

GODALMING JOINT BURIAL COMMITTEE

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2 September 2016

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in **COMMITTEE ROOM 1**, Waverley Borough Council, The Burys, Godalming on THURSDAY, 8 SEPTEMBER 2016 at 6.00pm. The meeting will be preceded by an inspection of **Eashing Cemetery** at 5.15pm.

Louise P Goodfellow
Clerk to the Committee

PLEASE TAKE NOTE OF DIFFERENT VENUE FOR THIS MEETING

Committee Members:

- Councillor Wheatley – Chairman
- Councillor Gordon-Smith – Vice Chairman
- Councillor A Bott
- Councillor Noyce
- Councillor Williams
- Councillor Gray
- Councillor Long (Busbridge Parish Council)
- Councillor Westwood (Busbridge Parish Council)

A G E N D A

1. **ELECTION OF CHAIRMAN**

In the expected absence of the Chairman and Vice Chairman, a chairman to be elected for this meeting.

2. **MINUTES**

The Chairman to sign as a correct record the Minutes of the meeting held on 16 June 2016.

3. **APOLOGIES FOR ABSENCE**

4. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

Members of the Public have the right to attend all meetings of the Godalming Joint Burial Committee and are welcome.

5. 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.

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

6. SIGNING OF BANK RECONCILIATIONS

The Committee to consider the tabled monthly bank reconciliations since the last meeting of the Committee and authorise the Chairman to sign them.

7. BUDGET MONITORING

Members to consider the attached budget monitoring report for the first five months of the current financial year – to 31 August 2016. Members are asked to note that all expenditure and income for the year to date is broadly in line with that expected at this time of year. The Clerk will answer any question of detail at the meeting but offers the opinion that there is nothing in the budget monitoring report that gives cause for concern.

8. BURIAL STATISTICS

Burial statistics for the previous quarter and for the twelve months ending 31 August 2016 are attached for the information of Members.

9. REPLACEMENT OF FLOOR NIGHTINGALE CEMETERY CHAPEL

Members will recall, during the previous inspection of Nightingale Cemetery, the Cemeteries Manager brought to Members' attention the condition of the wooden flooring in the chapel kitchen and that the replacement of the flooring would be brought to this Committee as programmed works.

Unfortunately, whilst conducting a security inspection of the chapel buildings during Skillway's summer recess, the floor was found to be in such a poor condition that immediate repairs were necessary in order to make this area safe for use (photograph attached for the information of Members).

Having consulted with the Chairman of this Committee, the Clerk exercised her delegated authority, on grounds of urgency, to instruct contractors to undertake immediate repairs at a cost of £2,441. This cost to be met from the additional income generated this year to date by the sale of Nightingale Cemetery plots. Additionally, Members are asked to agree that once the base has fully cured, a floor covering should be laid, the cost of which (estimated at £600) will also be met from Nightingale revenue. Total revenue in excess of that budgeted for is £4,740 at 31 August 2016.

10. EASHING CEMETERY CREMATED REMAINS PLOTS

At its meeting of 16 June 2016, Members noted that the current Garden of Remembrance is reaching capacity and authorised officers to investigate and bring forward options for the provision of a new Garden of Remembrance (GoR) and the 'Closure' of the current Garden of Remembrance.

For many of the bereaved the place of interment of cremated remains provides a focal point and somewhere that they are able to commemorate the deceased and lay floral tributes.

Whilst the GoR, in its current form, provides for the interment of cremated remains, its design does not provide the same level of 'personal' connection provided by an individual grave space.

Currently the alternative to the Garden of Remembrance is to utilise grave spaces within the main body of the cemetery. In many cases interment is in a pre-existing family grave, the cost of doing so ranging between £320 and £440 depending on fees relating to the headstone. For those without a pre-existing family grave, cremated remains may be interred in an area of the cemetery that traditionally would have been allocated for 6' x 3' graves. The cost of this option, including purchase of the grave, interment fees, grave preparation and permit for the installation of a grave marker is £650. The space available within suitable 6' x 3' grave plots is limited and the use of these graves for cremated remains reduces the availability of inhumation space.

In order to provide an option that would achieve a 'personal' connection, reduce the utilisation of 6' x 3' grave plots and enhance the cemetery, it is proposed that a dedicated area is created for the provision of 'ashes plots' which allow for the installation of a grave marker over a designated space.

There are two potential areas available for the creation of this space, being the scrub land either side of the driveway in front of the cemetery buildings. To achieve the maximum benefit it is proposed that the area is opened up by removing some of the surrounding hedges and trees, levelling the ground to provide easy access and casting cemetery beams for the installation of grave markers. This would create 144 spaces for the interment of ashes.

