received from Mrs Fisher, Finance Manager.

WH004/25 **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.

WH005/25 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH006/25 **Public Session**
The member of public present asked the Committee to reconsider their headstone application and the information they had supplied prior to the meeting regarding other headstones already installed at the cemetery.

WH007/25 **Grounds/Funeral Director Reports**
The Groundsman reported was progressing with the process of reducing the height of hedges within the Cemetery such that they would be more easily maintainable in the future. A contractor had undertaken some work recently on site to this end and further assistance from a contractor would be requested in the autumn.

The gravediggers had raised whether, where families were not using the services of a Funeral Director, the Committee could include the gravedigging fee in their invoice to then subsequently to be paid to the gravedigger. This would be brought to the Committee as a future agenda item. **ACTION: Clerk**

At this point, the groundsman left the meeting.

WH008/25 **To approve the minutes of the meeting of the 3rd April 2025.**
Resolved: To approve the minutes of the meeting of the 3rd April 2025.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.

WH009/25 **Actions Arising from the meeting of the 3rd April 2025.**
The Clerk had gathered some prices for the small welding task required to repair the Cemetery entrance gates. This was currently ongoing.

WH010/25 **To consider finance matters:**
i) Payments Schedule for Authorisation – to approve payments
Resolved: To approve the payments tabled to a total amount of £8,978.60.
Proposed: Cllr Newhouse
Seconded: Cllr Williams
All in favour.

ii) Bank Reconciliations for March 2025 – to note the review by the Chairman
Noted.

iii) Balance Sheet – to note current position
Noted.

iv) Income and Expenditure Forecast – to note current position
Noted.

v) Cost Centre Report – to note current position
Noted.

vi) Annual Recharges – for approval
The charge relating to the Rialtas system would be clarified at the request of the Committee. **ACTION: Finance Manager**
Resolved: With the exception of the charge relating to the Rialtas Financial System, to approve the charges as tabled.
Proposed: Cllr Newhouse
Seconded: Cllr Woodman
All in favour.

vii) Annual Investment Report 2024/2025
Noted.

viii) Financial Risk Assessment – Year Ending 31st March 2025 – for approval
Upon consideration of the risk assessment, it was agreed it would be appropriate to review the risk assessment at the outset of financial years. This would be reported to the Finance Manager for further action for the 2025/2026 fiscal year. **ACTION: Finance Manager**
Resolved: To approve the tabled Financial Risk Assessment for the year ending 31st March 2025.
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour.

WH011/25 **Annual Return Accounting Statements for Financial Year ending 31st March 2025 – to note and approve**
Resolved: To note and approve the Annual Return for the financial year ending 31st March 2025.
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour.

WH012/25 **Internal Auditor's Report – 2024/2025 – to receive and consider**
A meeting would be arranged with representatives of both Parish Council's and Responsible Financial Officers to consider the structure of the Committee's financial reporting structure going forwards. **ACTION: Clerk**

Resolved: To receive the report, note the findings and to refer to Bishop's Waltham and Swanmore Parish Councils for further consideration.
Proposed: Cllr Woodman
Seconded: Cllr Conduct
All in favour.

WH013/25 **Charges for Memorial Applications and Notice of Interment Fees – for consideration**
Resolved: That fees for memorial applications and interments would be determined by the date on which the relevant Memorial Application or Notice of Interment form was received by the Clerk to the Committee.
Proposed: Cllr Campbell-Gurry
Seconded: Cllr Williams
All in favour.

WH014/25 **Updated Cemetery Regulations – for approval**
Resolved: To approve and adopt the updated West Hoe Cemetery Regulations as tabled.
Proposed: Cllr Newhouse
Seconded: Cllr Williams
All in favour.

At this point, Councillor Williams left the meeting.

WH015/25 **Memorial Service Report – for information**
Noted. The service was considered to have gone well. A similar service would be organised by the Committee to take place in the spring of 2026.

WH016/25 **Animal and Plant Health Agency Annual Compliance Visit – for information**
Noted.

WH017/25 **Memorial Bench Request – for approval**
Resolved: To approve the memorial bench request received from Mrs Nicholson for a memorial bench to be located in the tabled position within Section C of the cemetery.
Proposed: Cllr Marsh
Seconded: Cllr Woodman
All in favour.

WH018/25 **Request to Carry Out Tree Works in the Cemetery – for information**
Noted.

WH019/25 **Cemetery Update – for information**
Noted.

WH020/25 **Requests for future agenda items**
Shed Costs
Register of memorial trees

WH021/25 **Date of next meeting –** Thursday 10th July.

WH022/25 **Clerk's Report – for consideration**
The applicant for the headstone had supplied photographs of a memorial that was wider than the Cemetery Regulations, but this was observed to be the base of memorial rather than that the main headstone itself. The application had been given full consideration by the Committee during three different meetings, and during the review of the Cemetery Regulations, the option of applying for a ledger had been added to provide plot owners with alternative options for including larger quantities of text should they wish.
Advice would be sought from a stonemason regarding whether ledgers narrower than the casket or coffin occupying the grave, could be installed safely. **ACTION: Clerk**
Resolved: Although the Committee were disappointed that on this occasion, they had not been able to accommodate the plot owner's preferred headstone design, the Committee would not permit the headstone application under consideration.
Proposed: Cllr Newhouse
Seconded: Cllr Woodman
All in favour.

At this point, the member of the public left the meeting.

WH023/25 **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

WH024/25 **Quotations for Tree Works – for consideration**
Resolved: To appoint M.C Tree Care to undertake the removal of tree stumps as tabled at a cost of £450.00 (excluding VAT).
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.

There being no further business the meeting closed at 7:10pm.

DRAFT

West Hoe Cemetery Management Committee

Actions Arising report for meeting on 17.07.25

Minute Number	Subject	Date for completion	Action by	Notes
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	Clerk/Grounds	
WH017/23	Gates - actions to be progressed	Complete	Clerk/PW	See agenda item 17
WH084/23	Drainage solution for lych gate	Jul-24	Clerk	One quote received
WH025/24	Letters to be sent to plot holders not abiding to rules	Ongoing	Clerk	To be actioned following adoption of updated regulations.
WH025/24	To gather quotations for lockable posts and installation	Oct-24	Clerk	
WH067/24	Discuss uneven plots with Grounds Team	Complete	Clerk	To be discussed with grave diggers to action significant issues, BW Grounds Team to continue with this work in Autumn/Winter
WH074/24	Gather competive quotes for maintenance contract for benchmarking purposes.	Mar-25	Clerk	
WH007/25	Consider whether the Cemetery could administer the gravedigging fee where no funeral director is involved	Complete	Clerk	Finance Manager consulted and administration workload felt to be prohibitive.
WH010/25	Annual recharges - provide clarification for Rialitas charge	Jul-25	Finance Manager	
WH010/25	Financial Risk Assessment, change process to review at the beginning of the financial year.	Jul-25	Finance Manager	
WH012/25	Organise meetings with representative of Parish Council's and RFOs to review options in response to the internal audit report.	Complete	Clerk	Meeting took place 07.07.25. See agenda item 10
WH022/25	Seek advice from stonemason regarding width of ledgers relative to coffins interred beneath.	Complete	Clerk	See agenda item 9

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	31/05/2025	30/06/2025	199446	£55.10	£11.02	£66.12	4140	100	Waste removal - May 25	Yes		BT	30/06/2025	
Ace Liftaway	30/06/2025	31/07/2025	202787	£38.00	£7.60	£45.60	4140	100	Waste removal - Jun 25	Yes		BT		
Animal&Plant	25/06/2025	23/07/2025	APH_2773	£255.00	£0.00	£255.00	4103	100	Annual/Biennial Inspection	Yes		BT		
BWPC	01/06/2025	30/06/2025	INV606	£1,050.00	£210.00	£1,260.00	4090	100	Grounds maintenace Cont	Yes		BT	30/06/2025	
BWPC	01/06/2025	30/06/2025	INV606	£525.00	£105.00	£630.00	4060	100	Clerk and Finance	Yes		BT	30/06/2025	
BWPC	01/06/2025	30/06/2025	INV612	£43.50	£0.00	£43.50	4060	100	Stamps	Yes		BT	30/06/2025	
BWPC	19/06/2025	30/06/2025	INV614	£168.41	£0.00	£168.41	4080	100	Annual Insurance 24/25	Yes		BT	30/06/2025	
BWPC	01/07/2025	31/07/2025	INV651	£1,050.00	£210.00	£1,260.00	4090	100	Grounds maintenace Cont			BT		
BWPC	01/07/2025	31/07/2025	INV651	£525.00	£105.00	£630.00	4060	100	Clerk and Finance			BT		
Castle Water	06/06/2025	20/06/2025	10006751847	£44.47	£0.00	£44.47	4130	100	Water 01/04/25-30/09/25	Yes		BT	27/06/2025	
ICCM	01/04/2025	30/04/2025	4552/2025/26	£105.00	£0.00	£105.00	4081	100	ICCM Membership 25/26	Yes		BT	27/06/2025	
InterAcct	06/03/2025	06/03/2025	00283588	£100.75	£0.00	£100.75	N/A	N/A	Transfer funds	Yes		BT	06/03/2025	
InterAcct	28/05/2025	28/05/2025	20521462	£2,758.10	£0.00	£2,758.10	N/A	N/A	Supplier payments	Yes		BT	28/05/2025	
InterAcct	28/05/2025	28/05/2025	20521459	-£2,758.10	£0.00	-£2,758.10	N/A	N/A	Supplier payments	Yes		BT	28/05/2025	
InterAcct	17/06/2025	17/06/2025	20521459	£2,304.00	£0.00	£2,304.00	N/A	N/A	Transfer funds	Yes		BT	17/06/2025	
InterAcct	17/06/2025	17/06/2025	20521462	-£2,304.00	£0.00	-£2,304.00	N/A	N/A	Transfer funds	Yes		BT	17/06/2025	
InterAcct	26/06/2025	26/06/2025	20521462	£2,515.50	£0.00	£2,515.50	N/A	N/A	Supplier payments	Yes		BT	26/06/2025	
InterAcct	26/06/2025	26/06/2025	20521459	-£2,515.50	£0.00	-£2,515.50	N/A	N/A	Supplier payments	Yes		BT	26/06/2025	
InterAcct	04/07/2025	04/07/2025	20521459	£1,663.00	£0.00	£1,663.00	N/A	N/A	Transfer funds			BT	04/07/2025	
InterAcct	04/07/2025	04/07/2025	2051463	-£1,663.00	£0.00	-£1,663.00	N/A	N/A	Transfer funds			BT	04/07/2025	
MC Treecare	18/06/2025	30/06/2025	585	£450.00	£0.00	£450.00	4202	100	Tree/Hedge Works	Yes		BT	27/06/2025	
Unity Trust	31/05/2025	30/06/2025	006	£6.00	£0.00	£6.00	4071	100	Service Charge	Yes		N/A	30/06/2025	
				£4,416.23	**£648.62**	**£5,064.85**								

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

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 3 - Unity Account 20521459

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Current Account 20521459	30/04/2025		94.00
			94.00

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	94.00

Unpresented Receipts (Plus)	
	0.00
	0.00
	94.00

Balance per Cash Book is :-	**94.00**
Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 20/6/25

Signatory 2:

Name H. FISHER Signed ..... Date 20/06/25

Bank Reconciliation Statement as at 30/04/2025
for Cashbook 4 - Unity Savings 20521462

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity IAS Account 20521462	30/04/2025		37,254.58
			37,254.58

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		37,254.58

Unpresented Receipts (Plus)		
	0.00	
		0.00
		37,254.58

Balance per Cash Book is :-	**37,254.58**
Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 20/6/25

Signatory 2:

Name H. FISHER Signed ..... Date 20/06/25

West Hoe Cemetery

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 3 - Unity Account 20521459

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Current Account 20521459	31/05/2025		94.00
			94.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		94.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		94.00

Balance per Cash Book is :-	**94.00**
Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 20/6/25

Signatory 2:

Name H. FISHER Signed ..... Date 20/06/25

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 4 - Unity Savings 20521462

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity IAS Account 20521462	31/05/2025		40,299.84
			40,299.84

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		40,299.84

Unpresented Receipts (Plus)		
	0.00	
		0.00
		40,299.84

Balance per Cash Book is :-	**40,299.84**
Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 20/6/25

Signatory 2:

