

**MINUTES AND REPORT OF THE MEETING OF  
GODALMING JOINT BURIAL COMMITTEE  
HELD ON 22 MARCH 2018**

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

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

40. MINUTES

The Minutes of the meeting held on the 9 November 2017, having been previously circulated, were signed by the Chairman as a true record.

41. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

42. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

43. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £17,967.55 since 10 November 2017.

Cash balances held at 22 March 2018

Current Account	£29,595.68
Business Deposit Account	£132,955.38

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chairman should sign the schedule of accounts paid.

44. SIGNING OF BANK RECONCILIATIONS

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

45. BUDGET MONITORING

Members considered the budget monitoring report to 28 February 2018 and noted the key variances to budget.

Members also noted that due to the improvement works carried out on Nightingale Chapel during the last financial year, the Earmarked Reserve for Chapels currently has a nil balance. Members approved that any year end surplus for 2017/18 be transferred to the Ear Marked Reserve for Chapels Maintenance.

46. INTERNAL AUDIT REPORT

Members considered the report from the Council's Internal Auditor, Mulberry & Co, on an interim internal audit conducted on 21 November 2017 for the 2017/18 financial year (copy attached to record minutes). The following are the Council's responses to the points raised:

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Response</b>
JBC follows the Standing Orders and financial regulations of the Town Council. However, I have been unable to locate a minute of the JBC confirming this arrangement.	I recommend that Standing Orders and Financial Regulations are considered at a future meeting of the JBC.	Agreed. To be put on the agenda for the 21 June 2018.
I have also not been able to locate a constitution for the JBC.	Consideration should be given to drawing up a constitution for the JBC in the next 12 months.	Agreed. Cllr Long to discuss with Officers and go to the Surrey History Centre to locate original constitution. If unable to locate, Officers to draft a new constitution.
I noted that VAT had not been levied on the invoice for administration charged by GTC.	It is my opinion that VAT should have been added to this invoice.	Noted. Officers to ensure GTC add VAT to 2018/19 invoice.
There is no money cover in the insurance schedule.	I recommend that this is discussed with the insurer.	Agreed. Officers to discuss with insurers for 2018/19.

47. INSURANCE FOR 2018/19

Members approved a one-year insurance contract with the existing insurance provider for the financial year 2018/19.

Members also approved up to £3,200 to revalue the Joint Burial Committee's buildings for insurance purposes. The revaluation to be funded from the 2018/19 professional fees budget.

48. RISK ASSESSMENT 2017/18

Members reviewed the Risk Assessment and agreed its contents (copy attached to record minutes).

49. NON-DOMESTIC RATES

Members received an oral update from the Clerk regarding non-domestic rates for Eashing and Nightingale Cemeteries.

50. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 December 2017 (copy attached to record minutes).

51. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 21 June 2018 at (5.00pm at Nightingale Cemetery and thereafter) 6.00pm in the Council Chamber.

52. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE