

## **GODALMING JOINT BURIAL COMMITTEE**

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

15 June 2018

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

Andy Jeffery  
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 2018.

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 2017/18

Members to consider and agree the Joint Burial Committee's Accounting Statements for the Financial Year Ended 31 March 2018 (copy of Section 2 of the Annual Return to be tabled at the meeting).

9. BUDGET MONITORING FOR 2018/19

Members to consider the attached budget monitoring report to 31 May 2018. Members are asked to note the following points:

- Rates – even allowing for the jump in rates costs in 2017/18, rates for both Cemeteries exceed budget. This will be addressed at Revised Estimates.
- Nightingale Cemetery Income – only three full body graves remain available at Nightingale, so this revenue stream will cease in future years (however, we do not budget for grave purchase income, so there is no impact on the budget going forward).

10. STANDING ORDERS AND FINANCIAL REGULATIONS

Members are asked to confirm 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

Statistics for the previous quarter and for the twelve months ending 31 March 2018 are attached for the information of Members.

12. CCTV AT EASHING CEMETERY

Members to receive an oral report from the Clerk and to consider the attached 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 are requested to waive financial regulation 11.1.i on the grounds that it is advantageous for the JBC to use the same security company supplying GTC.

It is proposed that the CCTV system be funded from the Eashing Cemetery Ear Marked Reserve, which has a current balance of £8,000. Officers would recommend that this Reserve be replenished by a transfer from the Boundaries EMR which has a balance of £20,000.

13. EASHING CHAPEL BUILDINGS

Members to receive an oral report relating to the basement areas of Eashing Chapel buildings. Members are requested to approve the required works in order to make this area

safe, with necessary works to be funded from the Chapels Ear Marked Reserve which has a current balance of £20,000.

14. GROUNDS MAINTENANCE CONTRACT NIGHTINGALE CEMETERY

Members to note that the renegotiation of the grounds maintenance contract for Nightingale Cemetery has resulted in a like for like saving of 29%. As negotiations concluded post budget setting for 2018/19 approximately £3,450 is unallocated within the Grounds Maintenance budget for Nightingale Cemetery, as such it is recommended that an additional £1,000 be allocated for additional 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

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



## MULBERRY & CO

Chartered Certified Accountants  
Registered Auditors  
& Chartered Tax Advisors

9 Pound Lane  
Godalming  
Surrey, GU7 1BX

t + 44(0)1483 423054  
e office@mulberryandco.co.uk  
w www.mulberryandco.co.uk

Our Ref: MARK/GOD003

Mr A Jeffery  
Godalming Joint Burial Committee  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey  
GU7 1HT

14<sup>th</sup> May 2018

Dear Andy

**Re: Godalming Joint Burial Committee (JBC)**  
**Internal Audit Year Ended 31<sup>st</sup> March 2018**

Following completion of our final internal 21<sup>st</sup> November - 16 April audit we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

**Interim Audit – Summary Findings**

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments
- Review of the Budgeting Process
- Proper Bookkeeping

It is our opinion that the systems and internal procedures at Godalming Joint Burial Committee are very well established, regulated and followed. The Committee is administered by officers of Godalming Town Council who are very experienced and ensure the Committee follows best practice regulations, and have over time adapted and changed the internal procedures as regulations and technologies have changed.

It is clear that the JBC takes policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.

**Summary Findings - Final Audit**

I completed the following work as part of the final audit.

- Review of annual accounts & annual return
- Review of bank reconciliation
- Testing of income and expenditure, second half of financial year
- Review of salaries

- Review of fixed asset register
- Review of information for external auditor.

The accounts have been correctly prepared on the income and expenditure basis using the RBS accounting package. The annual return contained the correct comparative figures and opening balances and cast correctly. The accounting entries were supported by underlying documentation and workings.

I am of the opinion that the annual accounts and annual return are ready to be signed off by the Committee and the external auditor. Accordingly, I have signed off the annual return.

I have set out the results of my testing against each of the control objectives set out in the internal audit section of the annual return below.

#### **A. Books of Account**

##### **Interim Audit**

The JBC is administered as a company on the RBS accounting system hosted at Godalming Town Council. This is an industry specific accounting package, and the separate company structure provides discrete accounting records for JBC. I have tested the brought forward balances by checking the 1 April 2017 balance sheet on RBS against the prior year annual return and can confirm these have been brought forward correctly.

The RBS system is used daily to report and record the financial transactions of the JBC and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed. JBC specific reconciliations are completed on a regular basis. My testing demonstrated that supporting records such as invoices could be readily located from references on the accounting system. I therefore make no recommendation to change this system.

