

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
Bridge Street
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5 July 2019

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 11 July 2019 at 5.45pm. The meeting will be preceded by an inspection of **Eashing Cemetery** at 5.00pm.

Andy Jeffery
Clerk to the Committee

Committee Members: Councillor Martin
Councillor Neill
Councillor Purvis – Vice Chair
Councillor PS Rivers
Councillor Steel – Chair
Councillor Stubbs
Councillor Long (Busbridge Parish Council)
Councillor Westwood (Busbridge Parish Council)

A G E N D A

1. MINUTES

The Chairman to sign as a correct record the Minutes of the meeting held on 30 May 2019.

2. APOLOGIES FOR ABSENCE

3. 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.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to allow members of the public to ask the Council questions, or make a statement or present a petition. This forum to be conducted in accordance with Standing Order 5.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION

Recommendation – Members to resolve to authorise the Committee Chair to sign the schedule of accounts.

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

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

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.

7. **SIGNING OF BANK RECONCILIATIONS – ITEM FOR DECISION**

Recommendation – Members to resolve to authorise the Committee Chair to sign the bank reconciliations.

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

8. **BUDGET MONITORING – ITEM FOR NOTE**

Members to consider a budget monitoring report to 30 June 2019 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Administration & Overheads	2,557 u/s	1,000 u/s
Eashing Cemetery	1,676 u/s	0
Eashing Chapel	378 o/s	0
Eashing Lodge	125 u/s	0
Nightingale Cemetery	6,678 u/s	5,700 u/s
Nightingale Chapel	31 u/s	0
Nightingale Lodge	1,957 o/s	2,000 o/s
TOTAL	8,432 u/s	4,700 u/s

The monitoring report shows a current variance of £8,432 underspend against budget.

- The Administration & Overheads – having revalued JBC properties for insurance purposes last year, this Committee was able to put its Insurance out to tender for the 2019/20 financial year which resulted in savings of £1,100. The new contract is a three year contract. The contractor we are using to digitise our burial records has not yet sent in an invoice for her services so we are underspent on the professional fees budget which is a timing issue only.
- Eashing Cemetery – we have had a large number of grave purchases this quarter which are always difficult to predict.
- Nightingale Cemetery – we do not budget for any revenue at Nightingale as it has limited availability (until our digitising work is complete), so all revenue is treated as a windfall.
- Nightingale Lodge – this Committee did some garden clearance works at the Lodge to ensure the Cemetery aspect was maintained.

9. **RBS CEMETERY RECORD SYSTEM – DATA ENTRY – ITEM FOR NOTE**

Data entry of the historic burial records is continuing to progress, to date 3 July 2019:

Nightingale Cemetery 2170/5587 records have been entered into RBS system
Eashing Cemetery 1000/8007 records have been entered into the RBS system

Members will wish to note that the priority is the data entry for Nightingale Cemetery to enable the next stage of the project, which is to link each record with a map location thus allowing identification of the groups of differing classes of graves i.e. common, private, unused etc.

10. **PRESERVATION OF BURIAL RECORDS – ITEM FOR NOTE**

Members will wish to note that having previously reported the completion of the digital scanning of the historic burial records, the Clerk is now able to report that the digital records have now successfully been uploaded to Godalming Town Council's off site server, thus mitigating the risks associated with historic paper records.

11. **BURIAL STATISTICS – ITEM FOR NOTE**

Statistics for the previous quarter and for the twelve months ending 30 June 2019 are attached for the information of Members.

12. **COMMUNICATIONS ARISING FROM THIS MEETING**

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

13. **DATE OF NEXT MEETING**

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 5 September 2019 at 5.00pm at Nightingale Cemetery and thereafter 5.45pm in the Council Chamber.