If Members are minded to approve the creation of additional dedicated ashes plots it is suggested that, once created, the fees are set at £440 which would include, purchase of a plot, interment fee, grave marker permit (if applied for at the same time as interment application) and grave preparation fee. Excluding the grave preparation fee, the income at current prices for the 144 plots would be £53,280.

One quote has been obtained for the required works at a cost of £17,445 further quotes are waiting to be received. Members are requested to agree to the creation of new ashes plots and to approve expenditure up to the cost of the received quotation plus a 10% contingency and to authorise the Clerk to place the work with the contractor offering the best overall value within the authorised funds.

11. PURCHASE OF FURTHER PERIOD OF EXCLUSIVE RIGHT OF BURIAL

Members will be aware that private grave spaces within its cemeteries are sold with a 50-year exclusive right of burial. At the expiry of the initial period of exclusive right of burial the registered owner may purchase an additional period of exclusive rights (which cannot exceed a period of 100 years in total; Cemeteries Order 1977, Article 10(2)).

Prior to 2009, the potential to purchase additional burial rights was purely academic as the JBC sold private graves with 100 years burial rights attached. However, since 2009 the period was reduced to 50 years, therefore the first expiry of such rights will occur in 2059. At this point, if so requested, the JBC would be entitled to charge a fee for the purchase of further burial rights. Cemeteries where this system is already in operation tend to have offered much shorter initial rights, typically 30 years and offer further purchases of exclusive rights of burial of 10-year periods at a cost of approximately 33% of their current private grave purchase price. Officers do not recommend that Members either reduce the period of exclusive rights of burial or yet decide on a fee for further purchases. However, Officers would wish that Members consider a request from a current private grave owner to make a purchase of further exclusive rights prior the expiry of the existing burial rights.

The existing owner has made an enquiry regarding the purchase of further exclusive rights of burial on a grave which has 50 years of exclusive rights of burial remaining. However, notwithstanding that this committee has not yet set a fee or a length of time for such a purchase, allowing the purchase of a further period of burial rights before the expiry of existing rights would negate the rationale behind this committee reducing the period in the first instance. Experience has shown that the longer a period of exclusive rights the more difficult it becomes to trace an owner, therefore increasing the administrative burden and cost to the JBC in properly managing its cemeteries in relation to memorial safety. Additionally the selling of further periods of burial rights when in excess of even 10 years remaining has the potential to constrain the income potential of the cemeteries. Assuming the model of 33% of current private grave costs for a 10-year extension, a fee of £93 would have been received in 2006 for Eashing Cemetery as opposed to £200 at today's prices.

It is for the above reasons that officers recommend that further periods of exclusive rights of burial should not be granted until the expiry (or within 12 months preceding the expiry) of the existing burial rights.

However, if Members are minded to allow such purchases, officers recommend that the fee for each additional 10 year period (up to a total of an additional 50 years) should be set at:

- 150% of existing grave costs for existing rights in excess of 30 years
- 100% of existing grave costs for existing rights in excess of 20 years
- 50% of existing grave costs for existing rights in excess of 10 years

12. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 10 November 2016 at 5.30pm in the Council Chamber.

13. 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

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
JOINT BURIAL BOARD								
401	JBC-OVERHEADS							
4105	0	100	0	-100		-100	0.0 %	
4109	0	146	0	-146		-146	0.0 %	
4120	0	0	400	400		400	0.0 %	
4124	0	20	0	-20		-20	0.0 %	
4125	0	4,472	4,500	28		28	99.4 %	
4126	0	0	150	150		150	0.0 %	
4127	0	795	1,000	205		205	79.5 %	
4128	0	0	400	400		400	0.0 %	
4136	0	0	500	500		500	0.0 %	
4142	0	0	500	500		500	0.0 %	
4146	0	427	5,000	4,573		4,573	8.5 %	
4151	20	85	210	125		125	40.3 %	
4163	0	0	1,000	1,000		1,000	0.0 %	
4165	0	101	0	-101		-101	0.0 %	
4171	27,000	27,000	27,000	0		0	100.0 %	
	JBC-OVERHEADS :- Expenditure	27,020	33,146	40,660	7,514	0	7,514	81.5 %
4176	0	30,761	61,521	-30,761			50.0 %	
4177	0	1,492	3,051	-1,560			48.9 %	
4196	163	257	340	-83			75.6 %	
	JBC-OVERHEADS :- Income	163	32,509	64,912	-32,403			50.1 %
	Net Expenditure over Income	26,857	636	-24,252	-24,888			
411	CEMETERY-EASHING							
4104	60	60	0	-60		-60	0.0 %	
4105	5,841	19,912	40,000	20,088		20,088	49.8 %	
4111	0	1,291	1,300	9		9	99.3 %	
4112	3	-3	300	303		303	-0.9 %	
4113	0	130	300	170		170	43.3 %	
4114	0	41	500	459		459	8.2 %	
4117	0	0	550	550		550	0.0 %	
4118	0	0	200	200		200	0.0 %	
4129	0	0	200	200		200	0.0 %	
4140	0	50	0	-50		-50	0.0 %	
4147	0	0	2,000	2,000		2,000	0.0 %	
4149	0	0	750	750		750	0.0 %	
4159	0	108	0	-108		-108	0.0 %	

