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 11th September 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 17th July 2025
7. Actions Arising from the meeting of the 17th July 2025 (for information only)
8. Finance matters:
   - i) To approve payments made
   - ii) Bank Reconciliations June 2025 and July 2025 - *for acceptance*
   - ii) Bank Reconciliations Savings Account June 2025 and July 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*
   - vii) Annual Recharges – *for approval*
9. Draft of New Agreement Between Councils and Committee Terms of Reference – *for consideration*
10. Headstone Survey – *for consideration*
11. Cemetery Tidy – *to agree a date*
12. Cemetery Update – *for information*
13. Updated Cemetery Regulations – *for approval and adoption*
14. Requests for future agenda items *(for information only)*
15. 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.
16. Staffing Matters – *for consideration*
17. Cemetery Regulations Infringements – *for consideration*
18. Prices of Vehicle Access Control Bollard – *for consideration*
19. Date of next meeting – 13th November 2025, 6pm

C. Wilkinson
Clerk to the Committee
04.09.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Ruby Room, The Jubilee Hall, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee held in the Ruby Room of the Jubilee Hall, Little Shore Lane, Bishop's Waltham, SO32 1ED on Thursday 17th July 2025 at 6.00pm.

Present:

Committee Members:	Cllr Campbell-Gurry	
	Cllr Conduct	
	Cllr Marsh	
	Cllr Newhouse	Chairman
	Cllr Woodman	
Also in attendance:	Mrs C Wilkinson	Clerk
Members of the public:	0	

WH025/25 **To receive and accept apologies for non-attendance**
Councillor Williams – Family Commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Woodman
Seconded: Cllr Campbell-Gurry
All in favour.

WH026/25 **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.

WH027/25 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH028/25 **Public Session**
No members of the public were present.

WH029/25 **Grounds/Funeral Director Reports**
The Clerk passed on concerns from the gravediggers about the potential difficulty of reopening a grave at the foot of a plot where a ledger was installed in which case a digger would not be able to be positioned so as to open the grave. These concerns were considered further during the agenda item relating to ledgers (WH033/25).

WH030/25 **To approve the minutes of the meeting of the 12th June 2025.**
Resolved: To approve the minutes of the meeting of the 12th June 2025.
Proposed: Cllr Conduct
Seconded: Cllr Newhouse
All in favour who were present.

WH031/25 **Actions Arising from the meeting of the 12th June 2025.**
Noted.

WH032/25 **To consider finance matters:**
i) To approve payments made
Resolved: To approve the payments tabled to a total amount of £5,064.85.
Proposed: Cllr Newhouse
Seconded: Cllr Campbell-Gurry
All in favour.

ii) Bank Reconciliations for April and May 2025 – to note the review by the Chairman
Noted.

iii) Bank Reconciliations for April and May 2025 for Savings Account – to note the review by the Chairman
Noted.

iv) To note Financial Position Year to Date – to note current position
Noted.

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

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

WH033/25 **Report from Meeting with Stonemason Regarding Ledgers – for consideration**
The form given to plot purchasers to confirm that they had received and read the Cemetery Regulations would be updated to require the plot purchaser to state if they would be applying for a ledger stone in the future. **Action: Clerk to the Committee**
This information would then be used when allocating a plot for the interment, to avoid (as far as was possible), locating a plot where a ledger will potentially be installed, having a grave that is expected to be reopened at its foot.
Resolved: To increase the permitted width of ledgers to 36 inches, but to continue with the current regulation that requires three years to have passed after interment before the installation of a ledger.
Proposed: Cllr Newhouse
Seconded: Cllr Conduct
All in favour.

WH034/25 **Report from Meeting with Parish Councils to Discuss Internal Audit Report – for consideration**
A new agreement document would be drafted to reflect the new arrangement for consideration by both Parish Councils. **Action: Clerk to the Committee**
Resolved: To receive the tabled report and 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.
Proposed: Cllr Conduct
Seconded: Cllr Woodman
All in favour.

WH035/25 **Cemetery Update – for information**
Noted.

WH036/25 **Plots Layout in Section C and Spoil Pile Location – for consideration**
This agenda item had been withdrawn.

WH037/25 **Requests for future agenda items**
Plots Layout in Section C and Position of Spoil Pile

WH038/25 **Date of next meeting –** Thursday 10th July.

WH039/25 **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'.

WH040/25 **Shed Base Quotations – for consideration**
Resolved: To appoint Meon Valley Surfacing to construct a shed base at a cost of £2,150.00 excluding VAT.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.

WH041/25 **Shed Prices – for consideration**
Resolved: To purchase an 8-foot by 12-foot shiplap apex shed from the Ultimate Shed Company £1,710.83, excluding VAT, and to request that the shed does not have any windows.
Proposed: Cllr Woodman
Seconded: Cllr Newhouse
All in favour.