14. **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

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Month No : 3

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	
<u>Administration & Overheads</u>										
<u>401 Administration & Overheads</u>										
4013	Other Staff Expenses	0	125	125	0	125	125	500	500	
4103	Maintenance Contracts	0	40	40	0	120	120	500	500	
4202	Car Allowances	0	0	0	77	0	-77	0	-77	
4301	Equipment	0	0	0	1,485	0	-1,485	0	-1,485	
4310	Administration Charge	0	0	0	14,840	14,841	1	29,682	14,842	
4313	Professional Fees - Other	0	1,000	1,000	0	3,000	3,000	12,000	12,000	
4314	Audit Fees	0	200	200	0	200	200	800	800	
4315	Insurance	0	0	0	3,698	4,870	1,172	4,870	1,172	
4321	Bank Fees	0	17	17	58	51	-7	250	192	
4326	Website	0	0	0	364	0	-364	400	36	
4327	Publicity Advertising	65	95	30	730	285	-445	1,150	420	
4900	Miscellaneous	0	30	30	0	90	90	400	400	
	Administration & Overheads :- Expenditure	65	1,507	1,442	21,252	23,582	2,330	50,552	0	29,300
1001	Precept - Godalming TC	0	0	0	27,418	27,418	0	54,836		
1002	Precept - Busbridge PC	0	0	0	1,640	1,640	-1	3,279		
1300	Interest	97	85	12	312	85	227	340		
	Administration & Overheads :- Income	97	85	12	29,370	29,143	227	58,455		
	Net Expenditure over Income	-32	1,422	1,454	-8,118	-5,561	2,557	-7,903		
	Administration & Overheads Expenditure	65	1,507	1,442	21,252	23,582	2,330	50,552	0	29,300
	Income	97	85	12	29,370	29,143	227	58,455		
	Net Expenditure over Income	-32	1,422	1,454	-8,118	-5,561	2,557	-7,903		

Eashing

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Month No : 3

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
411 Eashing - Cemetery									
4015 Grave Digging	0	0	0	325	0	-325	0		-325
4102 Property Maintenance	0	40	40	0	120	120	620		620
4103 Maintenance Contracts	0	0	0	800	750	-50	750		-50
4131 Rates	0	0	0	5,167	4,750	-417	4,750		-417
4141 Water Service	17	75	58	50	75	25	300		250
4162 Waste Removal	0	122	122	297	366	69	1,470		1,173
4171 Grounds Maintenance	9,321	3,000	-6,321	10,137	9,000	-1,137	36,500		26,363
4172 Memorial Inspection	0	165	165	0	495	495	2,000		2,000
Eashing - Cemetery :- Expenditure	9,338	3,402	-5,936	16,777	15,556	-1,221	46,390	0	29,613
1100 Interment	300	733	-433	2,775	2,199	576	8,800		
1101 Monument	230	183	47	460	549	-89	2,200		
1102 Purchase of Grave Space	0	550	-550	3,200	1,650	1,550	6,600		
1400 Miscellaneous	70	0	70	860	0	860	0		
Eashing - Cemetery :- Income	600	1,466	-866	7,295	4,398	2,897	17,600		
Net Expenditure over Income	8,738	1,936	-6,802	9,482	11,158	1,676	28,790		
413 Eashing - Chapel									
4102 Property Maintenance	481	0	-481	481	0	-481	0		-481
4103 Maintenance Contracts	0	0	0	119	90	-29	180		61
4111 Energy Costs	131	125	-6	131	125	-6	565		434
4161 Cleaning	64	44	-20	64	132	68	530		466
Eashing - Chapel :- Expenditure	676	169	-507	795	347	-448	1,275	0	480

