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 13th November 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 11th September 2025
7. Actions Arising from the meeting of the 11th September 2025 (for information only)
8. Finance matters:
   i) Payments Schedule for *Authorisation - to approve payments made*
   ii) Bank Reconciliations for August and September 2025 – *to note the review by the Chairman*
   iii) Balance Sheet – *to note current position*
   iv) Income and Expenditure Forecast – *to note current position*
   v) Cost Centre Report – *to note current position*
9. West Hoe Cemetery Funding Request – *for consideration and approval*
10. West Hoe Cemetery Draft Budget for 2026 – 2027 – *for consideration*
11. Report regarding Headstone Survey – *for consideration*
12. Tree Survey - *for consideration*
13. Cemetery Update – *for information*
14. Update Relating to Reporting Structure of the Committee – *for information*
15. Requests and Proposed Locations for Additional Memorial Benches – *for consideration*
16. Requests for future agenda items *(for information only)*
17. 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.
18. Quotation for Migration of the Cemetery's Financial Reporting System – *for consideration*
19. Cemetery Regulations Infringements – *for consideration*
20. Correspondence Relating to a Headstone Application – *for consideration*
21. Date of next meeting – 15th January 2026, 6pm

C. Wilkinson
Clerk to the Committee
05.11.25

West Hoe Cemetery Management Committee

Actions Arising report for meeting on 13.11.25

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.
WH074/24	Gather competive quotes for maintenance contract for benchmarking purposes.	Mar-25	Clerk	
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
WH052/25	To confirm the wording of the clause in the new Parish Councils agreement regarding financial contribution.	Complete	Clerk/Finance Manager	
WH052/25	To forward to the draft agreement to both Parish Council's for their consideration and approval.	Complete	Clerk	
WH053/25	Headstone Survey of Section C	Complete	Cllr Marsh & Cllr Williams	
WH053/25	Headstone Survey of Section A	Complete	Clerk	
WH061/25	To write to two plot owners to request that plot demarcation be removed.	Ongoing	Clerk	1 letter sent, 1 in draft form for review

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

Minutes of the Meeting of the Committee held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW on Thursday 11th September 2025 at 6.00pm.

Present:

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

WH044/25 **To receive and accept apologies for non-attendance**
Councillor Conduct – Family Commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Williams
Seconded: Cllr Campbell-Gurry
All in favour.

WH045/25 **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.

WH046/25 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH047/25 **Public Session**
No members of the public were present.

WH048/25 **Grounds/Funeral Director Reports**
A headstone in Section A had fallen over whilst a Groundsman had been working near it, resulting in a cut finger. Accordingly a survey of all headstones at the cemetery was to proceed as a matter of urgency and would be discussed as an agenda item.

WH049/25 **To approve the minutes of the meeting of the 17th July 2025.**
Resolved: To approve the minutes of the meeting of the 17th July 2025.
Proposed: Cllr Campbell-Gurry
Seconded: Cllr Marsh
All in favour who were present.

WH050/25 **Actions Arising from the meeting of the 17th July 2025.**
Noted. The metal entrance gates had been removed and were in the process of being repaired and repainted. The contractor had informed the clerk that they intended to install the shed back toward the end of the month.

WH051/25 **To consider finance matters:**
i) To approve payments made
Resolved: To approve the payments tabled to a total amount of £5,351.90.
Proposed: Cllr Campbell-Gurry
Seconded: Cllr Newhouse
All in favour.

ii) Bank Reconciliations June and July 2025 – for acceptance
Noted.

iii) Bank Reconciliations Savings Account June and July 2025 for Savings Account – for acceptance

Noted.

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

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

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

vii) Annual Recharges – for approval
Resolved: To approve the charge of £258.80 as tabled.
Proposed: Cllr Campbell-Gurry
Seconded: Cllr Williams
All in favour.

WH052/25 **Draft of New Agreement Between Councils and Committee Term of Reference – for consideration**
The tabled document, intended to set out the proposed revised arrangement between Bishop's Waltham and Swanmore Parish Councils, and particularly the West Hoe Cemetery Management Committee's financial reporting, was duly considered.
The tabled document would be forwarded to both Parish Councils for their consideration.
The wording of the clause regarding the relative proportions of the total funding received from Parish Councils to be contributed by Bishop's Waltham Parish Council and Swanmore Parish was still to confirmed. The Clerk and Finance Manager would draft this element of the agreement and forward it to the Committee Chair and Vice Chair for review.
Action: Clerk/Finance Manager

Resolved:
i) To delegate approval to the Committee Chair and Vice-Chair of an additional clause, to be added to the agreement document, to specify the financial contributions of both Parish Councils.
ii) To approve the draft agreement between Councils and the proposed changes to the Committee's Terms of Reference and to forward to Bishop's Waltham and Swanmore Parish Council's for consideration. **Action: Clerk**
Proposed: Cllr Williams
Seconded: Cllr Newhouse
All in favour.

WH053/25 **Headstone Survey – for consideration**
Councillor Marsh and Councillor Williams volunteered to assist with the survey and would assess the headstones in Section C. **Action: Cllr Marsh & Cllr Williams**
The Committee's Clerk would survey Section A whilst a Groundman was also on working on site. **Action: Clerk**
Resolved: To undertake and record a headstone survey at the West Hoe Cemetery, with all areas to be completed by the end of September 2025 and to report findings to the Committee as appropriate.
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour.

WH054/25 **Cemetery Tidy – to agree a date**
Items that had become unsightly would be cleared away at the same time as the headstones survey was carried out. Councillor Gurry was not taking part in the headstone but would clear the cremation section.