Name H. FISHER Signed ..... Date 20/06/25

A/c	Description	Actual		
	Current Assets			
100	Debtors	2,725		
105	VAT Control Account	1,018		
210	Unity Current Account 20521459	94		
215	Unity IAS Account 20521462	40,300		
	Total Current Assets		44,137	
	Represented by :-			
300	Current Year Fund	1,294		
310	General Reserves	19,212		
320	Memorial Maintenance Fund	1,765		
330	Path Works	15,866		
340	Grounds Shed	6,000		
	Total Equity			44,137

Income and Expenditure Report - West Hoe Cemetery
2025-2026

Code	Description	1	2	3	4	5	6	7	8	9	10	11	12	Actual	Budget		%	
		April	May	June	July	August	September	October	November	December	January	February	March	Total Year	Total Year	Variance	Change	Material Variance Reason (over 25% or £2000)
CC100	**Site Operation Net Costs**																	
	Income																	
1010	Local Internments	£2,084	£0	£1,270	£600	£600	£600	£600	£600	£600	£600	£600	£600	£8,754	£7,200	£1,554	22%	
1015	Local Cremations	£779	£0	£798	£265	£265	£265	£265	£265	£265	£265	£265	£265	£3,962	£3,180	£782	25%	
1020	Other Internments	£1,911	£1,911	£0	£125	£125	£125	£125	£125	£125	£125	£125	£125	£4,947	£1,500	£3,447	230%	
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	£0	£0	£394	£300	£300	£300	£300	£300	£300	£300	£300	£300	£3,094	£3,600	-£506	14%	
1050	Interest Received	£0	£0	£237	£0	£0	£35	£0	£0	£40	£0	£0	£40	£352	£150	£202	135%	
	Total Income	£4,774	£1,911	£2,699	£1,415	£1,415	£1,450	£1,415	£1,415	£1,455	£1,415	£1,415	£1,455	£22,234	£17,130	£5,104	30%	
	Expenditure																	
4060	General Administration	£1,225	£0	£569	£650	£650	£650	£650	£650	£650	£650	£650	£650	£7,644	£7,800	-£156	2%	
4061	Software Support & Maintenance	£259	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£259	£350	-£91	26%	
4070	Audit Fees	£0	£350	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£350	£300	£50	17%	
4071	Bank Service Charge	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£72	£0	£72	Unbudgeted	
4080	Insurance	£0	£0	£168	£0	£0	£0	£0	£0	£0	£0	£0	£0	£168	£200	-£32	16%	
4081	Subscriptions	£0	£0	£105	£0	£0	£0	£0	£0	£0	£0	£0	£0	£105	£100	£5	5%	
4089	Risk Assessment	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£0	0%	
4090	Grounds Maint - Contract	£2,363	£0	£1,050	£1,300	£1,300	£1,300	£1,300	£1,300	£1,300	£1,300	£1,300	£1,300	£15,113	£15,600	-£487	3%	
4100	Grounds Maint - Non Contract	£1,208	£0	£0	£300	£300	£300	£300	£300	£300	£300	£300	£300	£3,908	£3,600	£308	9%	
4101	Tree Survey	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
4102	Memorial Repairs	£0	£0	£0	£41	£42	£42	£42	£42	£42	£42	£42	£42	£377	£500	-£123	25%	
4103	H&S Conformance Costs	£0	£0	£255	£0	£0	£0	£0	£0	£0	£0	£0	£0	£255	£500	-£245	49%	
4110	Maint & Repairs	£0	£0	£0	£41	£42	£42	£42	£42	£42	£42	£42	£42	£377	£500	-£123	25%	
4130	Water (Metered Supply)	£0	£0	£44	£0	£0	£0	£0	£50	£0	£0	£0	£0	£94	£100	-£6	6%	
4140	Waste Disposal (Refuse Sacks)	£80	£55	£32	£40	£40	£40	£40	£40	£40	£40	£40	£40	£527	£480	£47	10%	
4202	Tree Works	£0	£0	£450	£0	£0	£550	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£0	0%	
