

GODALMING JOINT BURIAL COMMITTEE

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18 February 2022

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 24 FEBRUARY 2022 at 5.30pm.

Andy Jeffery
Clerk to the Committee

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

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

AGENDA

1. **MINUTES**

The Chair to sign as a correct record the Minutes of the meeting held on 4 November 2021.

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 Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. 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. VICE CHAIR VACANCY – DECISION ITEM

On 4 December 2021, Members agreed to defer the election of the Committee Vice Chair (Min No 48-21 refers). However, to date GTC has not nominated a Member to fill the existing ordinary member vacancy and is unlikely to do so until 19 May when it considers appointments to all committees.

Although Members may do so if they so wish, it is not an absolute that the Committee is required to nominate a replacement Vice Chair at this point. If they do wish to do so then a nominee should be proposed and seconded for Members to consider. Alternatively, Members may resolve to defer an election of the Vice Chair until the first meeting of the next civic year on 19 May 2022.

7. 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 Chair should sign the schedule of accounts paid.

8. SIGNING OF BANK RECONCILIATIONS

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

9. EXTERNAL AUDITOR'S REPORT 31 MARCH 2020

Members to note the Annual Return for the Financial Year Ended 31 March 2021 (copy attached for the information of Members).

Members to note that the External Auditor has completed its review and has signed off Section 3 – External Report 2020/21 Certificate. No exceptions were found.

10. BUDGET MONITORING

Members to consider a budget monitoring report to 31 January 2022 (detailed report attached for the information of Members).

| Cost Centre | Year to date Variance | Projected Variance @ Year End |
|----------------------------|------------------------------|--------------------------------------|
| | £ | £ |
| Administration & Overheads | 1,839 o/s | £1,500 o/s |
| Eashing Cemetery | 5,761 u/s | £5,000 u/s |
| Eashing Chapel | 360 o/s | NIL |
| Eashing Lodge | 321 o/s | NIL |
| Nightingale Cemetery | 9,382 u/s | £6,300 u/s |
| Nightingale Chapel | 101 u/s | NIL |
| Nightingale Lodge | 1,779 o/s | £1,700 o/s |
| TOTAL | 10,943 u/s | 8,100 u/s |

The monitoring report shows a current variance of £10,943 underspend against budget.

Admin & Overheads – £1,500 unbudgeted repairs to trailer and snow plough.

Eashing Cemetery – income in excess of budgeted revenue is covering the costs of the hedge work, orchard copse development and interior path extension.

Nightingale Cemetery – income in excess of budgeted revenue in all categories.

Nightingale Lodge – unbudgeted replacement of Combi Boiler.

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

Statistics for the previous quarter and for the twelve months ending 14 February 2022 are attached for the information of Members.

Members to note that the availability of new graves in Nightingale Cemetery is in single figures. Having completed the first phases of the project to seek a faculty for recycling of grave spaces, i.e the digital mapping and the data entry of all historic interment records for Nightingale Cemetery, the next phase of the process will be for Officers to seek specialist support to assist with the faculty application. It is hoped that the cost for such support will be contained within the funding agreed by the Committee at Min No 42-18, if this proves not to be the case, a further report will be brought to this Committee to seek funding to enable this long standing project to progress.

12. **CEMETERY WORKS – ITEM TO NOTE**

Following the agreement between JBC and WBC, the practical phase of the community benefit programme started on 20 November when the first 12 trees of the planned 60-tree orchard were planted. Subsequent to that event, an open morning was held at Eashing Cemetery on 5 February to which approx. 30 residents visited the Cemetery and were provided with a guided tour by the Council's grounds staff. This event was well received.

Godalming Town Council ground staff and JBC contractors continue to maintain the cemeteries to a very high standard that not only continues to provide peace and tranquillity in their main function as operational burial grounds, but also improved biodiversity. Between November 2021 and February 2022, improvements have been made at Eashing Cemetery to enable easier and safer access to the green waste site. Additionally, the relaying of the hedgerow on the northwest boundary has been completed and the wildflower area has been increased with sowing having been undertaken along the north and south western boundaries along with an area to the north east of the cemetery.

During 2022, ground staff plan to focus on Nightingale cemetery to undertake work that will allow for future efficiencies of maintenance operations, the initial phase of these works has been to reduce the size and depth of the north eastern boundary hedge. Further work will see a number of the ornamental yews removed to be replaced in the future with a more diverse offering.

Both cemeteries have once again been entered into their respective categories for South and South East in Bloom and staff are seeking, where appropriate, practicable and within budget, to not only maintain, but hopefully improve upon previous years.

13. **EASHING CEMETERY – OCKFORD RIDGE COMMUNITY BENEFIT PROGRAMME**

Recommendations:

A. Members to resolve to approve the Community Garden design for the area adjacent to the former Garden of Remembrance, with the implementation of the design to be funded from the Cemetery Maintenance budget.

B. Members to resolve to approve the provision of a bus shelter to the front of the cemetery facing onto Franklyn Road subject to funding for the shelter and associated works being provided by others.

As previously reported, whilst always bearing in mind the primary role of Eashing Cemetery as the main burial ground for Godalming, Busbridge and surrounding areas, Godalming Town Council staff are engaged with the Ockford Ridge Community Benefit Programme that is aimed at providing a greater sense of ownership to the local community of Eashing Cemetery.

