

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

9 June 2017

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 15 JUNE 2017 at 6.00 pm. The meeting will be preceded by an inspection of **Nightingale Cemetery** at 5.00pm.

Andy Jeffery
Acting Clerk to the Committee

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)

AGENDA

1. MINUTES

The Chairman to sign as a correct record the Minutes of the meeting held on 22 March 2017.

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. 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. 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.

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

6. REPORT OF THE INTERNAL AUDITOR

Members to consider the report of an internal audit conducted on 2 June 2017 by the Council's Internal Auditor Mulberry & Co (the report is attached for the information of Members).

7. ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement is attached for the information of Members and Members are required to consider the answers to the questions posed by the Statement.

8. ACCOUNTING STATEMENTS 2016/17

Members to consider and agree the Joint Burial Committee's Accounting Statements for the Financial Year Ended 31 March 2017 (copy of Section 2 of the Annual Return is attached for the information of Members).

9. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 31 March 2017 are attached for the information of Members.

10. TREE WORKS

Tree safety work has been conducted within both cemeteries as part of general maintenance and ground works. Further, non-safety aesthetic and space management work is being conducted in Eashing Cemetery. This includes reducing the height of five yew trees, reducing and reshaping a holly tree as well as removing multiple saplings and conducting formative pruning within the Natural Burial area. In addition, works are required to lift the canopies of three visually significant trees at the entrance to Eashing Cemetery, 1 x Horse Chestnut and 2 x Copper Beech, which overhang the driveway/public highway and St Marks Church car park. These trees are subject to Tree Preservation Orders, therefore, application has been made for the appropriate permissions.

Tree work will continue to form part of the general maintenance of the cemeteries i.e safety inspections, preventative maintenance and re-active clearance as required, however, due to the level of tree removal over the last 6 months (resulting from safety surveys) it is recommended that a programme of like for like re-planting is undertaken over the next 12 months. An earmarked reserve of £5,000 is currently held by the JBC for this type of work. It is requested that Members allocate £2,500 from this reserve for use during 2017/18.

11. NIGHTINGALE MEMORIAL GARDEN AREA

The previous Mayor of Godalming, Cllr David Hunter in conjunction with Godalming in Bloom, have requested that an area be set aside within Nightingale Cemetery for the creation of a 'memorial flower bed' to commemorate the 100th anniversary of the ending of the First World War. The design of which would be an open competition run by Godalming in Bloom, who, along with Cllr Hunter, would make a financial contribution to the creation of the flower bed.

The area identified for the flower bed will be shown to Members during the cemetery inspection, if Members wish to identify this area in advance of the inspection, it is the area centred on the tree stump of the recently removed cedar tree located on the right hand side of the driveway as you head toward the Chapel Buildings. It is suggested that the tree stump is utilised within the design and could be shaped to hold a commemorative plaque and, if desired, bore holes made to create planters within the stump.

The alternative to using this area for a 'memorial flower bed' would be to remove the stump, at a cost of approximately £1,400 including making good of the ground on completion. Therefore, it is recommended that in order to create the flower bed, which will greatly enhance the visual appeal of the cemetery as well as reducing the cost of ground works for the JBC, that, if Godalming in Bloom contribute £400 to this project, the JBC allocate up to £1,000 for the creation of a new flower bed within Nightingale Cemetery, with the funds to be set against the grounds maintenance budget.

12. CEMETERY MANAGER'S UPDATE

Members to receive an oral report from the Cemetery Manager on maintenance and other activities since the last meeting.

13. NATURAL BURIAL AREA

Members to receive an oral report and update on the Natural Burial Area.

14. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 14 September 2017 at 6.00pm in the Council Chamber preceded by an inspection at Eashing Cemetery at 5.00pm.

15. 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

Section 4 – Annual internal audit report 2016/17 to

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

The Joint Committee's internal audit service provider, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with the Joint Committee's needs and planned coverage.

On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Joint Committee.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. The Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.	✓		
C. The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ None
G. Salaries to employees and allowances to members were paid in accordance with the body approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the Joint committee (list and other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit: MARK MURPHY GA (HONS) FCCA CIA

Signature of person who carried out the internal audit: *[Signature]* Date: 05/06/2017

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Godalming
Joint Burial Committee

Internal Audit

Year Ended 31st March 2017



Prepared by: Mulberry & Co
Date of Interim Visit: N/A
Date of Final Visit: 2nd June 2017

Law and Regulation Regarding Internal audit

Regulation 6 of the Accounts and Audit Regulations 2015 imposes a duty on local committees to ‘maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. Internal audit is a key component of the system of internal control.