WH042/25 **Quotation for Entrance Gate Repairs – for consideration**
Resolved: To appoint N.G.Emery to undertake the welding and repainting of the metal entrance gates at a price of £620.00 excluding VAT.
Proposed: Cllr Marsh
Seconded: Cllr Woodman
All in favour.

WH043/25 **Date of next – 11th September 2025, 6pm**

There being no further business the meeting closed at 6:32pm.

DRAFT

West Hoe Cemetery Management Committee

Actions Arising report for meeting on 11.09.25

Minute Number	Subject	Date for completion	Action by	Notes
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	Clerk/Grounds	
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	Complete	Clerk	See agenda item 18
WH074/24	Gather competive quotes for maintenance contract for benchmarking purposes.	Mar-25	Clerk	
WH010/25	Annual recharges - provide clarification for Rialitas charge	Complete	Finance Manager	See agenda item 8vii
WH010/25	Financial Risk Assessment, change process to review at the beginning of the financial year.	On hold	Finance Manager	WHC Financial risks will be included in BWPC Financial Risk Assessment pending the restructure of the WHCMC
WH033/25	To update the form given to plot purchaser to confirm they had received the WHC Regulations, to ask for an indication of whether they would be potentially applying for a grave ledger for the plot.	Complete	Clerk	See agenda item 13
WH033/25	To update WHC Regulations to reflect increase in the permitted with of grave ledgers.	Complete	Clerk	See agenda item 13
WH034/25	Draft new Parish Councils' agreement document.	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	31/07/2025	30/08/2025	206223	£38.20	£7.64	£45.84	4140	100	Waste removal - July 25	Yes		BT	29/08/2025	
Ace Liftaway	31/08/2025	30/09/2025	209290	£45.70	£9.14	£54.84	4140	100	Waste removal - Aug 25			BT		
BWPC	01/08/2025	31/08/2025	INV683	£1,050.00	£210.00	£1,260.00	4090	100	Grounds maintenace Cont	Yes		BT	29/08/2025	
BWPC	01/08/2025	31/08/2025	INV683	£525.00	£105.00	£630.00	4060	100	Clerk and Finance	Yes		BT	29/08/2025	
BWPC	01/09/2025	30/09/2025	INV725	£1,050.00	£210.00	£1,260.00	4090	100	Grounds maintenace Cont			BT		
BWPC	01/09/2025	30/09/2025	INV725	£525.00	£105.00	£630.00	4060	100	Clerk and Finance			BT		
InterAcct	14/07/2025	14/07/2025	20521459	£142.00	£0.00	£142.00	N/A	N/A	Transfer funds	Yes		BT	14/07/2025	
InterAcct	14/07/2025	14/07/2025	20521462	-£142.00	£0.00	-£142.00	N/A	N/A	Transfer funds	Yes		BT	14/07/2025	
InterAcct	15/07/2025	15/07/2025	20521459	£1,628.00	£0.00	£1,628.00	N/A	N/A	Transfer funds	Yes		BT	15/07/2025	
InterAcct	15/07/2025	15/07/2025	20521462	-£1,628.00	£0.00	-£1,628.00	N/A	N/A	Transfer funds	Yes		BT	15/07/2025	
InterAcct	28/07/2025	28/07/2025	20521462	£1,046.60	£0.00	£1,046.60	N/A	N/A	Supplier payments	Yes		BT	28/07/2025	
InterAcct	28/07/2025	28/07/2025	02521459	-£1,046.60	£0.00	-£1,046.60	N/A	N/A	Supplier payments	Yes		BT	28/07/2025	
InterAcct	04/08/2025	04/08/2025	20521459	£252.00	£0.00	£252.00	N/A	N/A	Transfer funds			BT	04/08/2025	
InterAcct	04/08/2025	04/08/2025	20521462	-£252.00	£0.00	-£252.00	N/A	N/A	Transfer funds			BT	04/08/2025	
InterAcct	28/08/2025	28/08/2025	20521462	£1,330.00	£0.00	£1,330.00	N/A	N/A	Supplier payments			BT	28/08/2025	
InterAcct	28/08/2025	28/08/2025	20521459	-£1,330.00	£0.00	-£1,330.00	N/A	N/A	Supplier payments			BT	28/08/2025	
InterAcct	03/09/2025	03/09/2025	20521459	£213.16	£0.00	£213.16	N/A	N/A	Transfer funds			BT	03/09/2025	
InterAcct	03/09/2025	03/09/2025	20521462	-£213.16	£0.00	-£213.16	N/A	N/A	Transfer funds			BT	03/09/2025	
Shawyers	24/07/2025	31/07/2025	INV-14177	£100.00	£20.00	£120.00	4100	100	Wasp Nest Removal 07/07	Yes		BT	31/07/2025	
Unity Trust	30/06/2025	31/07/2025	007	£6.00	£0.00	£6.00	4071	100	Service Charge	Yes		N/A	31/07/2025	
Unity Trust	31/07/2025	31/08/2025	008	£6.00	£0.00	£6.00	4071	100	Service Charge			N/A	31/08/2025	
Unity Trust	31/08/2025	30/09/2025	009	£6.00	£0.00	£6.00	4071	100	Service Charge			N/A	30/09/2025	
				£3,351.90	**£666.78**	**£4,018.68**								

