

# GODALMING JOINT BURIAL COMMITTEE

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6 April 2012

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held **Eashing Cemetery** at 5.00 pm and then after in Godalming Council Chamber on THURSDAY, 12 APRIL 2012.

Andrew Jeffery  
Deputy Clerk to the Committee

Committee Members: Councillor Wilson – Chairman  
Councillor A Bott – Vice Chairman  
Councillor Thomson  
Councillor Lister  
Councillor Wheatley  
Councillor Noyce  
Councillor Long (Busbridge Parish Council)  
Councillor Westwood (Busbridge Parish Council)

## AGENDA

### 1. MINUTES

The Chairman to sign as a correct record the Minutes of the meeting held on 12 January 2012.

### 2. APOLOGIES FOR ABSENCE

### 3. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

To receive from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

#### Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the meeting the existence and nature of that interest when s/he addresses the meeting on that business.
- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

#### Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

#### 4. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

#### 5. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 31 March 2012 are attached for the information of Members.

#### 6. TOILET FACILITIES AT EASHING & NIGHTINGALE CEMETERIES

Members will be aware that toilet facilities are available on site at Nightingale Cemetery, however, although provision of toilet facilities at Eashing Cemetery is part of this Committee's strategic plan, currently no such facilities exist. Increasingly the Cemetery Manager is receiving enquiries, from Funeral Directors and others arranging or attending funerals at Eashing, regarding the availability of toilets. To date, if requested and if the facilities are open, a request has been made to use the toilets in the St Marks Church Hall; St Marks Church is located next to the cemetery in Franklyn Road. Members are requested that in order for this arrangement to be formalised and for toilet facilities to be available for all funerals at Eashing Cemetery, until permanent on-site facilities are provided, that a service charge of £500 payable to St Marks Church for 2012/13 is agreed. Members should note that this provision would be for the days that funerals are booked into the cemetery and is not a long-term solution, as it does not provide for welfare facilities for grounds staff.

7. RESTORATION OF EASHING CHAPEL (CONSECRATED) AND PROVISION OF WELFARE FACILITIES

Members to consider the schedule of works proposed for the restorations of Eashing Cemetery's consecrated chapel and associated anti-rooms and for the provision of permanent welfare facilities for staff and visitors (schedule to be tabled at the meeting and to be explained during the Eashing site visit). If Members agree the proposed schedule of works it is RECOMMENDED that the surveyors are instructed to obtain competitive quotes for the work. The scope of the schedule of works is outline below:

- A new disabled accessible wc is to be provided together with hot and cold water to the wash basin.
- A septic tank is to be installed externally to take the effluent from the wc.
- The Chapel, Vestry, Family Room and wc are to be redecorated.
- Flooring - the existing parquet floor in the Chapel and new Vestry is to be sanded and re-varnished. In the Family Room a carpet is to be laid. The floor in the new wc is to be finished with a dry board to raise the level flush with the threshold and then finished with slip resistant vinyl. The floors of the painted lobbies are to be repainted.
- The joinery in the Chapel is to be varnished with a staining varnish.
- Chapel, Vestry, Family Room and wc doors are to be finished with a staining varnish.
- A new water supply is to be run from an adjoining water standpipe to the wc.
- New lighting is to be provided in the Chapel.
- Heating with frost protection is to be provided in the wc and Vestry.
- The existing heating in the Chapel and Family Room is to be renewed. (The heating in the Chapel will not be able to make a significant impact during cold weather on its environment).

8. NIGHTINGALE RAILINGS

Members will have noticed that advantage has been taken of the recent warm dry weather to complete the re-painting of the railings at Nightingale Cemetery. This work was completed in 3 weeks, which allowed other works to be completed to prepare the cemetery for the Memorial Service in honour of Jack Phillips to be held on the 15 April. However, a number of unexpected issues arose, including paint not drying due to part of the railings being coated with bitumen (possibly caused when the pavements were re-laid). Additionally, to prevent the possibility of over-spray affecting sensitive areas, the painters were instructed to paint some areas by hand, which incurred an additional cost. In total the cost of painting the railings was £4,966.17. Members may be interested to note that this was some £16,933 less than the other quote received.

9. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place at 5.00 pm at Nightingale Cemetery and thereafter in the Council Chamber on Thursday, 28 June 2012.

10. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

## GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S.81 Local Government Act 2000 and the Codes of Conduct adopted by Godalming Town Council & Busbridge Parish Council).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest]<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

**Please use the form below to state in which agenda items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Godalming Town Council's Code of Conduct paragraph 12(2)).**

Agenda No.	Subject	Personal	Prejudicial	Reason	Speak?	
					Yes	No

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgment of the public interest.

<sup>4</sup> State item under consideration.