The purpose of internal audit is to review and report to the committee whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s role is to assist the committee in fulfilling its responsibility to have and maintain proper internal control arrangements and those for the prevention and detection of fraud, error or mistakes

All internal audit work must be reported to the committee. Any report by internal audit is addressed to the committee, may recommend actions to be taken by the committee, and should be treated as a document open to view by local taxpayers.

Two pieces of legislation set out how local committees should behave when accounting for the public funds they manage and what rights local taxpayers have in relation to those accounts. These are the **Audit Commission Act 1998** and the **Accounts and Audit Regulations issued from time to time under the Act**. The requirement for local committees to prepare accounts annually and to subject them to external audit comes from the Audit Commission Act 1998 (the Act). The Act describes the rights of taxpayers and other interested parties in relation to those accounts.

Under the regulations, all local committees must at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome. The Annual Governance Statement in Section 2 of the annual return provides the means for local committees to report to local taxpayers on their system of internal control.

This report is prepared for the committee and proper officers of the committee named above, for use in fulfilling their obligations under the Audit Commission Act 1998 and the Accounts and Audit Regulations issued from time to time under the Act for preparing the Annual Return and reviewing the effectiveness of their system of internal controls. Mulberry and Co accept no responsibility for any action or inaction taken as a result of the findings of this report and accept no responsibility to any other party other than those named above.

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Summary Findings

I enclose my report for your kind attention and presentation to the committee. I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose. My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment.

Whilst I have not tested all transactions, my sample has where appropriate has covered the entire year to date. Amongst others the following areas were covered in my testing: -

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping
- Review of Income
- Review of Salaries
- Review of Fixed Assets
- Review of income
- Review of annual accounts

The accounts have been correctly prepared on the income and expenditure basis and the annual return contains the correct comparative and opening balances. The annual return agrees to the underlying financial statements and documentation.

I am of the opinion that the annual return is a true and fair reflection of the financial statements of that of the committee for the year ended 31st March 2017, and accordingly I have signed off the annual return

A. BOOKS OF ACCOUNT

The RFO uses RBS record the day to day transactions of that of the committee. It is clear the RFO has worked hard to complete and reconcile the year end in accordance with regulations, the entries are clearly presented and enable the reader to gain an understanding of the nature and scope of the transactions.

I have reviewed the cashbooks & nominal ledger for the period April to March 2017 there were no amendments, adjustments or corrections. The system is tried and tested and entirely fit for purpose for a committee of this size and I therefore make no recommendation to change at this time.

B. FINANCIAL REGULATIONS

The committee uses the regulations of the Town Council which have been reviewed as part of the internal audit for the Town Council. We have used these regulations to test the processes are being followed and a review of the regulations showed that payments are being made in accordance with adopted regulations. Payment procedures, including invoice authorisation and cheque signing are satisfactory.

The committee has £201,854 (2016: £102,545) of other payments. The cashbooks were agreed to the signed minutes and payments listings.

I am of the opinion that other payments are correctly shown on the annual return

C. RISK MANAGEMENT & INSURANCE

Risk management and policies are covered by Godalming Town Committee Committee insured by Aviva on a standard local authority package. The money and assets cover appears adequate.

D. BUDGET & PRECEPT

The committee has £124,876 (2016: £189,230) of reserves.

E. INCOME

The committee has £64,504 (2016: £64,572) of precept income. This was tested to third party evidence there were no errors.

The committee has £79,530 (2016: £57,000) of other income, this comprises, burial fees and interest, this was tested to third party evidence were applicable – there were no errors.

I am of the opinion that income is correctly shown on the annual return.

F. PETTY CASH

None

G. PAYROLL

The committee has £441 (2016: £994) of staff costs. Payments are approved by committee in the usual manner and minuted.

I am of the opinion that staff costs are correctly shown on the annual return.

H. ASSETS AND INVESTMENTS

The committee has £935,961 (2016: £935,961) of fixed assets. The assets are correctly shown at cost and proxy cost in a simple list. The value of assets is reconcilable to the insurance schedule; however, I would recommend the column with the insurance values is updated in line with the latest schedule.

I. BANK RECONCILIATIONS

The committee has £124,876 (2016: £189,230) of bank and cash balances carried forward. The committee has two bank accounts and no petty cash. The bank reconciliation as a 31st March 2017 was verified in detail – there were no errors.