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4161 EQUIPMENT PURCHASED	0	182	0	-182		-182	0.0 %
4165 WASTE REMOVAL	94	437	900	463		463	48.6 %
4169 MAINTENANCE-TREE	0	0	2,500	2,500		2,500	0.0 %
CEMETERY-EASHING :- Expenditure	5,998	22,208	49,500	27,292	0	27,292	44.9 %
4181 INCOME-INTERMENTS	1,250	3,370	8,000	-4,630			42.1 %
4182 INCOME-PURCHASE OF GRAVES	600	3,470	6,000	-2,530			57.8 %
4186 INCOME-INSCRIPT & MEMORIALS	240	880	2,000	-1,120			44.0 %
4187 INCOME-COMM.WAR GRAVES	0	0	210	-210			0.0 %
4188 INCOME-CHAPEL	70	210	350	-140			60.0 %
4191 INCOME-RENT LODGES	1,300	6,950	16,200	-9,250			42.9 %
4198 INCOME-MISCELLANEOUS	60	120	0	120			0.0 %
CEMETERY-EASHING :- Income	3,520	15,000	32,760	-17,760			45.8 %
Net Expenditure over Income	2,478	7,208	16,740	9,532			
421 CEMETERY-NIGHTINGALE							
4105 GROUNDS MAINTENANCE	0	4,800	15,000	10,200		10,200	32.0 %
4107 FEES-SEXTON DUTY	60	60	0	-60		-60	0.0 %
4111 RATES-GENERAL	0	186	200	14		14	93.2 %
4112 RATES-WATER	0	-735	300	1,035		1,035	-244.8
4118 ELECTRICAL TESTING	0	0	200	200		200	0.0 %
4144 SECURITY INTRUDER ALARM	0	0	150	150		150	0.0 %
4146 FEES-PROFESSIONAL	0	1,300	0	-1,300		-1,300	0.0 %
4149 PEST CONTROL	0	700	750	50		50	93.3 %
4159 CHAPELS	0	63,742	68,000	4,258		4,258	93.7 %
4173 NIGHTINGALE CHAPEL	2,441	2,441	0	-2,441		-2,441	0.0 %
CEMETERY-NIGHTINGALE :- Expenditure	2,501	72,494	84,600	12,106	0	12,106	85.7 %
4181 INCOME-INTERMENTS	350	820	0	820			0.0 %
4182 INCOME-PURCHASE OF GRAVES	1,600	3,800	0	3,800			0.0 %
4186 INCOME-INSCRIPT & MEMORIALS	0	120	0	120			0.0 %
4188 INCOME-CHAPEL	0	5,000	5,000	0			100.0 %
4191 INCOME-RENT LODGES	1,050	5,250	12,600	-7,350			41.7 %
4198 INCOME-MISCELLANEOUS	0	120	0	120			0.0 %
CEMETERY-NIGHTINGALE :- Income	3,000	15,110	17,600	-2,490			85.9 %
Net Expenditure over Income	-499	57,384	67,000	9,616			
900 EMR PAYMENTS							
9001 DRIVEWAYS FUND	2,000	2,000	2,000	0		0	100.0 %
9002 MAINTENANCE NIGHTINGALE	1,000	1,000	1,000	0		0	100.0 %

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
9004 MAINTENANCE EASHING	1,000	1,000	1,000	0		0	100.0 %
9005 MAINTENANCE EASHING LODGE	1,000	1,000	1,000	0		0	100.0 %
9006 CHAPEL BUILDINGS	-66,000	-66,000	-66,000	0		0	100.0 %
9007 MAINTENANCE NIGHTINGALE	1,000	1,000	1,000	0		0	100.0 %
9009 FEES-LETTINGS	1,000	1,000	1,000	0		0	100.0 %
9010 RAILINGS & BOUNDARIES	4,500	4,500	4,500	0		0	100.0 %
EMR PAYMENTS :- Expenditure	-54,500	-54,500	-54,500	0	0	0	100.0 %
Net Expenditure over Income	-54,500	-54,500	-54,500	0			
JOINT BURIAL BOARD :- Expenditure	-18,981	73,348	120,260	46,912	0	46,912	61.0 %
Income	6,683	62,619	115,272	-52,653			54.3 %
Net Expenditure over Income	-25,664	10,729	4,988	-5,741			