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

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 3 - Unity Account 20521459

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Current Account 20521459	30/06/2025		1,763.00
			1,763.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		1,763.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		1,763.00

Balance per Cash Book is :-	**1,763.00**
Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 5/8/2025

Signatory 2:

Name H. FISHER Signed ..... Date 05/08/25

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 3 - Unity Account 20521459

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Current Account 20521459	31/07/2025		100.00
			100.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		100.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		100.00

Balance per Cash Book is :-	**100.00**
Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 5/8/2025

Signatory 2:

Name H. FISHER Signed ..... Date 05/08/25

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Unity Savings 20521462

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity IAS Account 20521462	30/06/2025		40,324.86
			40,324.86

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		40,324.86

Unpresented Receipts (Plus)		
	0.00	
		0.00
		40,324.86
	Balance per Cash Book is :-	**40,324.86**
	Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS ...Signed ...Date 5/8/2025

Signatory 2:

Name H. FISHER ...Signed ...Date 05/08/25

Bank Reconciliation Statement as at 31/07/2025
for Cashbook 4 - Unity Savings 20521462

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity IAS Account 20521462	31/07/2025		42,711.26
			42,711.26

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		42,711.26

Unpresented Receipts (Plus)		
	0.00	
		0.00
		42,711.26
Balance per Cash Book is :-		**42,711.26**
Difference is :-		**0.00**

Signatory 1:

Name JONATHAN WILLIAMS ..... Signed ..... Date 5/8/2025

Signatory 2:

Name H. FISHER ..... Signed ..... Date 05/08/25

A/c	Description	Actual		
	Current Assets			
100	Debtors	857		
105	VAT Control Account	1,694		
210	Unity Current Account 20521459	100		
215	Unity IAS Account 20521462	42,711		
	Total Current Assets		**45,363**	
	Current Liabilities			
500	Creditors	46		
	Total Current Liabilities		**46**	
	Net Current Assets			**45,317**
	Total Assets less Current Liabilities			**45,317**
	Represented by :-			
300	Current Year Fund	2,473		
310	General Reserves	19,212		
320	Memorial Maintenance Fund	1,765		
330	Path Works	15,866		
340	Grounds Shed	6,000		
	Total Equity			**45,317**