	Total Expenditure	£5,141	£411	£2,679	£2,378	£2,380	£3,930	£2,380	£2,430	£2,380	£2,380	£2,380	£2,380	£31,249	£32,030	-£781	2%	
	Total Net Revenue Expenditure over Income	£367	-£1,500	-£20	£963	£965	£2,480	£965	£1,015	£925	£965	£965	£925	£9,015	£14,900	-£5,885	39%	
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	£0	£0	£0	£0	Unbudgeted	
4201	Leaflet	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
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	£500	£0	£0	£0	£0	£0	£500	£500	£0	0%	
4251	Natural Burial Site	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£500	£500	£0	0%	
4280	4th Burial Area Work	£0	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£1,000	£1,000	£0	0%	
4283	Noticeboard	£0	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£0	£2,000	£2,000	£0	0%	
	Total Expenditure	£0	£0	£0	£0	£0	£0	£4,100	£0	£0	£0	£0	£0	£4,100	£4,100	£0	0%	
	Total Net Revenue Expenditure over Income	£0	£0	£0	£0	£0	£0	£4,100	£0	£0	£0	£0	£0	£4,100	£4,100	£0	0%	
CC200	**Parish Council Funding**																	
	Income																	
1100	Bishop's Waltham PC Funding	0	0	0	0	0	14,000	0	0	0	0	0	0	£14,000	£14,000	£0	0%	
1110	Swanmore PC Funding	0	0	0	0	0	7,000	0	0	0	0	0	0	£7,000	£7,000	£0	0%	
	Total Income	£0	£0	£0	£0	£0	£21,000	£0	£0	£0	£0	£0	£0	£21,000	£21,000	£0	0%	
	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	-£21,000	£0	£0	£0	£0	£0	£0	-£21,000	-£21,000	£0	0%	
	Total Net Committee Expenditures																	
	Total Income	£4,774	£1,911	£2,699	£1,415	£1,415	£22,450	£1,415	£1,415	£1,455	£1,415	£1,415	£1,455	£43,234	£38,130	£5,104	13%	
	Total Expenditure	£5,140	£411	£2,679	£2,378	£2,380	£3,930	£6,480	£2,430	£2,380	£2,380	£2,380	£2,380	£35,348	£36,130	-£782	2%	
	Total Net Revenue Expenditure	£366	-£1,500	-£19	£963	£965	-£18,520	£5,065	£1,015	£925	£965	£965	£925	-£7,885	-£2,000	-£5,885	294%	
	EMR Movements	£0	£0	£0	£0	£0	£0	-£2,000	£0	£0	£0	£0	£0	-£2,000	-£2,000	£0	0%	
	Total Income/Expenditure	£366	-£1,500	-£19	£963	£965	-£18,520	£7,065	£1,015	£925	£965	£965	£925	-£5,885	£0	-£5,885	Unbudgeted	
	Current Year Fund	-£261	£1,238	£1,258	£295	-£670	£17,850	£12,785	£11,770	£10,845	£9,880	£8,915	£7,990					
	General Reserves	£19,212	£19,212	£19,212	£19,212	£19,212	£19,212	£17,212	£17,212	£17,212	£17,212	£17,212	£17,212					
	General Reserves Position	*18,951*	*20,450*	*20,470*	*19,507*	*18,542*	*37,062*	*29,997*	*28,982*	*28,057*	*27,092*	*26,127*	*25,202*					
	Months of net revenue expenditure	*13*	*14*	*14*	*13*	*12*	*25*	*20*	*19*	*19*	*18*	*17*	*17*					
	Total Reserves (Bank)	*42,582*	*44,082*	*44,101*	*43,138*	*42,173*	*60,693*	*55,628*	*54,613*	*53,688*	*52,723*	*51,758*	*50,833*					
	Ear Marked Reserves Balances																	
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**	£15,866	£15,866	£15,866	£15,866	£15,866	£15,866	£17,866	£17,866	£17,866	£17,866	£17,866	£17,866					
340	**Grounds Shed**	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000	£6,000					
		£23,631	£23,631	£23,631	£23,631	£23,631	£23,631	£25,631	£25,631	£25,631	£25,631	£25,631	£25,631					

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

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
100	Site Operational											
1010	Local Interments	0	600	600	2,084	1,200	(884)	7,200			28.9%	
1015	Local Cremations	0	265	265	779	530	(249)	3,180			24.5%	
1020	Other Interments	1,911	125	(1,786)	3,822	250	(3,572)	1,500			254.8%	
1025	Other Cremations	0	125	125	0	250	250	1,500			0.0%	
1030	Memorials & Inscriptions	0	300	300	0	600	600	3,600			0.0%	
1045	Admin Charges	0	0	0	105	0	(105)	0			0.0%	
1050	Interest Received	0	0	0	0	0	0	150			0.0%	
	Site Operational :- Income	**1,911**	**1,415**	**(496)**	**6,790**	**2,830**	**(3,960)**	**17,130**			**39.6%**	**0**
4060	General Administration	0	650	650	1,225	1,300	75	7,800		6,575	15.7%	
4061	Software Support & Maintenance	0	0	0	259	350	91	350		91	73.9%	
4070	Audit Fees	350	150	(200)	350	150	(200)	300		(50)	116.7%	
4071	Bank Service Charge	6	0	(6)	12	0	(12)	0		(12)	0.0%	
4080	Insurance	0	0	0	0	0	0	200		200	0.0%	
4081	Subscriptions	0	0	0	0	0	0	100		100	0.0%	
4089	Risk Assessment	0	0	0	0	0	0	1,000		1,000	0.0%	
4090	Grounds Maint. - Contract	0	1,300	1,300	2,363	2,600	238	15,600		13,238	15.1%	
4100	Grounds Maint. - Non Contract	0	300	300	1,208	600	(608)	3,600		2,392	33.6%	
4102	Memorial Repairs	0	41	41	0	82	82	500		500	0.0%	
4103	H & S Conformance Costs	0	0	0	0	0	0	500		500	0.0%	
4110	Maint. & Repairs	0	41	41	0	82	82	500		500	0.0%	
4130	Water (metered Supply)	0	50	50	0	50	50	100		100	0.0%	
4140	Waste Disposal	55	40	(15)	136	80	(56)	480		345	28.2%	

Continued over page

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

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
4202	Tree works	0	0	0	0	0	0	1,000		1,000	0.0%	
	Site Operational :- Indirect Expenditure	**411**	**2,572**	**2,161**	**5,552**	**5,294**	**(258)**	**32,030**	**0**	**26,478**	**17.3%**	**0**
	Net Income over Expenditure	**1,500**	**(1,157)**	**(2,657)**	**1,238**	**(2,464)**	**(3,702)**	**(14,900)**				
150	Site Project Planning											
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%	
4280	4th Burial Area Work	0	0	0	0	0	0	1,000		1,000	0.0%	
4283	Noticeboard	0	0	0	0	0	0	2,000		2,000	0.0%	
	Site Project Planning :- Indirect Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**4,100**	**0**	**4,100**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**(4,100)**				
200	Parish Council Funding											
1100	Bishop's Waltham PC Funding	0	0	0	0	0	0	14,000			0.0%	
1110	Swanmore PC Funding	0	0	0	0	0	0	7,000			0.0%	
	Parish Council Funding :- Income	**0**	**0**	**0**	**0**	**0**	**0**	**21,000**			**0.0%**	**0**
	Net Income	**0**	**0**	**0**	**0**	**0**	**0**	**21,000**				

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West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 07/07/2025

Month No: 2

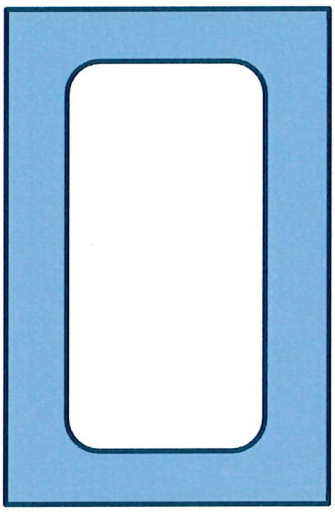
Cost Centre Report

	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
Grand Totals:- Income	**1,911**	**1,415**	**(496)**	**6,790**	**2,830**	**(3,960)**	**38,130**			**17.8%**	
Expenditure	**411**	**2,572**	**2,161**	**5,552**	**5,294**	**(258)**	**36,130**	**0**	**30,578**	**15.4%**	
Net Income over Expenditure	**1,500**	**(1,157)**	**(2,657)**	**1,238**	**(2,464)**	**(3,702)**	**2,000**				
Movement to/(from) Gen Reserve	**1,500**	**(1,157)**	**(2,657)**	**1,238**	**(2,464)**	**(3,702)**	**2,000**				

WEST HOE CEMETERY MANAGEMENT COMMITTEE

17th July 2025

Agenda Item 9 – Report from meeting with Stonemason Regarding Ledgers – *for consideration*



A stonemason who undertakes a large proportion of memorials work in the West Hoe Cemetery was working on site on Tuesday 8th July and met with the Clerk to discuss ledgers (stone grave coverings).