The JBC is up to date with VAT returns. I confirmed that the return for period to 30 September 2017 has been submitted to HMRC, and I was able to prove that figures in the return could be agreed to reports derived directly from the RBS system.

I have confirmed that the external audit certificate was considered at the JBC meeting of 9<sup>th</sup> November. Internal Audit report was considered at the June meeting of the JBC. I note that the signed accounts have been loaded to the website of the JBC, but the link is currently broken. This should be fixed.

##### **Final Audit**

I agreed the statement of accounts back to annual return reports produced by the Council's accounting system, RBS. I therefore conclude that all figures on the annual return have been correctly derived from the Council's accounting system. Arithmetic has been checked and the accounts cast.

I checked comparative figures for the previous financial year disclosed on this year's annual return back to last year's signed accounts, and can confirm that opening reserves balances, and comparative figures are accurately recorded in this year's annual return. I also confirmed that VAT is up to date, with the return completed and submitted to HMRC for the period to 31.3.18.

I am satisfied that the JBC has met this control objective

#### **B. Financial Regulations & Payments**

I understand from discussion with officers at Godalming Town Council (TC) that the JBC follows the standing orders and financial regulations of the Town Council. However, I have not been able 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. For the purposes of this audit I have assumed that Godalming TC financial regulations are followed by the JBC.

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.

The JBC grants authority to spend via the annual budget process, payments are made so long as there is available budget. It is clear there are robust systems, policies and regulations in place and the JBC takes seriously its responsibility in this regard. I reviewed a sample of expenditure transactions and was able to confirm the following:

- Cashbook entry could be agreed back to an invoice from the supplier
- Approval for the payment was recorded in a minute of a meeting of the JBC
- Signature of two committee members was viewed on each invoice tested and on the relevant cheque stub.

I therefore conclude that payments are authorised in accordance with financial regulations and a dual signatory system is in place for all payments. I have one observation. I noted that VAT had not been levied on the invoice for administration charged by Godalming TC. This would appear to be a standard rate vatable supply and it is my opinion that VAT should have been added to this invoice.

#### **Final Audit**

Expenditure per box 6 to the accounts is £97,276 (2016-17 £201,854)

I tested a sample of expenditure transactions amounting to 30% of expenditure from the second half of the financial year. In all cases I was able to confirm that expenditure had been incurred in line with financial regulations.

I note that the JBC is compliant with transparency good practice. Regular information on payments above £500 is loaded to the JBC website, along with information on budgets, councillor registers of interests, and fees and charges. However, at the time of my audit, expenditure data had only been loaded to November 2017. I recommend that this information should be brought up to date.

I am satisfied that the JBC has met this control objective

#### **C. Risk Management & Insurance**

Risk management and policies are covered by Godalming TC. The JBC is insured on a standard local authority package. I have reviewed the insurance policy and can confirm the policy is in date. Asset cover appears adequate. There is however no money cover in the insurance schedule. I recommend that this is discussed with the insurer.

#### **Final Audit**

I confirmed that a detailed risk assessment was reviewed at the Committee meeting 22.3.18, and minuted appropriately. I also confirmed that the interim internal audit report was considered at meeting of JBC.

I am satisfied that the JBC has met this control objective.

#### **C. Budget, Precept & Reserves**

The 2018-19 budget for the JBC was approved at the November meeting of the Committee, subject to finalisation of council tax base by Waverley BC. A balanced budget was approved. Reserves of £140K are projected for 31.3.19, with a general fund balance of £40K. This appears an appropriate balance for the JBC, which had income of £130K in 2016-17. Earmarked reserves are significant and have been set aside to cover maintenance responsibilities. Reserves seem appropriate and well managed.

Budget monitoring reports are taken regularly to meetings of the JBC and provide comprehensive information to Committee members. I confirmed the Committee has seen budget monitoring reports for the period to 31.10.17, and this was minuted at the November meeting.

#### **Final Audit**

I confirmed that budget monitoring reports continue to be reviewed at meeting of the JBC, the last minuted review being completed in February 28<sup>th</sup>, with the outturn report being prepared for the next meeting of the Committee.

Reserves at year end per box 7 to the accounts were £164,638 (2016-17 £131,752). Earmarked reserves were £105K leaving general reserves of £59K. The JBC has general reserves which are around 50% of 2017-18 turnover, and very well managed earmarked reserves. The financial position of the JBC is therefore sound.

I consider this control objective to have been met.

#### **D. Income**

Fees and charges are reviewed annually by the JBC. They were last reviewed at the meeting of 10 November 2016, and are due to reviewed before the end of the financial year. I tested a sample of income transactions and for all transactions tested I was able to confirm that:

- Entry in cashbook could be agreed to JBC invoice
- Fee charged could be agreed to fees and charges schedule.