Income and Expenditure Report - West Hoe Cemetery
2025-2026

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 Year	Budget 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	£2,689	£1,449	£600	£600	£600	£600	£600	£600	£600	£11,692	£7,200	£4,492	62%	
1015	Local Cremations	£779	£0	£798	£0	£399	£265	£265	£265	£265	£265	£265	£265	£3,831	£3,180	£651	20%	
1020	Other Internments	£1,911	£1,911	£0	£0	£0	£125	£125	£125	£125	£125	£125	£125	£4,697	£1,500	£3,197	213%	
1025	Other Cremations	£0	£0	£0	£0	£0	£125	£125	£125	£125	£125	£125	£125	£875	£1,500	-£625	42%	
1030	Memorials and Inscriptions	£0	£0	£394	£252	£0	£300	£300	£300	£300	£300	£300	£300	£2,746	£3,600	-£854	24%	
1050	Interest Received	£0	£0	£237	£0	£0	£200	£0	£0	£200	£0	£0	£200	£837	£150	£687	458%	
	Total Income	£4,774	£1,911	£2,699	£2,941	£1,848	£1,615	£1,415	£1,415	£1,615	£1,415	£1,415	£1,615	£24,678	£17,130	£7,548	44%	
	Expenditure																	
4060	General Administration	£1,225	£0	£569	£525	£525	£650	£650	£650	£650	£650	£650	£650	£7,394	£7,800	-£406	5%	
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	£1,050	£1,050	£1,300	£1,300	£1,300	£1,300	£1,300	£1,300	£1,300	£14,613	£15,600	-£987	6%	
4100	Grounds Maint - Non Contract	£1,208	£0	£0	£138	£0	£300	£300	£300	£300	£300	£300	£300	£3,446	£3,600	-£154	4%	
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	£0	£0	£42	£42	£42	£42	£42	£42	£42	£294	£500	-£206	41%	
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	£0	£0	£42	£42	£42	£42	£42	£42	£42	£294	£500	-£206	41%	
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	£6	£40	£40	£40	£40	£40	£40	£40	£40	£493	£480	£13	3%	
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	£1,725	£1,621	£3,930	£2,380	£2,430	£2,380	£2,380	£2,380	£2,380	£29,837	£32,030	-£2,193	7%	
	Total Net Revenue Expenditure over Income	£367	-£1,500	-£20	-£1,216	-£227	£2,315	£965	£1,015	£765	£965	£965	£765	£5,159	£14,900	-£9,741	65%	
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	7,000	0	0	0	0	0	0	£7,000	£14,000	-£7,000	50%	
1110	Swanmore PC Funding	0	0	0	0	0	3,500	0	0	0	0	0	0	£3,500	£7,000	-£3,500	50%	
	Total Income	£0	£0	£0	£0	£0	£10,500	£0	£0	£0	£0	£0	£0	£10,500	£21,000	-£10,500	50%	
	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	-£10,500	£0	£0	£0	£0	£0	£0	-£10,500	-£21,000	£10,500	50%	
	Total Net Committee Expenditures																	
	Total Income	£4,774	£1,911	£2,699	£2,941	£1,848	£12,115	£1,415	£1,415	£1,615	£1,415	£1,415	£1,615	£35,178	£38,130	-£2,952	8%	
	Total Expenditure	£5,140	£411	£2,679	£1,726	£1,621	£3,930	£6,480	£2,430	£2,380	£2,380	£2,380	£2,380	£33,937	£36,130	-£2,193	6%	
	Total Net Revenue Expenditure	£366	-£1,500	-£19	-£1,215	-£227	-£8,185	£5,065	£1,015	£765	£965	£965	£765	-£1,240	-£2,000	£760	38%	
	EMR Movements	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£4,369	-£4,369	-£2,000	-£2,369	118%	
	Total Income/Expenditure	£366	-£1,500	-£19	-£1,215	-£227	-£8,185	£5,065	£1,015	£765	£965	£965	£5,134	£3,129	£0	£3,129	Unbudgeted	
	Current Year Fund	-£261	£1,238	£1,258	£2,473	£2,700	£10,885	£5,820	£4,805	£4,040	£3,075	£2,110	£1,345					
	General Reserves	£19,212	£19,212	£19,212	£19,212	£19,212	£19,212	£19,212	£19,212	£19,212	£19,212	£19,212	£14,843					
	General Reserves Position	*18,951*	*20,450*	*20,470*	*21,685*	*21,912*	*30,097*	*25,032*	*24,017*	*23,252*	*22,287*	*21,322*	*16,188*					
	Months of net revenue expenditure	*13*	*14*	*14*	*14*	*15*	*20*	*17*	*16*	*16*	*15*	*14*	*11*					
	Total Reserves (Bank)	*42,582*	*44,082*	*44,101*	*45,317*	*45,544*	*53,729*	*48,664*	*47,649*	*46,884*	*45,919*	*44,954*	*44,189*					
	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	£2,000					
330	**Path Works**	£15,866	£15,866	£15,866	£15,866	£15,866	£15,866	£15,866	£15,866	£15,866	£15,866	£15,866	£20,000					
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	£23,631	£23,631	£23,631	£23,631	£23,631	£28,000					

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 03/09/2025

Month No: 4

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	2,689	600	(2,089)	6,043	2,400	(3,643)	7,200			83.9%	
1015	Local Cremations	0	265	265	1,577	1,060	(517)	3,180			49.6%	
1020	Other Interments	0	125	125	3,822	500	(3,322)	1,500			254.8%	
1025	Other Cremations	0	125	125	0	500	500	1,500			0.0%	
1030	Memorials & Inscriptions	252	300	48	646	1,200	554	3,600			17.9%	
1045	Admin Charges	0	0	0	105	0	(105)	0			0.0%	
1050	Interest Received	0	0	0	237	35	(202)	150			157.7%	
	Site Operational :- Income	**2,941**	**1,415**	**(1,526)**	**12,430**	**5,695**	**(6,735)**	**17,130**			**72.6%**	**0**
4060	General Administration	525	650	125	2,318	2,600	282	7,800		5,482	29.7%	
4061	Software Support & Maintenance	0	0	0	259	350	91	350		91	73.9%	
4070	Audit Fees	0	0	0	350	150	(200)	300		(50)	116.7%	
4071	Bank Service Charge	6	0	(6)	24	0	(24)	0		(24)	0.0%	
4080	Insurance	0	0	0	168	0	(168)	200		32	84.2%	
4081	Subscriptions	0	100	100	105	100	(5)	100		(5)	105.0%	
4089	Risk Assessment	0	0	0	0	0	0	1,000		1,000	0.0%	
4090	Grounds Maint. - Contract	1,050	1,300	250	4,463	5,200	738	15,600		11,138	28.6%	
4100	Grounds Maint. - Non Contract	138	300	162	1,346	1,200	(146)	3,600		2,254	37.4%	
4102	Memorial Repairs	0	41	41	0	164	164	500		500	0.0%	
4103	H & S Conformance Costs	0	0	0	255	0	(255)	500		245	51.0%	
4110	Maint. & Repairs	0	41	41	0	164	164	500		500	0.0%	
4130	Water (metered Supply)	0	0	0	44	50	6	100		56	44.5%	
4140	Waste Disposal	6	40	34	174	160	(14)	480		307	36.1%	