WH055/25 **Cemetery Update – for information**
Noted.

WH056/25 **Updated Cemetery Regulations – for approval and adoption**
Resolved: To approve and adopt the tabled updated Cemetery Regulations to reflect the increased permitted width of grave ledgers to 36 inches.
Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry

All in favour.

WH057/25 **Requests for future agenda items**
Potential additional fencing to deter unauthorised access to the cemetery

WH058/25 **Date of next meeting –** Thursday 13th November.

WH059/25 **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'.

WH060/25 **Staffing Matters – for consideration**
Resolved:

i) **To confirm that Mrs Edge finished working for the Committee in any capacity at the end of August 2024.**

ii) **To record that Mrs Catherine Wilkinson, in her role as Clerk to the Committee, had undertaken all clerking work including management of funerals and memorial applications from the beginning of September 2024 on an ongoing basis and that Bishop's Waltham Parish Council's Finance Manager continues to have responsibility for the financial management of the West Hoe Cemetery.**

iii) **To confirm the notional working hours of five hours per week by the Clerk to the Committee and, two and a half hours per week by the Finance Manager.**

Proposed: Cllr Marsh
Seconded: Cllr Campbell-Gurry
All in favour.

WH061/25 **Cemetery Regulations Infringements – for consideration**
Resolved:

i) **To write to the owner of the plot under consideration, to extend the deadline for the fencing demarking the edge of the plot to be removed in accordance with the Cemetery Regulations.**

ii) **For consistency with the resolution above, to write to other plot owners with plot demarcations to request that they be removed.**

Proposed: Cllr Newhouse
Seconded: Cllr Williams
All in favour. **Action: Clerk**

WH062/25 **Date of next – 11th September 2025, 6pm**

There being no further business the meeting closed at 6:47pm.

WEST HOE CEMETERY MANAGEMENT COMMITTEE

13th November 2025

Agenda Item 8 – Finance Matters

i) Payments Schedule for Authorisation – *to approve payments*

ii) Bank Account Reconciliations for August 2025 and September 2025 – *to note the review by the Chairman*

iii) Balance Sheet – *to note current position*

iv) Income and Expenditure Forecast – *to note current position*

v) Cost Centre Report – *to note current position*

Finance Manager 04.11.25

Agenda Item 8 – Finance Matters

i) Payments Schedule for Authorisation – *to approve payments*

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	01/10/2025	31/10/2025	212635	£43.10	£8.62	£51.72	4140	100	Waste removal - Sep 25	Yes		BT	31/10/2025	
Ace Liftaway	31/10/2025	30/11/2025	215951	£54.80	£10.96	£65.76	4141	100	Waste removal - Oct 25			BT		
BWPC	01/10/2025	31/10/2025	INV780	£1,312.50	£262.50	£1,575.00	4090	100	Grounds maintenace Cont	Yes		BT	31/10/2025	
BWPC	01/10/2025	31/10/2025	INV780	£656.25	£131.25	£787.50	4060	100	Clerk and Finance	Yes		BT	31/10/2025	
BWPC	01/11/2025	30/11/2025	INV845	£1,312.50	£393.75	£1,572.00	4090	100	Grounds maintenace Cont			BT		
BWPC	01/11/2025	30/11/2025	INV845	£656.25	£131.25	£787.50	4060	100	Clerk and Finance			BT		
InterAcct	25/09/2025	25/09/2025	20521462	£3,737.84	£0.00	£3,737.84	N/A	N/A	Supplier payments	Yes		BT	25/09/2025	
InterAcct	25/09/2025	25/09/2025	20521459	-£3,737.84	£0.00	-£3,737.84	N/A	N/A	Supplier payments	Yes		BT	25/09/2025	
InterAcct	25/09/2025	25/09/2025	20521462	£200.00	£0.00	£200.00	N/A	N/A	Supplier payments	Yes		BT	25/09/2025	
InterAcct	25/09/2025	25/09/2025	20521459	-£200.00	£0.00	-£200.00	N/A	N/A	Supplier payments	Yes		BT	25/09/2025	
InterAcct	25/09/2025	25/09/2025	20521462	£4,205.72	£0.00	£4,205.72	N/A	N/A	Supplier payments			BT	29/10/2025	
InterAcct	25/09/2025	25/09/2025	20521459	-£4,205.72	£0.00	-£4,205.72	N/A	N/A	Supplier payments			BT	29/10/2025	
JCNicholson	18/09/2025	25/09/2025	3014	£250.00	£50.00	£300.00	4100	100	Spoil Removal	Yes		BT	25/09/2025	
JO Collins	26/09/2025	25/10/2025	1897	£350.00	£70.00	£420.00	4100	100	Spoil Removal	Yes		BT	30/10/2025	
MVS Ltd	25/09/2025	25/09/2025	1122	£2,150.00	£430.00	£2,580.00	4282	150	Concrete Shed Base	Yes		BT	25/09/2025	EMR 340
NG Emery	30/09/2025	29/10/2025	3188	£620.00	£124.00	£744.00	4110	100	Repairs to cemetery gates	Yes		BT	30/10/2025	
The Ultimate Shed	29/09/2025	28/10/2025	13208	£855.42	£171.08	£1,026.50	4282	150	Deposit for new Shed	Yes		BT	30/10/2025	EMR 340
Unity Trust	30/09/2025	31/10/2025	010	£6.00	£0.00	£6.00	4071	100	Service Charge			N/A	31/10/2025	
				£8,266.82	**£1,783.41**	**£9,915.98**								

