

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 21 JUNE 2018**

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

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

1. MINUTES

The Minutes of the meeting held on the 22 March 2018, having been previously circulated, were signed by the Chairman as a true record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

3. 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.

4. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £37,915.64 since 23 March 2018.

Cash balances held at

Current Account	£12,741.05
Business Deposit Account	£163,036.43

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 be 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.

5. SIGNING OF BANK RECONCILIATIONS

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

6. REPORT OF THE INTERNAL AUDITOR

Members considered the report of an internal audit conducted on 2 June 2017 by the Council's Internal Auditor Mulberry & Co. There were no recommendations as a result of the internal audit.

7. ANNUAL GOVERNANCE STATEMENT

Members considered the questions posed by the Annual Governance Statement and the Responsible Finance Officer's recommended answers. Members considered the evidence relating to the Annual Governance Statement and AGREED the recommended answers.

Members RESOLVED to complete the Annual Governance Statement as follows (a copy of the completed statement is attached to the record minutes):

	Question <i>Godalming Joint Burial Committee</i>	Answer
1	We approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.	YES
4	We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES
5	We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES
6	We took appropriate action on all matters raised in reports from internal audit and external reviews.	YES
7	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES

8. ACCOUNTING STATEMENTS 2017/18

Members considered and AGREED the Joint Burial Committee's Accounting Statements for the Financial Year Ended 31 March 2018 (copy of Section 2 of the Annual Return is attached to record minutes). Members thanked the Responsible Finance Officer for the efficient and effective management of the Joint Burial Committee finances.

9. BUDGET MONITORING FOR 2018/19

Members considered the budget monitoring report to 31 May 2018. Members noted the rates increases and availability of plots for sale at Nightingale.

10. STANDING ORDERS AND FINANCIAL REGULATIONS

Members confirmed that the Joint Burial Committee will adhere to the Godalming Town Council Standing Orders and Financial Regulations to ensure its proper management.

11. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 March 2018, which had previously been circulated (copy attached to record minutes).

12. CCTV AT EASHING CEMETERY

Members received an oral report from the Clerk and considered the report relating to the installation of a CCTV system at Eashing Cemetery.

The cost of the installation of the recommended CCTV system is £2,998.00 with an additional £330 per annum for maintenance of the system. As required by financial regulation 11.1.d, Members waived financial regulation 11.1.i on the grounds that it is advantageous for the JBC to use the same security company supplying GTC.

Members AGREED to fund the CCTV system from the Eashing Cemetery Earmarked Reserve. Members further AGREED the transfer of £3,000 from the Boundaries EMR to the Eashing Cemetery EMR to replenish the reserve.

13. EASHING CHAPEL BUILDINGS

Members received an oral report relating to the basement areas of the Eashing Chapel buildings. Members APPROVED the required works in order to make this area safe, with necessary works to be funded from the Chapels Earmarked Reserve which has a current balance of £20,000.

14. GROUND MAINTENANCE CONTRACT NIGHTINGALE CEMETERY

Members noted that the renegotiation of the grounds maintenance contract for Nightingale Cemetery had resulted in a saving of approximately £3,450 which is unallocated within the Grounds Maintenance budget for Nightingale Cemetery.

Members APPROVED that an additional £1,000 be allocated for grounds maintenance associated with the preparation and planting of the WW1 centennial remembrance garden within the cemetery and up to £1,500 be used for hard landscaping and benches in Nightingale Cemetery.

15. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 6 September 2018 at 5.15pm at Nightingale Cemetery and thereafter in the Council Chamber.

16. ANNOUNCEMENTS

There were no announcements.