Continued over page

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 03/09/2025

Month No: 4

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	450	0	(450)	1,000		550	45.0%	
	Site Operational :- Indirect Expenditure	**1,726**	**2,472**	**746**	**9,956**	**10,138**	**182**	**32,030**	**0**	**22,074**	**31.1%**	**0**
	Net Income over Expenditure	**1,215**	**(1,057)**	**(2,272)**	**2,473**	**(4,443)**	**(6,916)**	**(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**				

Continued over page

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 03/09/2025

Month No: 4

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	**2,941**	**1,415**	**(1,526)**	**12,430**	**5,695**	**(6,735)**	**38,130**			**32.6%**	
Expenditure	**1,726**	**2,472**	**746**	**9,956**	**10,138**	**182**	**36,130**	**0**	**26,174**	**27.6%**	
Net Income over Expenditure	**1,215**	**(1,057)**	**(2,272)**	**2,473**	**(4,443)**	**(6,916)**	**2,000**				
Movement to/(from) Gen Reserve	**1,215**	**(1,057)**	**(2,272)**	**2,473**	**(4,443)**	**(6,916)**	**2,000**				

WEST HOE CEMETERY MANAGEMENT COMMITTEE

11th September 2025

Agenda Item 8vii – Annual Recharges – *for approval*

Annual recharges were approved in the meeting of the Committee that took place on the 12th June 2025. All were approved with the exception of the item below, pending further clarification.

To clarify, the charge for the Rialtas (bookings and accounting) system is for an instance of Rialtas that is solely for the West Hoe Cemetery, (as opposed to a section within Bishop's Waltham Parish Council's Rialtas system). The Committee are now requested to approve this item that was recharged to West Hoe Cemetery from Bishop's Waltham Parish Council, as a cost relating to the cemetery.

Rialtas Financial System – Licence/support – 1 user	£258.80

Proposal: **To approve the recharges as tabled.**

Finance Manager

03.09.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

11th September 2025

Agenda Item 9 – Draft of New Agreement Between Parish Councils and Committee Terms of Reference – *for consideration*

Following the meeting with representatives from both Parish Council's to discuss the outcome of the recent internal audit, a letter was sent to both Parish Council's to request that they consider the proposal that the West Hoe Cemetery Management Committee report their financial information as part of the Bishop's Waltham's Parish Council's (BWPC) annual return. If this proposal is accepted, although BWPC would act as the 'host Council', both Parish Council's would continue to be represented on the management Committee and the funding of the Committee would remain a joint responsibility, with Swanmore contributing one third of the Parish Council funding, and BWPC, two thirds.

The draft updated agreement to reflect this change in structure will be sent to Councillors as a separate document for consideration.

Proposal: **To consider the draft updated Parish Councils agreement for the management of the West Hoe Cemetery.**

Committees Officer
05.09.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

11th September 2025

Agenda Item 10 – Headstone Survey – *for consideration*

Due to weather conditions the survey of headstones scheduled to take place on Tuesday 2nd September has been rescheduled to take place during the week commencing the 8th September.

If this survey has been completed by the time of the Committee meeting, a verbal update will be given.

This survey will identify any memorials that require remedial work, following which a stonemason will be requested to clarify the specification of the necessary works and quotations will be gathered.

Proposal: **To note the above and to task the Clerk to the Committee with gathering quotations for any remedial works identified as necessary during the headstone survey.**

Committees Officer

03.09.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

11th September 2025

Agenda Item 11 - Cemetery Tidy – *to agree a date.*

The Committee are requested to agree a date for a group Committee visit to the cemetery, to remove spent flowers and items that have become unsightly, from the Cemetery.

The last such visit was conducted on 16th April 2025.