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

Agenda Item 8 – Finance Matters

ii) Bank Account Reconciliations for August 2025 and September 2025 – *to note the review by the Chairman*

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 3 - Unity Account 20521459

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Current Account 20521459	31/08/2025		93.16
			93.16

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	93.16

Unpresented Receipts (Plus)	
	0.00
	0.00
	93.16

Balance per Cash Book is :-	**93.16**
Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 22/10/2025

Signatory 2:

Name H. FISHER Signed ..... Date 22/10/2025

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 3 - Unity Account 20521459

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Current Account 20521459	30/09/2025		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 22/10/2025

Signatory 2:

Name H. FISHER Signed ..... Date 22/10/2025

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 4 - Unity Savings 20521462

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity IAS Account 20521462	31/08/2025		41,633.26
			41,633.26

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		41,633.26

Unpresented Receipts (Plus)		
	0.00	
		0.00
		41,633.26
	Balance per Cash Book is :-	**41,633.26**
	Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 22/10/2025

Signatory 2:

Name H. FISHER Signed ..... Date 22/10/2025

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 4 - Unity Savings 20521462

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity IAS Account 20521462	30/09/2025		38,147.75
			38,147.75

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		38,147.75

Unpresented Receipts (Plus)		
	0.00	
		0.00
		38,147.75
	Balance per Cash Book is :-	**38,147.75**
	Difference is :-	**0.00**

Signatory 1:

Name JONATHAN WILLIAMS Signed ..... Date 22/10/2025

Signatory 2:

Name H. FISHER Signed ..... Date 22/10/2025

Agenda Item 8 – Finance Matters

iii) Balance Sheet – *to note current position*

A/c	Description	Actual		
	Current Assets			
100	Debtors	1,628		
105	VAT Control Account	3,179		
210	Unity Current Account 20521459	94		
215	Unity IAS Account 20521462	38,148		
	Total Current Assets		**43,048**	
	Current Liabilities			
500	Creditors	2,191		
	Total Current Liabilities		**2,191**	
	Net Current Assets			**40,858**
Total Assets less Current Liabilities				**40,858**
	Represented by :-			
300	Current Year Fund	(1,986)		
310	General Reserves	22,218		
320	Memorial Maintenance Fund	1,765		
330	Path Works	15,866		
340	Grounds Shed	2,995		
	Total Equity			**40,858**

Agenda Item 8 – Finance Matters

iv) Income and Expenditure Forecast – *to note current position*

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	£2,689	£1,449	£635	£1,549	£600	£600	£600	£600	£600	£12,676	£7,200	£5,476	76%	
1015	Local Cremations	£779	£0	£798	£0	£399	£0	£399	£265	£265	£265	£265	£265	£3,700	£3,180	£520	16%	
1020	Other Internments	£1,911	£1,911	£0	£0	£0	£0	£0	£125	£125	£125	£125	£125	£4,447	£1,500	£2,947	196%	
1025	Other Cremations	£0	£0	£0	£0	£0	£0	£0	£125	£125	£125	£125	£125	£625	£1,500	-£875	58%	
1030	Memorials and Inscriptions	£0	£0	£394	£252	£0	£252	£252	£300	£300	£300	£300	£300	£2,650	£3,600	-£950	26%	
1050	Interest Received	£0	£0	£237	£0	£0	£239	£0	£0	£200	£0	£0	£200	£876	£150	£726	484%	
	Total Income	£4,774	£1,911	£2,699	£2,941	£1,848	£1,126	£2,200	£1,415	£1,615	£1,415	£1,415	£1,615	£24,974	£17,130	£7,844	46%	
	Expenditure																	
4060	General Administration	£1,225	£0	£569	£525	£525	£525	£656	£650	£650	£650	£650	£650	£7,275	£7,800	-£525	7%	
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	£0	£0	£1,000	£0	£0	£0	£0	£1,000	£1,000	£0	0%	
4090	Grounds Maint - Contract	£2,363	£0	£1,050	£1,050	£1,050	£1,050	£1,313	£1,300	£1,300	£1,300	£1,300	£1,300	£14,376	£15,600	-£1,224	8%	
4100	Grounds Maint - Non Contract	£1,208	£0	£0	£138	£0	£600	£0	£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	£0	£0	£42	£42	£42	£42	£42	£210	£500	-£290	58%	
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	£620	£0	£0	£0	£0	£0	£0	£620	£500	£120	24%	
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	£46	£0	£43	£40	£40	£40	£40	£40	£462	£480	-£18	4%	
4202	Tree Works	£0	£0	£450	£0	£0	£0	£0	£550	£0	£0	£0	£0	£1,000	£1,000	£0	0%	
	Total Expenditure	£5,141	£411	£2,679	£1,725	£1,627	£2,801	£2,018	£3,938	£2,338	£2,338	£2,338	£2,338	£29,692	£32,030	-£2,338	7%	
	Total Net Revenue Expenditure over Income	£367	-£1,500	-£20	-£1,216	-£221	£1,675	-£182	£2,523	£723	£923	£923	£723	£4,718	£14,900	-£10,182	68%	
CC150	**Site Project Planning**																	
	Income																	
	Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
	Expenditure																	
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	£0	£0	£0	£0	£0	£0	£0	£100	-£100	100%	
4250	2nd Crem Area Work	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	-£500	100%	
4251	Natural Burial Site	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	-£500	100%	
4280	4th Burial Area Work	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	-£1,000	100%	
4282	Groundsman's Shed	£0	£0	£0	£0	£0	£3,005	£0	£855	£0	£0	£0	£0	£3,860	£0	£3,860	Unbudgeted	
4283	Noticeboard	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	-£2,000	100%	
	Total Expenditure	£0	£0	£0	£0	£0	£3,005	£0	£855	£0	£0	£0	£0	£3,860	£4,100	-£240	6%	
	Total Net Revenue Expenditure over Income	£0	£0	£0	£0	£0	£3,005	£0	£855	£0	£0	£0	£0	£3,860	£4,100	-£240	6%	
CC200	**Parish Council Funding**																	
	Income																	
1100	Bishop's Waltham PC Funding	0	0	0	0	0	0	0	7,000	0	0	0	0	£7,000	£14,000	-£7,000	50%	
1110	Swanmore PC Funding	0	0	0	0	0	0	0	3,500	0	0	0	0	£3,500	£7,000	-£3,500	50%	
	Total Income	£0	£0	£0	£0	£0	£0	£0	£10,500	£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	£0	£0	-£10,500	£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	£1,126	£2,200	£11,915	£1,615	£1,415	£1,415	£1,615	£35,474	£38,130	-£2,656	7%	
	Total Expenditure	£5,140	£411	£2,679	£1,726	£1,627	£5,806	£2,012	£4,793	£2,338	£2,338	£2,338	£2,338	£33,546	£36,130	-£2,584	7%	
	Total Net Revenue Expenditure	£366	-£1,500	-£19	-£1,215	-£221	£4,680	-£188	-£7,122	£723	£923	£923	£723	-£1,927	-£2,000	£73	4%	
	EMR Movements	£0	£0	£0	£0	£0	£3,005	£0	£855	£0	£0	£0	-£4,369	-£509	-£2,000	£1,491	75%	
	Total Income/Expenditure	£366	-£1,500	-£19	-£1,215	-£221	£1,675	-£188	-£7,977	£723	£923	£923	£5,092	-£1,418	£0	-£1,418	Unbudgeted	
	Current Year Fund	-£261	£1,238	£1,258	£2,473	£2,694	-£1,986	-£1,798	£5,324	£4,601	£3,678	£2,755	£2,032					
	General Reserves	£19,212	£19,212	£19,212	£19,212	£19,212	£22,218	£22,218	£23,073	£23,073	£23,073	£23,073	£18,704					
	General Reserves Position	*18,951*	*20,450*	*20,470*	*21,685*	*21,906*	*20,232*	*20,420*	*28,397*	*27,674*	*26,751*	*25,828*	*20,736*					
	Months of net revenue expenditure	*13*	*14*	*14*	*14*	*15*	*13*	*14*	*19*	*18*	*18*	*17*	*14*					
	Total Reserves (Bank)	*42,582*	*44,082*	*44,101*	*45,317*	*45,538*	*40,858*	*41,046*	*48,168*	*47,445*	*46,522*	*45,599*	*44,876*					
	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	£2,995	£2,995	£2,140	£2,140	£2,140	£2,140	£2,140					
		£23,631	£23,631	£23,631	£23,631	£23,631	£20,626	£20,626	£19,771	£19,771	£19,771	£19,771	£24,140					