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Month No : 3

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1200	Rent	0	0	0	70	0	70	140		
	Eashing - Chapel :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>70</u>	<u>0</u>	<u>70</u>	<u>140</u>		
	Net Expenditure over Income	<u>676</u>	<u>169</u>	<u>-507</u>	<u>725</u>	<u>347</u>	<u>-378</u>	<u>1,135</u>		
	<u>415 Eashing - Lodge</u>									
4102	Property Maintenance	0	125	125	0	125	125	500		500
4103	Maintenance Contracts	0	0	0	0	0	0	100		100
4301	Equipment	0	0	0	0	0	0	500		500
	Eashing - Lodge :- Expenditure	<u>0</u>	<u>125</u>	<u>125</u>	<u>0</u>	<u>125</u>	<u>125</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>
1200	Rent	1,350	1,350	0	4,050	4,050	0	16,200		
	Eashing - Lodge :- Income	<u>1,350</u>	<u>1,350</u>	<u>0</u>	<u>4,050</u>	<u>4,050</u>	<u>0</u>	<u>16,200</u>		
	Net Expenditure over Income	<u>-1,350</u>	<u>-1,225</u>	<u>125</u>	<u>-4,050</u>	<u>-3,925</u>	<u>125</u>	<u>-15,100</u>		
	Eashing Expenditure	<u>10,014</u>	<u>3,696</u>	<u>-6,318</u>	<u>17,571</u>	<u>16,028</u>	<u>-1,543</u>	<u>48,765</u>	<u>0</u>	<u>31,194</u>
	Income	<u>1,950</u>	<u>2,816</u>	<u>-866</u>	<u>11,415</u>	<u>8,448</u>	<u>2,967</u>	<u>33,940</u>		
	Net Expenditure over Income	<u>8,064</u>	<u>880</u>	<u>-7,184</u>	<u>6,156</u>	<u>7,580</u>	<u>1,424</u>	<u>14,825</u>		

Nightingale

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Month No : 3

Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
421 Nightingale - Cemetery									
4015 Grave Digging	0	0	0	325	0	-325	0		-325
4102 Property Maintenance	0	0	0	32	0	-32	0		-32
4103 Maintenance Contracts	0	0	0	700	750	50	750		50
4131 Rates	0	0	0	249	250	1	250		1
4141 Water Service	10	50	40	33	50	17	200		167
4171 Grounds Maintenance	32	1,350	1,318	2,624	4,050	1,426	16,230		13,606
4172 Memorial Inspection	0	0	0	159	0	-159	0		-159
Nightingale - Cemetery :- Expenditure	42	1,400	1,358	4,122	5,100	978	17,430	0	13,308
1100 Interment	350	0	350	1,350	0	1,350	0		
1101 Monument	0	0	0	150	0	150	0		
1102 Purchase of Grave Space	0	0	0	4,200	0	4,200	0		
Nightingale - Cemetery :- Income	350	0	350	5,700	0	5,700	0		
Net Expenditure over Income	-308	1,400	1,708	-1,578	5,100	6,678	17,430		
423 Nightingale - Chapel									
4102 Property Maintenance	0	150	150	0	150	150	600		600
4103 Maintenance Contracts	0	0	0	119	0	-119	100		-19
Nightingale - Chapel :- Expenditure	0	150	150	119	150	31	700	0	581
1200 Rent	0	0	0	0	0	0	5,000		
Nightingale - Chapel :- Income	0	0	0	0	0	0	5,000		
Net Expenditure over Income	0	150	150	119	150	31	-4,300		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

Month No : 3

Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
	<u>425 Nightingale - Lodge</u>									
4102	Property Maintenance	371	0	-371	371	0	-371	50		-321
4103	Maintenance Contracts	0	0	0	0	0	0	250		250
4161	Cleaning	40	0	-40	40	0	-40	0		-40
4171	Grounds Maintenance	496	0	-496	1,546	0	-1,546	0		-1,546
	Nightingale - Lodge :- Expenditure	907	0	-907	1,957	0	-1,957	300	0	-1,657
1200	Rent	1,050	1,050	0	3,150	3,150	0	12,600		
	Nightingale - Lodge :- Income	1,050	1,050	0	3,150	3,150	0	12,600		
	Net Expenditure over Income	-143	-1,050	-907	-1,193	-3,150	-1,957	-12,300		
	Nightingale Expenditure	949	1,550	601	6,198	5,250	-948	18,430	0	12,232
	Income	1,400	1,050	350	8,850	3,150	5,700	17,600		
	Net Expenditure over Income	-451	500	951	-2,652	2,100	4,752	830		

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.