Proposal: **To agree a date for the Committee to undertake a Tidy Up visit to the West Hoe Cemetery.**

Clerk to the Committee

03.09.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

11th September 2025

Agenda Item 12 – Cemetery Update – *for information only*

Since the last report on 11.07.25 the following events have taken place at the cemetery.

16.07.25	Woolford	New double depth grave.
18.07.25	Withers	New single depth grave (Claim to CFF completed)
18.08.25	Woodsford	New double depth grave.
29.08.25	Hunt	New single depth grave.
29.08.25	Matthews	Ashes plot reopened to single.

Clerk to Committee

03.09.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

11th September 2025

Agenda Item 13 – Updated Cemetery Regulations – *for approval and adoption*

The Committee resolved the following in their meeting held on 17th July 2025:

WH033/25	**Report from Meeting with Stonemason Regarding Ledgers – for consideration** **Resolved: To increase the permitted width of ledgers to 36 inches, but to continue with the current regulation that requires three years to have passed after interment before the installation of a ledger.** **Proposed: Cllr Newhouse** **Seconded: Cllr Conduct** **All in favour.**

Accordingly, item 9.7(g) of the West Hoe Cemetery Regulations has been updated.

The updated regulations document is included overleaf.

Proposal: **To approve and adopt the tabled updated Cemetery Regulations to reflect the increased permitted width of grave ledgers.**

Committees Officer

03.09.25

WEST HOE CEMETERY

Burial Ground Regulations

Please note, by purchasing a cremation or burial plot at the Cemetery, or by applying to scatter ashes of a loved one on site, you are agreeing to abide by these regulations.

Please retain a copy of this document for your records. In additional to general information about West Hoe Cemetery, it contains important information that will be required when applying for permission to install items such as memorial headstones or plaques.

1. Introduction.

1.1. These regulations apply to the West Hoe Cemetery which is owned by Bishop's Waltham Parish Council.

1.2. The West Hoe Cemetery Management Committee is responsible for the management of the cemetery and lays down the Cemetery Regulations. The Management Committee is formed of Councillors from both Bishop's Waltham and Swanmore Parish Councils, with co-opted ex-officio advisors and assisted by the Clerk to the Committee. The Clerk has the authority to act for and on behalf of the Committee. All correspondence should be addressed to the Clerk.

2. Contact Details.

2.1. All interment bookings, general enquiries and comments regarding the West Hoe Cemetery should be directed to:

The Clerk to the Committee - Telephone: 01489 892323, Email: westhoe@bishopswaltham-pc.gov.uk

2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds.

3.1. The West Hoe Cemetery is open for visitors every day of the year during the following times:

April to September	09.00 to 20.00
October to March	09.00 to 17:00

No person is permitted to be in the Cemetery outside of the published opening hours without the express permission of the Clerk to the Committee.

3.2. West Hoe Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the burial ground, and anybody under the effects of such substances will not be admitted.

3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

3.4. Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery.

3.5. No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Clerk to the Committee.

3.6. Visitors to the cemetery or attending funerals in vehicles may park in the adjacent car park. No cars, other than funeral vehicles (hearse and limousines) may enter the cemetery. Memorial masons or other contractors who may require vehicular access should contact the Clerk to the Committee.

3.7. Visitors with disabilities or other special requirements should contact the Clerk to the Committee who will be pleased to assist.

4. General Regulations.

4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the West Hoe Cemetery either in their own time or during their employed hours.

4.2. No person shall canvass or solicit business in the burial grounds.

4.3. All fees for interments or memorial works must be paid in full to the Committee in advance (see section 7 for further information).

4.4. The Committee will publish a scale of fees and charges annually. Residents of the parishes of Bishop's Waltham and Swanmore will qualify for reduced fees compared with non-residents.

4.5. Residential qualification.

a) Residents of the parishes of Bishop's Waltham and Swanmore may have their body or cremated remains interred in the West Hoe cemetery. For the purposes of this regulation, a "resident" is defined as a person who was on the electoral register in Bishop's Waltham or Swanmore at any time during the ten years prior to death, and this definition includes a minor whose parent or guardian satisfies the above criteria.

b) The Management Committee may, at its discretion, consider regarding "non-residents" as "residents" for the purposes of assessing interment fees if it can be proven to the Committee's satisfaction that the deceased had a long and known connection with Bishop's Waltham or Swanmore. The Committee has absolute discretion in applying any such exemption.

c) Non-residents with no connection to either Bishop's Waltham or Swanmore may be interred in the cemetery at a fee to be determined and reviewed annually.

4.6. Before an interment occurs, or when a memorial is erected, the next of kin will be required to sign the relevant forms showing agreement with and undertaking to abide the cemetery regulations.