Agenda Item 8 – Finance Matters

v) Cost Centre Report – *to note current position*

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 30/09/2025

Month No: 6

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	635	600	(35)	8,127	3,600	(4,527)	7,200			112.9%	
1015	Local Cremations	0	265	265	1,976	1,590	(386)	3,180			62.1%	
1020	Other Interments	0	125	125	3,822	750	(3,072)	1,500			254.8%	
1025	Other Cremations	0	125	125	0	750	750	1,500			0.0%	
1030	Memorials & Inscriptions	252	300	48	898	1,800	902	3,600			24.9%	
1045	Admin Charges	0	0	0	105	0	(105)	0			0.0%	
1050	Interest Received	239	35	(204)	476	70	(406)	150			317.1%	
	Site Operational :- Income	**1,126**	**1,450**	**324**	**15,404**	**8,560**	**(6,844)**	**17,130**			**89.9%**	**0**
4060	General Administration	525	650	125	3,368	3,900	532	7,800		4,432	43.2%	
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)	36	0	(36)	0		(36)	0.0%	
4080	Insurance	0	200	200	168	200	32	200		32	84.2%	
4081	Subscriptions	0	0	0	105	100	(5)	100		(5)	105.0%	
4089	Risk Assessment	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	
4090	Grounds Maint. - Contract	1,050	1,300	250	6,563	7,800	1,238	15,600		9,038	42.1%	
4100	Grounds Maint. - Non Contract	600	300	(300)	1,946	1,800	(146)	3,600		1,654	54.1%	
4102	Memorial Repairs	0	42	42	0	248	248	500		500	0.0%	
4103	H & S Conformance Costs	0	0	0	255	0	(255)	500		245	51.0%	
4110	Maint. & Repairs	620	42	(578)	620	248	(372)	500		(120)	124.0%	
4130	Water (metered Supply)	0	0	0	44	50	6	100		56	44.5%	
4140	Waste Disposal	0	40	40	219	240	21	480		261	45.7%	