Ledger stones are installed on top of a preformed concrete support called a frame landing. The frame landing supports the ledger stone along all of its sides and is of the shape shown to the right.

The dimensions of the frame landing are as follows:

- 3 foot 2 inches/38 inches wide
- 80 inches long

The frame is intended to be wide enough to sit on the undisturbed ground around the area that was dug for the interment of the coffin. *[The gravedigger reports that the widest part of the grave is dug to be 30 inches at its widest point (for a standard size coffin).]* The stability of the frame then means that the stonemason is able to safely install a ledger stone one year after interment.

The stonemason reported that ledger stones are typically 36 inches wide (so as to be just slightly narrowed than the frame). It was his opinion that the Committee should reconsider their initial decision to restrict the width of ledgers at West Hoe Cemetery to 26 inches wide. I asked the stonemason for their feedback on whether a ride-on lawn mower could be driven over a ledger stone and they were strongly of the opinion that it should not be and that even a ledger supported properly by a frame landing, flush with ground level, would likely be damaged by the weight of the machinery.

Proposal: **To consider whether to amend the permitted dimensions of ledgers.**

Clerk to Committee

10.07.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

17th July 2025

Agenda Item 10 – Report from meeting with Parish Councils to Discuss Internal Audit Report – *for consideration*

Date: 03.07.25, 2pm
Attendeees: Cllr Conduct (BWPC Chair), Cllr Newhouse (WHCMC Chair), Cllr Woodman (SPC Chair), Executive Officer (SPC), Finance Manager (BWPC), Clerk to the Committee.
Location: Ruby Room, Jubilee Hall

This meeting was held on Tuesday 8th July with representatives from Bishop's Waltham and Swanmore Parish Councils to discuss the advice received in the West Hoe Cemetery's recent internal Audit.

The two options available for the financial reporting of the WHCMC going forward were considered to achieve improved transparency:

- Option 1: Continuing with the Joint Committee categorisation with one third of expenditure and income included in SPC financial return and two-thirds accounted for in BWPC's return.
- Option 2: WHCMC moving to become a standing committee of a 'host council' with the committee to continue to be made up of councillors from both Parish Council's and continuing to make operational decisions relating to the cemetery. The Committee would operate under the Standing Orders and Financial Regulations of the host council.

Option 2 was regarded as the more practical and efficient option to avoid an increase workload for both Parish Council's in terms of their financial reporting.

BWPC was regarded as the appropriate party to fulfil the role of host Council, with reasons including land ownership and BWPC's larger financial contribution to the Cemetery.

Actions agreed:

- To report the discussion from the meeting to the WHCMC.
- To propose to both Parish Council's the transition to Option 2 as above.
- To draft an updated agreement between the two Councils to reflect the new working arrangement.

Proposal: **To received the tabled report and to consider the proposal to recommend to both Bishop's Waltham and Swanmore Parish Council that the West Hoe Cemetery Management Committee transition to become a standing committee of Bishop's Waltham Parish Council, who will serve as the host Council. With the West Hoe Cemetery continuing to serve both Bishop's Waltham and Swanmore.**

Clerk to Committee
10.07.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

17th July 2025

Agenda Item 11 – Cemetery Update – *for information only*

Since the last report on 12.06.25 the following events have taken place at the cemetery.

12.06.25	Willis	Grave reopened to single.
21.06.25	Lukey	Ashes plot reopened to single.
21.06.25	Tredre	Ashes plot reopened to single.
26.06.25	Blunt	Grave reopened to single.
27.06.25	Spark	Grave reopened to single.
11.07.25	Foster	New single depth grave.

Clerk to Committee

11.07.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

17th July 2025

Agenda Item 12 – Plots Layout in Section C – *for consideration*

This agenda item has been withdrawn.

Clerk to Committee
10.07.25

WITHDRAWN