I am of the opinion that bank balances are correctly shown on the annual return.

J. YEAR END ACCOUNTS

It is clear the clerk has worked hard to complete and reconcile the year end in accordance with regulations, the entries are clearly presented and enable the reader to gain an understanding of the nature and scope of the transactions. The box 7 & 8 reconciliation agrees to underlying documentation.

I am of the opinion the annual return has been prepared correctly and is ready for submission to full council and the external auditor.

K. TRUSTEESHIP

N/A

Mark Mulberry
Internal Auditor
2nd June 2017

Section 1 – Governance statement 2016/17

We acknowledge as the members of

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

Our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes'
	Yes	No*	Means that the body:
1 We approved the accounting statements prepared in accordance with the guidance notes within this Return.			Prepared its accounting statements and approved them.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
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.			Has only done what it has the legal power to do and has complied with general accepted good practice
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.			Considered the financial and other risks it faces and has dealt with them properly.
5 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.			Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
6 We took appropriated action on all matters raised during the year in reports from internal audit and external reviews.			Responded to matters brought to its attention by internal and external reviewers.
7 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during tor after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.			Disclosed everything it should have about its business activity during the yea including events taking place after the year-end if relevant.

The governance statement is approved by the Joint Committee and recorded as minute reference

MINUTE REFERENCE

Date DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

Signed by:

Clerk SIGNATURE REQUIRED

*Note: Please provide explanations on a separate sheet for each 'No' response. Describe how the joint committee will address the weaknesses identified.

7. ANNUAL GOVERNANCE STATEMENT FOR 2016/17

	Question <i>Godalming Joint Burial Committee</i>	Recommended Answer	Evidence
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	Assurances from the Internal Auditor and the Town Clerk & Responsible Finance Officer
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Detailed evidence from the work programme of the Audit Committee. Also assurances in the Internal Audit Reports
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	We employ competent staff and maintain an adequate budget for external professional advice augmented as required for specific additional advice
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	Risk Assessments all available for inspection in the Council's offices and on-going programme of risk analysis as part of the Audit Committee's work programme. Financial risk assessment reported to JBC Committee (Minute 46-16)
5	We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES	Assurances in the Internal Audit Reports, on this agenda and minute 43-16.
6	We took appropriate action on all matters raised in reports from internal audit and external reviews.	YES	No matters raised. JBC Minute 43-16 and on this agenda.
8	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	Annual provision made in reserves for liability in respect of long term maintenance of assets. See earmarked reserves.

Section 2 – Accounting Statements 2016/17 for

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

	Year ending		Notes and guidance Please round all figures to nearest £1. Do not leave any boxes blank and reports £0 or Nil balances. All figures must agree to underlying financial records.
	31 March 2016 £	31 March 2017 £	
1 Balances brought forward	171 980	190 013	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	64 572	64 504	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body. Excluding any grants received.
3 (+) Total other receipts	57 000	79 530	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	994	441	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan Interest/capital repayments	—	—	Total expenditure or payments of capital and Interest made during the year on the body's borrowings (if any).
6 (-) All other payments	102 545	201 854	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan Interest/capital repayments (line 5).
7 (=) Balances carried forward	190 013	131 752	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	189 230	124 876	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	935 961	935 961	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)

I certify that for the year ended 31 March 2017 the accounting statements in the return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

RCM long

Date

05/06/2017

I confirm that these accounting statements were approved by the Joint Committee on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

GODALMING JOINT BURIAL COMMITTEE
Final Statistics as at 31 December 2016 and Current Quarter Figures to 10 March 2017

INTERMENTS

(a) Eashing

Quarter Ending

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	3	0	3	0	0	0	1	1	2	1	1	2	5	2	7
31-Dec-16	8	1	9	0	0	0	3	1	4	1	0	1	12	2	14
31-Mar-17	3	0	3	0	0	0	2	1	3	1	2	3	6	3	9

(b) Nightingale

Quarter Ending

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	1	1	2	0	0	0	1	0	1	0	0	0	2	1	3
31-Mar-17			0			0			0			0	0	0	0

Total

Year Ending

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	19	5	24	0	0	0	8	3	11	3	5	8	30	13	43

PLOTS SOLD

Quarter Ending

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	2	0	4	
31-Dec-16	6	2	2	10	
31-Mar-17	0	2	0	2	23

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.