4.7. The Committee reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves.

5.1. Graves are available in the West Hoe Cemetery. Graves will be allocated on a next available basis, at the discretion of the Committee. No graves may be pre-purchased or reserved

5.2. The Exclusive Right of Burial for a grave is purchased for a period of 75 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave, subject to approval being obtained from the Management Committee (see 9.4).

5.3. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.

5.4. The types of graves available are Lawn Graves and Cremated Remains Graves. Lawn Graves are laid to lawn, and a headstone is allowed. Stone ledgers are also permitted subject to approval from the Management Committee (see 9.7g). Cremated remains graves are for the burial of cremated remains only and may be marked with a plaque (see 9.8).

5.5. All graves will be excavated and prepared for interment by Committee-approved contractors only. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Clerk to the Committee. The depth of each grave will be in accordance with the provisions of the Local Authorities Cemeteries Order 1977.

5.6. After an appropriate amount of time has passed following the interment, the Committee will arrange for the grave to be levelled and either re-turf or top-soil and seeded as appropriate to the season. Graves will be turfed and re-turfed as required within the first year. No mound will be allowed. The Committee's contractor will undertake the turfing.

6 Graves.

6.1 Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

6.2 Coffins that are wider than 28 inches, or American style caskets, will incur an additional 50% charge.

7 Booking of Interments.

7.1 A provisional booking for an interment may be made by telephone to the Clerk to the Committee.

7.2 The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Bishop's Waltham Parish Council) to the Clerk to the Committee at least 48 working hours in advance of the intended date and time of the interment. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.

7.3 The Certificate given by the Registrar of Births and Deaths or an order of the coroner must be delivered to the Bishop's Waltham Parish Council Offices prior to the funeral. As much information as possible relating to the interment must be given to the Committee in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, piper etc.

7.4 If a grave is to be reopened for a further interment, the written permission must be given by the registered grave owner or next of kin (in the case where the deed holder is deceased and are themselves being interred).

7.5 In the event of a plot being reopened, it is the responsibility of the person making the interment arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.

8 Interments.

8.1 Funerals will normally only be permitted Monday to Friday 09.30 – 15.30 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to an additional cost. Please contact the Clerk to the Committee if a time outside of the permitted hours is required.

8.2 All interments will be subject to the control of the Committee's delegated representative, or approved funeral director, who will meet the cortege and direct it to the grave as appropriate.

8.3 The time appointed for an interment must be punctually observed. The Committee reserves the right to delay a late arriving funeral in the event that it impacts on another service.

8.4 It is the responsibility of the person making the interment arrangements to organise a Minister or Officiate for the funeral if one is required.

8.5 Any floral tributes from the funeral will be placed on top of the grave following the backfilling and are permitted to remain in situ for a minimum of 14 days and a maximum of 30 days before being cleared by designated Committee staff when such items are no longer in good condition, (unless already removed by the bereaved).

9 Memorials.

9.1 The Committee follows a defined process for memorial installations, safety inspections and making safe unstable memorials.

9.2 Only those memorial masons' businesses that are BRAMM or NAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the West Hoe Cemetery. Fixers who do not yet hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence. All stonemasons wishing to erect memorials shall register with the Management Committee and submit full method statements of working practice.

9.3 Memorials in lawn and cremated remains sections other than those fixed by a BRAMM or NAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined by planting or any other method. No planting is allowed in the cemetery or on any grave space.

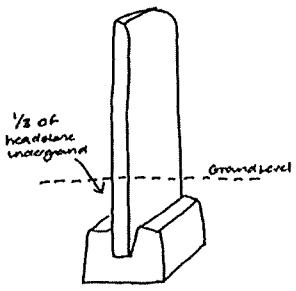
9.4 Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk to the Committee on the appropriate form supplied by the Committee and the relevant fees paid. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Committee, a permit will be issued to the responsible memorial mason.

9.5 A thirteen-month grace period will be permitted following interments, where floral tributes or other items will be permitted on the grave. At the end of this grace period, any such items must be removed by the plot owner. After this period the Committee reserves the right to remove these items.

9.6 Artificial flowers are permitted. Windmills, trinkets, toys or other non-floral decorations are discouraged. Please see Regulation 9.5 for information about the initial grace period. The Management Committee reserves the right to remove any items no longer in good condition. The West Hoe Cemetery is a rural cemetery and aims to coexist with the range of local wildlife. To protect the animals who are frequent visitors to the site, all plastic wrapping must be removed from flowers placed at the cemetery.