#### **Final Audit**

Local taxation income box 2 to the accounts is £64,572 (2016-17 £64,504)

Other receipts box 3 to the accounts is £66,544 ( 2016-17 £79,530)

I tested 2 further transactions from the second half of the financial year

- £30,848 precept from Godalming TC - agreed to invoice and to 3<sup>rd</sup> party approval in Godalming TC minutes
- A Burial income transactions – agreed to invoice and from there back to approved fees and charges

I have identified no errors in my testing of income recorded in box 2 and 3 to the accounts.

#### **F. Petty cash**

No petty cash

#### **G. Payroll**

Staff costs per box 4 to the accounts is £954 ( 2016-17 £441) This relates to grave digging costs – I have not tested this due to the low value.

#### **H. Assets and investments**

##### **Interim Audit**

The asset registers appeared up to date and properly maintained. Detailed testing of fixed assets will be carried out at year end.

##### **Final Audit**

Fixed Assets per the box 9 to the accounts are £933,506 (2016-17 £935,961)

I was able to agree the balance in the accounts back to the fixed asset register and confirmed that the assets continue to be shown at a proxy cost value, as in 2016-17. I note that insurance values are maintained in addition to book value, this is good practice.

I discussed a long standing imbalance of £2K between the statement of accounts figure for fixed assets and the JBC asset register. I have discussed this with the RFO and agreed that this balance should be written off the asset register. This was done prior to financial year end. It is not material, and given that the asset register is a record of historic costs, there is no cash affect. The asset register and the statement of accounts now reconcile.

I confirmed by review and enquiry that no fixed asset disposals have occurred in 2017-18 or that any are necessary. I have identified no errors in my testing of fixed assets recorded in box 9 to the accounts

#### **I. Bank reconciliations**

The JBC has two bank accounts. The bank reconciliations for both accounts are properly prepared and presented to committee for verification and approval on a regular basis. I confirmed that reconciliations are completed promptly at the end of each month. The September 2017 reconciliation was re-performed. There were no errors, and I confirmed that the reconciliation and bank statements had been signed by the reviewing member of the committee. The system of reconciliation is working correctly.

#### **Final Audit**

Cash and bank – box 8 to the accounts £158,503 (£124,876 2016-17) I have re-performed the year end bank reconciliation and I was able to agree the bank reconciliation back to bank statements and the RBS cashbook. The reconciliation had not been reviewed by Councillors at the time of my audit, but was due to presented at the next meeting.

The JBC has no loans.

Boxes 8 to the accounts is fairly stated

#### **J. Year-end accounts**

The accounts have been prepared on the income and expenditure basis. This is appropriate for this organisations, where expenditure occasionally exceeds the £200K threshold where accruals accounting becomes obligatory.

A reconciliation between box 7 to 8 in the accounts has been prepared and is supported by schedules of debtors and creditors. I have discussed arrangements for inspection of the accounts with the RFO.

I am satisfied this control objective has been met.

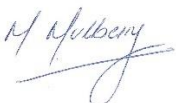
#### **K. Trusteeship**

Not applicable

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards

Yours sincerely



**Mark Mulberry**



7. ANNUAL GOVERNANCE STATEMENT FOR 2017/18

	<b>Question</b> <i>Godalming Joint Burial Committee</i>	<b>Recommended Answer</b>	<b>Evidence</b>
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 are 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 48-17)
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 46-17.
6	We took appropriate action on all matters raised in reports from internal audit and external reviews.	YES	Response to matters raised on Interim audit are noted on JBC Minute 46-17 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.