Continued over page

West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 30/09/2025

Month No: 6

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	1,000	1,000	450	1,000	550	1,000		550	45.0%	
	Site Operational :- Indirect Expenditure	**2,801**	**4,574**	**1,773**	**14,384**	**17,086**	**2,702**	**32,030**	**0**	**17,646**	**44.9%**	**0**
	Net Income over Expenditure	**(1,675)**	**(3,124)**	**(1,449)**	**1,020**	**(8,526)**	**(9,546)**	**(14,900)**				
150	Capital Spend											
4282	Groundsman's Shed	3,005	0	(3,005)	3,005	0	(3,005)	0		(3,005)	0.0%	3,005
	Capital Spend :- Direct Expenditure	**3,005**	**0**	**(3,005)**	**3,005**	**0**	**(3,005)**	**0**	**0**	**(3,005)**		**3,005**
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%	
	Capital Spend :- Indirect Expenditure	**0**	**0**	**0**	**0**	**0**	**0**	**4,100**	**0**	**4,100**		**0**
	Net Expenditure	**(3,005)**	**0**	**3,005**	**(3,005)**	**0**	**3,005**	**(4,100)**				
6000	plus Transfers from EMR	855	0	(855)	3,005	0	(3,005)	0				
	Movement to/(from) Gen Reserve	**(2,150)**	**0**	**2,150**	**0**	**0**	**0**	**(4,100)**				
200	Parish Council Funding											
1100	Bishop's Waltham PC Funding	0	14,000	14,000	0	14,000	14,000	14,000			0.0%	
1110	Swanmore PC Funding	0	7,000	7,000	0	7,000	7,000	7,000			0.0%	
	Parish Council Funding :- Income	**0**	**21,000**	**21,000**	**0**	**21,000**	**21,000**	**21,000**				**0**
	Net Income	**0**	**21,000**	**21,000**	**0**	**21,000**	**21,000**	**21,000**				

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West Hoe Cemetery

Detailed Income & Expenditure by Phased Budget Heading 30/09/2025

Month No: 6

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	**1,126**	**22,450**	**21,324**	**15,404**	**29,560**	**14,156**	**38,130**			**40.4%**	
Expenditure	**5,806**	**4,574**	**(1,232)**	**17,389**	**17,086**	**(303)**	**36,130**	**0**	**18,741**	**48.1%**	
Net Income over Expenditure	**(4,680)**	**17,876**	**22,556**	**(1,986)**	**12,474**	**14,460**	**2,000**				
plus Transfers from EMR	**855**	**0**	**(855)**	**3,005**	**0**	**(3,005)**	0				
Movement to/(from) Gen Reserve	**(3,825)**	**17,876**	**21,701**	**1,020**	**12,474**	**11,454**	**2,000**				

WEST HOE CEMETERY MANAGEMENT COMMITTEE

13th November 2025

Agenda Item 9 – West Hoe Cemetery Funding Request

– for consideration and approval

After review of the Income and Expenditure Forecast (as enclosed for agenda item 8) I would recommend requesting 75% of the budgeted Parish Council funding:

Bishop's Waltham Parish Council - £9,000.00
Swanmore Parish Council - £4,500.00

Proposal: **To consider and approve the request for budgeted funds of £9,000 from Bishop's Waltham Parish Council and £4,500 from Swanmore Parish Council.**

Finance Manager 03.11.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

13th November 2025

Agenda Item 10 – West Hoe Cemetery Draft Budget 2026-27

– for consideration

The Finance Manager has prepared a draft budget for the West Hoe Cemetery Management Committee for the 2026-2027 financial year. This draft is included overleaf.

Proposal: **To consider the West Hoe Cemetery Management Committee draft budget for 2026-27, provided by the Finance Manager and to approve as tabled or to suggest amendments.**