9.7 <u>Memorials in burial areas.</u>

a) Memorial headstones are permitted up to a height of 42 inches (as measured from ground level). Headstones taller than 42 inches will not be permitted. Should any headstone not comply with the Cemetery Regulations, the stone mason involved will be required to rectify the problem. Headstones may range in width up to 26 inches and should have a thickness of not less than three inches, but no more than six inches. An adjacent matching flat stone slab, which may contain one or two flower vases, and may be no more than 30 inches wide by 12 inches (front to back) is permitted.



Monolith fixing

b) Memorials will be of monolithic construction and fixing, with at least one-third of the headstone being below ground.

c) Headstones and slabs in areas 'A', 'B' and 'C' shall be constructed of marble, granite, slate, Purbeck, Nabresina and Portland stone only.

d) In areas A and B, if no headstone is installed, or a headstone is installed without a flower vase, one flower vase will be allowed above ground level in the normal headstone position. Stone vases are preferred due to their weight. Plastic vases are advised against because they are susceptible to damage during routine cemetery maintenance. No vases, flower holders or other items are permitted elsewhere in the grave space; any item so placed will be moved where practicable, or removed, and the deed holder advised.

e) In area 'C' if there is no adjacent slab incorporating a flower vase, then one freestanding flower vase will be permitted provided it is positioned immediately in front of the headstone. Stone vases are preferred due to their weight. Plastic vases are advised against because they are susceptible to damage during routine cemetery maintenance.

f) The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1inch high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number on the reverse of the memorial in letters not exceeding 1 inch high.

g) Whilst not encouraged, the Cemetery Committee does permit applications for the installation of stone ledgers (a minimum of 36 months after interment) on burial plots. Before any ledger may be installed or works undertaken to an existing ledger, an application must be submitted to the Clerk to the Committee on the appropriate form supplied by the Committee and the relevant fees paid. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Committee, a permit will be issued to the responsible Memorial Mason.

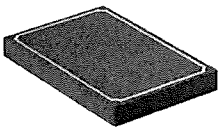
The top surface of any ledger must be flush with the soil level (not grass level). No items may be affixed or placed on top of the ledger. Any inscriptions to be located on the ledger must be specified in the application form. The maximum permitted size of ledgers is 36 inches wide by 75 inches long. Ledgers must be of a minimum thickness of 2 inches.

Heavy machinery is used in the Cemetery both for maintenance and to open and reopen plots. It is likely that damage could be caused to ledgers during these tasks. Therefore, any ledgers installed are done so at the owner's risk and the Committee cannot be held responsible for any damage to them howsoever caused. Plots covered by ledgers must be maintained by the plot owner and will not be maintained by the Management Committee. Any plot owner installing a ledger will be required to sign a waiver acknowledging these risks. If a ledger sinks due to the plot settling, the plot owner will be required to rectify this issue, at their own cost.

To discuss this matter further, please contact that Clerk to the Committee.

9.8 Memorials in cremated remains areas.

Within the Cremated Remains area, all plaques will be flat and of a standard size, that being 18 inches by 14 inches. A single flower holder may be incorporated with the plaque and should be made from the same material as the plaque.



(Typical plaque for use in cremated remains area.)

9.9 Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the appointed memorial mason prior to the grave being excavated.

9.10 No Memorial is to be removed from the Cemetery except with the express permission of the Clerk to the Committee.

9.11 The Management Committee cannot accept responsibility for damage to any memorials.

9.12 Netting is not permitted on any memorial or grave.

9.13 The Right to Erect a Memorial, which may be granted by the Management Committee to any memorial application received (see 9.4) is valid for the term of the Exclusive Right of Burial.

10 Care of Graves and Memorials.

10.1 Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.

10.2 All flower holders, or other items left on graves, must be made of non-breakable material. Any items left on graves are at the owners' risk and the Committee cannot be held responsible for any damage to them howsoever caused. The Committee may remove any articles from any grave that are likely to cause risk, damage or offence to visitors to the cemetery or which interfere with the Committee's maintenance of the site.

11 Natural area for the interment of cremated remains.

11.1 Plots measuring 50cm x 50cm can be issued for those wishing to inter ashes in the ground. Alternatively, ashes may be scattered in this area.

11.2 Ashes being interred must be placed in a biodegradable container.

11.3 Native bulbs may be planted on the plot. A list of approved bulbs will be provided by the Committee, and planting will be undertaken by Committee staff.

11.4 A Deed of Grant for 75 years will be issued for each plot where ashes are interred, no Deed of Grant is issued if ashes are scattered in the cemetery.

12 Memorial trees and benches.

Some memorial trees and benches are located at West Hoe Cemetery. Permission for these items must be obtained from the West Hoe Cemetery Management Committee. For more information about such items, please see the West Hoe Cemetery Memorial Tree and Bench Policy available from the Clerk.