Month No : 2

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Administration &amp; Overheads</b>						
<b>401 Administration &amp; Overheads</b>						
4013 Other Staff Expenses	0	500	500		500	0.0 %
4014 Sexton Duties	70	0	-70		-70	0.0 %
4103 Maintenance Contracts	0	500	500		500	0.0 %
4310 Administration Charge	13,750	27,500	13,750		13,750	50.0 %
4313 Professional Fees - Other	0	2,000	2,000		2,000	0.0 %
4314 Audit Fees	155	800	646		646	19.3 %
4315 Insurance	4,704	4,650	-54		-54	101.2 %
4321 Bank Fees	25	250	225		225	10.0 %
4326 Website	0	400	400		400	0.0 %
4327 Publicity Advertising	0	1,150	1,150		1,150	0.0 %
4900 Miscellaneous	20	400	380		380	5.0 %
Administration & Overheads :- Expenditure	<b>18,723</b>	<b>38,150</b>	<b>19,427</b>	<b>0</b>	<b>19,427</b>	<b>49.1 %</b>
1001 Precept - Godalming TC	30,532	61,064	-30,532			50.0 %
1002 Precept - Busbridge PC	1,754	3,508	-1,754			50.0 %
1300 Interest	81	340	-259			23.8 %
Administration & Overheads :- Income	<b>32,367</b>	<b>64,912</b>	<b>-32,545</b>			<b>49.9 %</b>
<b>Net Expenditure over Income</b>	<b>-13,644</b>	<b>-26,762</b>	<b>-13,118</b>			
Administration & Overheads :- Expenditure	<b>18,723</b>	<b>38,150</b>	<b>19,427</b>	<b>0</b>	<b>19,427</b>	<b>49.1 %</b>
Income	<b>32,367</b>	<b>64,912</b>	<b>-32,545</b>			<b>49.9 %</b>
<b>Net Expenditure over Income</b>	<b>-13,644</b>	<b>-26,762</b>	<b>-13,118</b>			
<b>Eashing</b>						
<b>411 Eashing - Cemetery</b>						
4015 Grave Digging	975	0	-975		-975	0.0 %
4102 Property Maintenance	141	500	359		359	28.2 %
4103 Maintenance Contracts	800	750	-50		-50	106.7 %
4131 Rates	4,592	4,230	-362		-362	108.6 %
4141 Water Service	10	300	290		290	3.3 %
4162 Waste Removal	575	1,000	425		425	57.5 %
4171 Grounds Maintenance	6,767	43,500	36,733		36,733	15.6 %
4172 Memorial Inspection	0	2,000	2,000		2,000	0.0 %
Eashing - Cemetery :- Expenditure	<b>13,859</b>	<b>52,280</b>	<b>38,421</b>	<b>0</b>	<b>38,421</b>	<b>26.5 %</b>
1100 Interment	1,840	8,000	-6,160			23.0 %
1101 Monument	380	2,000	-1,620			19.0 %

Month No : 2

## Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1102	Purchase of Grave Space	2,600	6,000	-3,400			43.3 %
1400	Miscellaneous	650	0	650			0.0 %
	Eashing - Cemetery :- Income	<b>5,470</b>	<b>16,000</b>	<b>-10,530</b>			<b>34.2 %</b>
	<b>Net Expenditure over Income</b>	<b>8,389</b>	<b>36,280</b>	<b>27,891</b>			
<b>413</b>	<b>Eashing - Chapel</b>						
4102	Property Maintenance	284	0	-284		-284	0.0 %
4103	Maintenance Contracts	119	180	61		61	66.0 %
4111	Energy Costs	0	550	550		550	0.0 %
4161	Cleaning	0	530	530		530	0.0 %
	Eashing - Chapel :- Expenditure	<b>403</b>	<b>1,260</b>	<b>857</b>	<b>0</b>	<b>857</b>	<b>32.0 %</b>
1200	Rent	70	350	-280			20.0 %
	Eashing - Chapel :- Income	<b>70</b>	<b>350</b>	<b>-280</b>			<b>20.0 %</b>
	<b>Net Expenditure over Income</b>	<b>333</b>	<b>910</b>	<b>577</b>			
<b>415</b>	<b>Eashing - Lodge</b>						
4102	Property Maintenance	651	550	-101		-101	118.4 %
4103	Maintenance Contracts	0	100	100		100	0.0 %
4301	Equipment	428	100	-328		-328	427.8 %
	Eashing - Lodge :- Expenditure	<b>1,079</b>	<b>750</b>	<b>-329</b>	<b>0</b>	<b>-329</b>	<b>143.8 %</b>
1200	Rent	2,700	16,200	-13,500			16.7 %
	Eashing - Lodge :- Income	<b>2,700</b>	<b>16,200</b>	<b>-13,500</b>			<b>16.7 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,621</b>	<b>-15,450</b>	<b>-13,829</b>			
	Eashing :- Expenditure	<b>15,341</b>	<b>54,290</b>	<b>38,949</b>	<b>0</b>	<b>38,949</b>	<b>28.3 %</b>
	Income	<b>8,240</b>	<b>32,550</b>	<b>-24,310</b>			<b>25.3 %</b>
	<b>Net Expenditure over Income</b>	<b>7,101</b>	<b>21,740</b>	<b>14,639</b>			
<b>Nightingale</b>							
<b>421</b>	<b>Nightingale - Cemetery</b>						
4015	Grave Digging	200	0	-200		-200	0.0 %
4103	Maintenance Contracts	0	750	750		750	0.0 %
4131	Rates	221	200	-21		-21	110.5 %
4141	Water Service	39	200	161		161	19.6 %
4171	Grounds Maintenance	0	15,750	15,750		15,750	0.0 %
	Nightingale - Cemetery :- Expenditure	<b>460</b>	<b>16,900</b>	<b>16,440</b>	<b>0</b>	<b>16,440</b>	<b>2.7 %</b>