Clerk to the Committee 03.11.25

Budget Setting 2026/27

West Hoe Cemetery

Code	Description	2023-24 Actual Total Year	2024-25 Actual Total Year	2025-26 Projected Total Year	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	2026-27 Budget Total Year	2027-28 Budget Total Year	2028-29 Budget Total Year	Notes	
CC100	**Site Operation Net Costs**																				
Income																					
1010	Local Interments	£5,045	£11,643	£12,676	£950	£950	£950	£950	£950	£950	£950	£950	£950	£950	£950	£950	£11,400	£11,400	£11,400		
1015	Local Cremations	£2,770	£4,095	£3,566	£275	£275	£275	£275	£275	£275	£275	£275	£275	£275	£275	£275	£3,300	£3,300	£3,300		
1020	Other Interments	£6,320	£4,990	£4,572	£350	£350	£350	£350	£350	£350	£350	£350	£350	£350	£350	£350	£4,200	£4,200	£4,200		
1025	Other Cremations	£500	£0	£750	£100	£0	£100	£0	£100	£0	£100	£0	£100	£0	£100	£0	£600	£600	£600		
1030	Memorials and Inscriptions	£5,867	£2,475	£2,698	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£2,400	£2,400	£2,400		
1050	Interest Received	£71	£340	£876	£0	£0	£200	£0	£0	£200	£0	£0	£200	£0	£0	£200	£800	£800	£800		
	Total Income	**£20,573**	**£23,543**	**£25,138**	**£1,875**	**£1,775**	**£2,075**	**£1,775**	**£1,875**	**£1,975**	**£1,875**	**£1,775**	**£2,075**	**£1,775**	**£1,875**	**£1,975**	**£22,700**	**£22,700**	**£22,700**		£22,700
Expenditure																					
4060	General Administration	£5,897	£6,071	£7,407	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£0**		
4061	Software Support & Maintenance	£0	£333	£259	£407	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£407**	**£407**	**£407**		
4070	Audit Fees	£320	£125	£350	£0	£350	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£350**	**£350**	**£350**		
4071	Bank Service Charge	£0	£15	£72	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	**£72**	**£72**	**£72**		
4080	Insurance	£0	£0	£168	£0	£0	£0	£0	£0	£200	£0	£0	£0	£0	£0	£0	**£200**	**£200**	**£200**		
4081	Subscriptions	£95	£100	£105	£0	£0	£0	£100	£0	£0	£0	£0	£0	£0	£0	£0	**£100**	**£100**	**£100**		
4089	Risk Assessment	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£500**	3 yearly	
4090	Staff Hire	£9,645	£7,733	£14,638	£2,047	£2,047	£2,047	£2,047	£2,047	£2,047	£2,048	£2,048	£2,048	£2,048	£2,048	£2,048	**£24,570**	**£24,570**	**£24,570**		
4100	Grounds Maint - Non Contract	£2,531	£3,048	£3,446	£325	£325	£325	£325	£325	£325	£325	£325	£325	£325	£325	£325	**£3,900**	**£3,900**	**£3,900**		
4101	Tree Survey	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£200**	**£0**		
4102	Memorial Repairs	£0	£0	£252	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	**£1,000**	**£1,000**	**£1,000**		
4103	H&S Conformance Costs	£0	£0	£255	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	**£500**	**£500**	**£500**		
NEW	Cremation Plot Markers	£0	£0	£0	£60	£0	£0	£0	£0	£0	£60	£0	£0	£0	£0	£0	**£120**	**£120**	**£120**		
4110	Maint & Repairs	£32	£0	£620	£250	£0	£0	£250	£0	£0	£250	£0	£0	£250	£0	£0	**£1,000**	**£1,000**	**£1,000**		
4130	Water (Metered Supply)	£104	£92	£94	£0	£60	£0	£0	£0	£0	£0	£60	£0	£0	£0	£0	**£120**	**£120**	**£120**		
4140	Waste Disposal	£961	£432	£462	£45	£45	£45	£45	£45	£45	£45	£45	£45	£45	£45	£45	**£540**	**£540**	**£540**		
4201	Leaflet	£0	£0	£0	£0	£0	£0	£0	£0	£100	£0	£0	£0	£0	£0	£0	**£100**	**£0**	**£0**		
4202	Tree Works	£850	£0	£1,000	£0	£0	£500	£0	£0	£0	£500	£0	£0	£0	£0	£0	**£1,000**	**£1,000**	**£1,000**		
4204	N/A	£1,135	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£0**		
4205	N/A	£424	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£0**		
4221	Contemplation Area Flower Bed	£52	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£0**		
	Total Expenditure	**£22,046**	**£17,949**	**£30,128**	**£3,140**	**£2,833**	**£2,923**	**£2,773**	**£2,423**	**£2,723**	**£3,734**	**£2,484**	**£3,424**	**£2,674**	**£2,424**	**£2,424**	**£33,979**	**£34,079**	**£34,379**		£33,979
	Total Net Revenue Expenditure over Income	**£1,473**	**-£5,593**	**£4,990**	**£1,265**	**£1,058**	**£848**	**£998**	**£548**	**£748**	**£1,859**	**£709**	**£1,349**	**£899**	**£549**	**£449**	**£11,279**	**£11,379**	**£11,679**		
CC150	**Capital Spend - West Hoe Cemetery**																				
Income																					
	Total Income	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**		£0
Expenditure																					
4225	Pet Cemetery	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£0**		
4250	2nd Crem Area Work	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£0	**£500**	**£0**	**£0**		
4251	Natural Burial Site	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£0**		
4252	Memorial Maintenance	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	**£1,000**	**£1,000**	**£1,000**		
4260	Path Works	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	**£1,000**	**£1,000**	**£1,000**		
4280	4th Burial Area Work	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£500**	**£0**		
4282	Groundsman's Shed	£0	£0	£4,204	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£500**		
4283	Noticeboard	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£0**		
	Total Expenditure	**£0**	**£0**	**£4,204**	**£0**	**£0**	**£0**	**£0**	**£0**	**£500**	**£0**	**£0**	**£0**	**£0**	**£0**	**£2,000**	**£2,500**	**£2,500**	**£2,500**		
	Total Net Revenue Expenditure over Income	**£0**	**£0**	**£4,204**	**£0**	**£0**	**£0**	**£0**	**£0**	**£500**	**£0**	**£0**	**£0**	**£0**	**£0**	**£2,000**	**£2,500**	**£2,500**	**£2,500**		£2,500
CC200	**Parish Council Funding**																				
Income																					
1100	Bishop's Waltham PC Funding	£5,000	£9,000	£7,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£0**	**£0**	**£0**		
1110	Swanmore PC Funding	£2,500	£4,500	£3,500	£4,593	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	**£4,593**	**£4,626**	**£4,726**		
	Total Income	**£7,500**	**£13,500**	**£10,500**	**£4,593**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£4,593**	**£4,626**	**£4,726**		£4,593
Expenditure																					
	Total Expenditure	**£0**	**£0**	**£0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		0
	Total Net Revenue Expenditure over Income	**-£7,500**	**-£13,500**	**-£10,500**	**-£4,593**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**-£4,593**	**-£4,626**	**-£4,726**		
Total Committee																					
	Total Income	**£28,073**	**£37,043**	**£35,638**	**£6,468**	**£1,775**	**£2,075**	**£1,775**	**£1,875**	**£1,975**	**£1,875**	**£1,775**	**£2,075**	**£1,775**	**£1,875**	**£1,975**	**£27,293**	**£27,326**	**£27,426**		
	Total Expenditure	**£22,046**	**£17,949**	**£30,128**	**£3,140**	**£2,833**	**£2,923**	**£2,773**	**£2,423**	**£2,723**	**£3,734**	**£2,484**	**£3,424**	**£2,674**	**£2,424**	**£2,424**	**£33,979**	**£34,079**	**£34,379**		
	Total Net Revenue Expenditure	**-£6,027**	**-£19,093**	**-£5,510**	**-£3,328**	**£1,058**	**£848**	**£998**	**£548**	**£748**	**£1,859**	**£709**	**£1,349**	**£899**	**£549**	**£449**	**£6,686**	**£6,753**	**£6,953**		
	Total Capital Income	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**	**£0**		
	Total Capital Expenditure	**£0**	**£0**	**£4,204**	**£0**	**£0**	**£0**	**£0**	**£0**	**£500**	**£0**	**£0**	**£0**	**£0**	**£0**	**£2,000**	**£2,500**	**£2,500**	**£2,500**		
	Total Net Capital Expenditure	**£0**	**£0**	**£4,204**	**£0**	**£0**	**£0**	**£0**	**£0**	**£500**	**£0**	**£0**	**£0**	**£0**	**£0**	**£2,000**	**£2,500**	**£2,500**	**£2,500**		
	Total Net Committee Expenditure	**-£6,027**	**-£19,093**	**-£1,306**	**-£3,328**	**£1,058**	**£848**	**£998**	**£548**	**£1,248**	**£1,859**	**£709**	**£1,349**	**£899**	**£549**	**£2,449**	**£9,186**	**£9,253**	**£9,453**		
	Total Net Committee Expenditure (Check)	***-£6,027***	***-£19,093***	***-£1,306***	***-£3,328***	***£1,058***	***£848***	***£998***	***£548***	***£1,248***	***£1,859***	***£709***	***£1,349***	***£899***	***£549***	***£2,449***	***£9,186***	***£9,253***	***£9,453***		