GODALMING JOINT BURIAL COMMITTEE
Final Statistics as at 30 June 2016 and Current Quarter Figures

INTERMENTS

(a) Eashing

Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-13	2	3	5	0	0	0	1	1	2	0	1	1	3	5	8
30-Sep-13	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
31-Dec-13	2	1	3	0	0	0	2	1	3	2	2	4	6	4	10
31-Mar-14	1	3	4	0	0	0	1	0	1	2	3	5	4	6	10
30-Jun-14	1	1	2	0	0	0	1	0	1	1	2	3	3	3	6
30-Sep-14	5	1	6	0	0	0	0	1	1	2	1	3	7	3	10
31-Dec-14	2	1	3	0	0	0	1	0	1	2	1	3	5	2	7
31-Mar-15	7	3	10	0	0	0	0	0	0	2	0	2	9	3	12
30-Jun-15	1	1	2	0	0	0	1	0	1	2	4	6	4	5	9
30-Sep-15	4	1	5	0	0	0	0	0	0	1	1	2	5	2	7
31-Dec-15	4	0	4	0	0	0	0	0	0	3	0	3	7	0	7
31-Mar-16	3	0	3	0	0	0	2	0	2	1	0	1	6	0	6
30-Jun-16	3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
30-Jun-16	3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
30-Sep-16	2	0	2	0	0	0	1	1	2	1	1	2	4	2	6
31-Dec-16			0			0			0			0	0	0	0
31-Mar-17			0			0			0			0	0	0	0

(b) Nightingale

Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-12	1	0	1	0	0	0	0	0	0	1	0	1	2	0	2
30-Sep-12	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
31-Dec-12	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
31-Mar-13	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Jun-13	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Sep-13	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
31-Dec-13	3	1	4	0	0	0	0	0	0	1	1	2	4	2	6
31-Mar-14	1	0	1	0	0	0	1	0	1	0	0	0	2	0	2
30-Jun-14	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
30-Sep-14	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
31-Dec-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Mar-15	1	2	3	0	0	0	1	0	1	0	0	0	2	2	4
30-Jun-15	1	1	2	0	0	0	0	0	0	0	2	2	1	3	4
30-Sep-15	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
31-Dec-15	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
31-Mar-16	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
30-Jun-16	0	1	1	0	0	0	0	0	0	0	1	1	0	2	2
30-Sep-16	1	1	2	0	0	0	0	0	0	0	0	0	1	1	2
31-Dec-16			0			0			0			0	0	0	0
31-Mar-17			0			0			0			0	0	0	0

Total

Year Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
31-Mar-08	11	6	17	1	0	1	1	4	5	1	0	1	14	10	24
31-Mar-09	14	10	24	0	0	0	2	1	3	0	1	1	16	12	28
31-Mar-10	16	10	26	0	0	0	4	5	9	5	2	7	25	17	42
31-Mar-11	15	7	22	0	0	0	9	5	14	3	0	3	27	12	39
31-Mar-12	10	4	14	2	0	2	2	5	7	8	3	11	22	12	34
31-Mar-13	16	6	22	0	0	0	4	1	5	6	0	7	27	7	34
31-Mar-14	10	10	20	0	0	0	5	2	7	5	1	6	20	19	39
31-Mar-15	19	11	30	0	0	0	3	1	4	7	4	11	29	16	45
31-Mar-16	16	6	22	0	0	0	4	0	4	7	7	14	27	13	40
31-Mar-17	6	3	9	0	0	0	2	1	3	1	3	4	9	7	16

PLOTS SOLD

Quarter Ending	Eash	Natural	N'gale	Total	Year End Total
30-Jun-11	3	0	0	3	
30-Sep-11	3	0	1	4	
31-Dec-11	1	2	0	3	
31-Mar-12	4	1	1	6	16
30-Jun-12	1	2	3	6	
30-Sep-12	4	2	5	11	
31-Dec-12	3	0	3	6	
31-Mar-13	6	1	1	8	31
30-Jun-13	1	0	5	6	
30-Sep-13	3	0	4	7	
31-Dec-13	4	1	5	10	
31-Mar-14	4	0	1	5	28
30-Jun-14	4	0	6	10	
30-Sep-14	3	0	2	5	
31-Dec-14	1	1	2	4	
31-Mar-15	6	0	9	15	34
30-Jun-15	5	0	3	8	
30-Sep-15	4	1	0	5	
31-Dec-15	4	0	1	5	
31-Mar-16	2	0	1	3	21
30-Jun-16	4	3	0	7	
30-Sep-16	2	1	0	3	
31-Dec-16	0	0	0	0	
31-Mar-17	0	0	0	0	10



GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the Codes of Conduct adopted by Godalming Town Council & Busbridge Parish Council).

As required by the Localism Act 2011 and the adopted Codes of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.