Month No : 2

## Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1100	Interment	600	0	600			0.0 %
1101	Monument	150	0	150			0.0 %
1102	Purchase of Grave Space	1,700	0	1,700			0.0 %
1400	Miscellaneous	200	0	200			0.0 %
	Nightingale - Cemetery :- Income	<b>2,650</b>	<b>0</b>	<b>2,650</b>			
	<b>Net Expenditure over Income</b>	<b>-2,190</b>	<b>16,900</b>	<b>19,090</b>			
<b>423</b>	<b><u>Nightingale - Chapel</u></b>						
4102	Property Maintenance	0	600	600		600	0.0 %
4103	Maintenance Contracts	119	100	-19		-19	118.8 %
	Nightingale - Chapel :- Expenditure	<b>119</b>	<b>700</b>	<b>581</b>	<b>0</b>	<b>581</b>	<b>17.0 %</b>
1200	Rent	0	5,000	-5,000			0.0 %
	Nightingale - Chapel :- Income	<b>0</b>	<b>5,000</b>	<b>-5,000</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>119</b>	<b>-4,300</b>	<b>-4,419</b>			
<b>425</b>	<b><u>Nightingale - Lodge</u></b>						
4102	Property Maintenance	70	0	-70		-70	0.0 %
4103	Maintenance Contracts	0	250	250		250	0.0 %
4301	Equipment	0	100	100		100	0.0 %
	Nightingale - Lodge :- Expenditure	<b>70</b>	<b>350</b>	<b>280</b>	<b>0</b>	<b>280</b>	<b>20.1 %</b>
1200	Rent	2,100	12,600	-10,500			16.7 %
	Nightingale - Lodge :- Income	<b>2,100</b>	<b>12,600</b>	<b>-10,500</b>			<b>16.7 %</b>
	<b>Net Expenditure over Income</b>	<b>-2,030</b>	<b>-12,250</b>	<b>-10,220</b>			
	Nightingale :- Expenditure	<b>649</b>	<b>17,950</b>	<b>17,301</b>	<b>0</b>	<b>17,301</b>	<b>3.6 %</b>
	Income	<b>4,750</b>	<b>17,600</b>	<b>-12,850</b>			<b>27.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-4,101</b>	<b>350</b>	<b>4,451</b>			

**GODALMING JOINT BURIAL COMMITTEE**  
Final Statistics as at 31 March 2018 and Curret Year Statistics to 13 June 2018

**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-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-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
30-Jun-17	3	0	3	0	0	0	1	2	3	1	2	3	5	4	9
30-Sep-17	1	0	1	0	0	0	0	0	0	2	0	2	3	0	3
31-Dec-17	2	0	2	0	0	0	1	0	1	2	2	4	5	2	7
31-Mar-18	0	0	0	0	0	0	1	0	1	2	1	3	3	1	4
30-Jun-18	1	1	2	0	0	0	2	1	3	1	0	1	4	2	6
30-Sep-18															
31-Dec-18															
31-Mar-19															

**(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-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	0	0	0	0	0	0	0	0
30-Jun-17	1	0	1	0	0	0	1	0	1	0	0	0	2	0	2
30-Sep-17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-17	1	0	1	0	0	0	0	0	0	0	1	1	1	1	2
31-Mar-18	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Jun-18	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
30-Sep-18			0			0			0			0		0	0
31-Dec-18			0			0			0			0		0	0
31-Mar-19			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
14-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	13	33
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
31-Mar-18	9	0	9	0	0	0	4	2	6	7	6	13	20	8	28
31-Mar-19	1	4	5	0	0	0	2	1	3	1	0	1	4	5	9

**PLOTS SOLD**

Quarter Ending

Quarter Ending	Eash	Natural	N'gale	Total	Year End Total
2012/13	14	5	12	31	31
2013/14	12	1	15	28	28
2014/15	14	1	19	34	34
2015/16	15	1	5	21	34
30-Jun-16	4	3	0	7	
30-Sep-16	2	2	0	4	
31-Dec-16	6	2	2	10	
31-Mar-17	1	2	0	3	24
30-Jun-17	3	2	3	8	
30-Sep-17	1	1	1	3	
31-Dec-17	5	1	1	7	
31-Mar-18	2	4	1	7	25

## GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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