Budget Setting Decisions

4089/100 Risk Assessment	£500.00	Reduce from £1,000 (can this be added to PC H&S review with costs attributed to WH)
4101/100 Tree Survey	£200.00	Reduce from £600 (can this be added to PC Tree Surveys with costs attributed to WH)
4201/100 Leaflet	£100.00	Small batch of updated leaflets
4225/150 Pet Cemetery	£0.00	Capital costs not required
4250/150 2nd Crem Area Work	£500.00	Expected works when moving into new area
4251/150 Natural Burial Site	£0.00	Capital costs not required
4252/150 Memorial Maintenance	£1,000.00	EMR fund
4260/150 Path Works	£1,000.00	EMR fund
4280/150 4th Burial Area Works	£0.00	2027-28 £500 Expected works when moving into new area
4282/150 Groundsman Shed	£0.00	EMR funds remain - start to improve fund in 2028-29 for future replacement
1100/200 Bishop's Waltham PC Funding	£0.00	BWPC funding reflected in Total Net Committee Expenditure £9,186 2/3 of Total Net Committee Expenditure £13,779
1110/200 Swanmore PC Funding	£4,593.00	1/3 of Total Net Committee Expenditure £13,779

WEST HOE CEMETERY MANAGEMENT COMMITTEE

13th November 2025

Agenda Item 11 – Report regarding Headstone Survey – *for consideration*

The headstone survey has now been completed for Sections A and C.

Headstone issues were reported to the Clerk and were documented using a three-tier grading (minor movement, more significant movement or requiring urgent attention).

Two headstones gave immediate cause for concern. The Clerk reported these issues to a local stonemason and these problems were resolved within two days.

The remaining issues have been collated to provide a basis for gathering quotations from local stonemasons. Where headstones are less than 10 years old, the stonemasons who installed the memorials will be contacted as the work is likely to be within warranty and issues should be resolved without charge.

Proposal:

i) **To instruct the Clerk to determine which of the affected memorials are likely to be within warranty and to contact the relevant stonemasons.**

ii) **To instruct the clerk to gather quotations for works required for headstones that are older than 10 years old.**

Clerk to the Committee
06.11.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

13th November 2025

Agenda Item 12 – Tree Survey – *for consideration*

A quotation was recently obtained and accepted (following approval by the Committee Chairperson) for a new tree survey to be undertaken at the West Hoe Cemetery. The cost of this tree survey was £550.00 which will use the remainder of the budgeted funds for expenditure relating to tree works. Thus, approval will be sought from the Committee for any urgent tree works that are advised as this will exceed the Committee's budget. The quotation was considered to represent good value for money given that the surveyor was already in the area to assess other sites belonging to Bishop's Waltham Parish Council and that the price quoted was lower than had been paid for previous Cemetery surveys.

The surveyor plans to visit the site on Friday 7th November and will subsequently provide a report including a list of trees which have recommended works.

The Committee have a duty of care to take reasonable steps to maintain the trees located at the Cemetery. Whilst there is no precise requirement for the frequency of tree surveys, it is standard practice for these to be carried out every two to three years (unless more frequent inspection is advised). It is also suggested that the time of year that the survey is carried out is varied.

Proposal: **To ratify the payment of £550.00 to Arbor Call Ltd for a Tree Condition Survey for the West Hoe Cemetery and to authorise the Clerk to gather quotations for any high priority work that is advised in resulting report.**

Clerk to the Committee 06.11.25

ARBOR-CALL

ARBORICULTURAL CONSULTANCY & TREE SURGERY

Arbor Call Ltd
Belle Vue
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Winchester
Hampshire
SO21 3HN

Tel: 01962 840003
Email: enquiries@arborcall.co.uk
Website: www.arborcall.co.uk

FAO: Cathy Wilkinson
Bishops Waltham Parish Council
The Jubilee Hall
Little Shore Lane,
Bishops Waltham
SO32 1ED

Client Contacts
Tel: 01489 892323
Email: Parishclerk@bishopswaltham-pc.gov.uk

30 October 2025

Quotation Reference: C062502/A/NS

Re: Tree Condition Assessment Quotation:

We have pleasure in submitting our quotation as follows:

Description of works

Introduction

Arbor Call Ltd, Arboricultural Consultancy have been invited to tender for Visual Tree Assessment at West Hoe Cemetery, Hoe Road, Bishops Waltham SO32 1DS

Visual Tree Assessment (VTA)

To carry out on site ground based only Visual Tree Assessment (VTA) re-survey of trees belonging to Parish Council, that have been previously surveyed at the various locations listed above.

To provide a written report to include tree condition observations and works schedule (if work is required) and tree location plans.

Cost Summary

Works Cost	£550.00
VAT at 20%	£110.00
Amount Payable	**£660.00**

Please find attached a copy of our liability insurance and if you should require any further information regarding the above, we will be pleased to help.

Yours sincerely,

Alison Lovejoy
On Behalf of Arbor Call Ltd

All Commercial & Domestic Work is undertaken by Qualified Staff (N.P.T.C) who have experience in all aspects of tree surgery, felling, climbing, dismantling, rigging, mobile elevated work platform, windblown and storm damaged trees. All work shall be completed in accordance with BS3998:2010 'Recommendations for Tree work' where appropriate unless instructed otherwise by the client. Public Liability Insurance to £10m.

WEST HOE CEMETERY MANAGEMENT COMMITTEE

13th November 2025

Agenda Item 13 – Cemetery Update – *for information only*

Since the last report on 03.09.25 the following events have taken place at the cemetery.

13.09.25	Nicholson	Ashes at single depth in new Section C plot.
15.09.25	Emery	Grave reopened to single depth.
03.10.25	Hamilton	New double depth grave.
03.10.25	Hamilton	Ashes in coffin of spouse (above).
13.10.25	Snook	New single depth grave.
13.10.25	Snook	Ashes in coffin of spouse (above).

Clerk to Committee

06.11.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

13th November 2025

Agenda Item 14 – Update relating to the Reporting Structure of the Committee – *for consideration*

Both Bishop's Waltham and Swanmore Parish Councils have approved (in their respective Full Council meetings) the proposal that:

"WHCMC move to become a standing committee of BWPC, who would serve as the 'host council' with the committee to continue to be made up of councillors from both Parish Councils 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. For clarity, should his proposal be accepted, Swanmore Parish Council would still make the same financial contribution as is currently the case (one third of the total Parish Councils' contributions)."

(excerpt from the letter from the Clerk to the WHCMC to Swanmore Parish Council)

The new draft Agreement document and updated WHCMC Terms of Reference have also been approved by Bishop's Waltham Parish Council (in the meeting held on 14th October). Approval of these documents will be sought from Swanmore Parish Council at their next Full Council meeting to be held on 25th November. If approval is obtained the relevant signatures will be obtained from the Council Chairperson and the migration of the financial reporting data will be initiated (as per agenda item 18).

Proposal: **To note the above and instruct the Clerk to gather the necessary signatures on the new Parish Councils' Agreement should approval from Swanmore Parish Council be obtained in order to formalise the change in reporting structure of the West Hoe Cemetery Management Committee.**

Clerk to the Committee
06.11.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

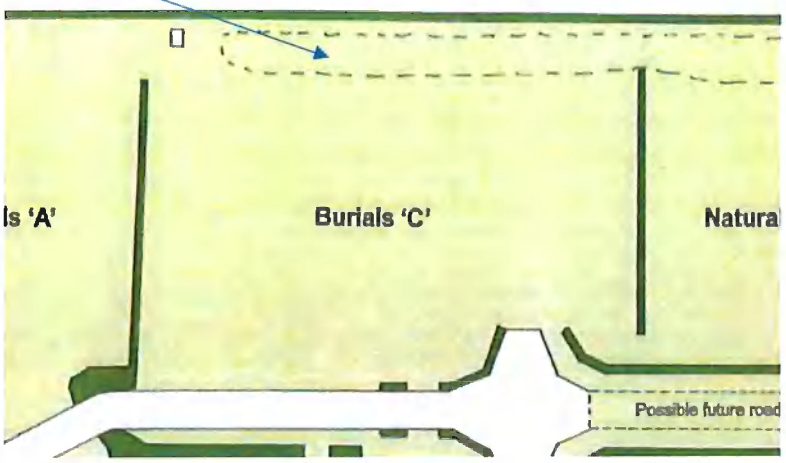
13th November 2025

Agenda Item 15 – Requests and Proposed Locations for Additional Memorial Benches– *for consideration*

Two requests have been received for new memorial benches. Both applicants would like to have benches located in Section C of the cemetery. The rows of benches on either side of Section C are complete. One of the applicants has suggested that a bench could be located to the rear of Section C. The Committee are requested to consider this suggestion.

Should the Committee be minded to approve the requested location, consideration could be given to whether this bench could be part of a new row dotted along the tree line to the rear of Section C.

Approximate siting



Whilst it had been anticipated that an additional row of graves, would be created behind the row just started, the Clerk and gravediggers would suggest upon further consideration that this is not sensible given the proximity of the nearby trees and the likelihood of damaging the trees' root systems. Thus, the remaining boarder around the graves would provide ample space for additional memorial benches.

Proposal:

i) **To consider the proposal that a new row of memorial benches be established to the rear of Section C.**

ii) **To accept in principle the two requests received for memorial benches subject to confirmation of the bench design and precise location along the rear boarder of Section C.**

Clerk to the Committee 06.11.25