Amongst the aims of the Community Benefit Programme is to further enhance the biodiversity of Eashing Cemetery by adding to the environmental improvement work already undertaken or planned for the future by the Godalming Joint Burial Committee (GJBC). It is hoped through the existing and future work of the GJBC and the engagement of the local community greater biodiversity net gain can be achieved within cemetery grounds and the inspiration and knowledge that the community engagement programme will provide will give confidence and experience to residents to seek other opportunities to support biodiversity gains within their own gardens and immediate surroundings.

Whilst the plans for the Community Orchards are established, they will continue to be reviewed and adapted where appropriate improvements are identified and achievable. The next phase of the Community Engagement Programme is to sign off the design for the Community Garden to be established within the area of land that has now been cleared around the former Garden of Remembrance.

In considering the plans for this area, the criteria has been to establish a community garden that, with appropriate support, the local community is capable of creating and maintaining into the future. However, staff have also been mindful that, in the event that the level of community support is less than that anticipated through recent engagement activities, the design also has to be achievable and maintainable within the existing resources available to the GJBC.

The garden design (attached for the information of Members) is intended to be implemented over the next few seasons, funded within the existing grounds maintenance budget and has been produced following a number of consultation events held at St Marks Community Centre and Eashing Cemetery along with feedback from GTC grounds staff.

Within the scope of the plans are two elements, which although within the locality of the Community Garden, are independent of it. The first is the provision of a toilet facility. Although the cemetery does have a WC facility, it is not connected to the main sewage system (relying upon a septic tank) and was designed to provide capacity for use by the grounds staff. Whilst this facility is made available on request during funerals, this is not an ideal arrangement as it is located within the workshop area of the cemetery. As such, whilst at a very early stage, Members are asked to note the intention to explore options for providing a WC facility within this area connected to the main sewage system. (Members may be interested to note that such a facility did exist in this area and is believed to have been removed in the mid 90's).

The other element which staff feel should be explored is the provision of a bus shelter facing onto Franklyn Road. Eashing Cemetery is served by public transport and is promoted as such. Whilst the number of visitors to the cemetery using public transport is unknown, what is known is that when waiting for the return bus after visiting the cemetery, there is no shelter to provide protection from the elements. Whilst the footpath outside the cemetery is not wide enough to install a bus shelter, by placing it just within the cemetery grounds, so that its enclosed rear and sides are in the cemetery and its open front is facing the road, a suitable shelter could be provided that would not only serve visitors to the cemetery but would also provide benefit to the local community. If Members were minded to approve the use of the front of the cemetery for provision of a bus shelter, it is suggested that funding is sought via the Community Infrastructure Levy.

14. COMMUNICATIONS ARISING FROM THIS MEETING

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

15. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place in the Council Chamber on Thursday, 9 June 2022 at 5.45pm (following an inspection at 5.00pm at Eashing Cemetery).

16. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 17 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN-CONFIDENCE

17. LAND ADJACENT TO EASHING CEMETERY

Members to receive a confidential report from the Clerk.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

Joint Committees

Return for the financial year ended 31 March 2021

The return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the Joint Committee
- Section 3 is completed by BDO LLP as the reviewer appointed by the Joint Committee.
- Section 4 is completed by the Joint Committee's internal audit provider.

Completing your return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the return. Also our extranet contains useful advice for you to refer to, see below.

Complete all sections highlighted in red. Do not leave any red box blank. Incomplete or incorrect returns require additional work and so may incur additional costs.

Send the return, together with your bank reconciliation as at 31 March 2021, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to us, BDO LLP, by the due date.

We will identify and ask for any additional documents needed for our work. Therefore, unless requested, do not send any original financial records.

Once we have completed our work, the completed return will be returned to the Joint Committee.

It should not be necessary for you to contact us for guidance.

Section 1 – Governance statement 2020/21

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 2021, that:

| | Agreed Yes | No | Yes 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 or 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 year including events taking place after the year-end if relevant. |

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

9-21

Date 27 May 2021

Signed by:

Chair

Maria Z. Steel

Signed by:

Clerk

[Signature]

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

Section 2 – Accounting Statements 2020/21 for

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

| | | | | |
|----|--|---------|---------|---|
| 1 | Balances brought forward | 182,475 | 197,275 | 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 | 58,115 | 58,115 | 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 | 72,413 | 164,780 | 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 | NIL | NIL | 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 | NIL | NIL | Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any). |
| 6 | (-) All other payments | 115,728 | 151,127 | 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 | 197,275 | 269,043 | 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 | 195,647 | 274,177 | 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 | 933,506 | 933,506 | 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 | NIL | NIL | 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 2021 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:

RChong

Date

12 April 2021

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

27 May 2021

and recorded as minute reference:

10-21

Signed by Chair of meeting approving these accounting statements:

Michael Z. Steel

Section 3 – External Report 2020/21 Certificate

We present the findings from our review of the return for the year ended 31 March 2021 in respect of:

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

Respective responsibilities of the Joint Committee and the reviewer

The Joint Committee has taken on the responsibility of ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Joint Committee prepares a return which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on various governance matters in accordance with generally accepted good practice

This report has been produced in accordance with the terms of our engagement letter dated [date] ("the Engagement Letter") and in accordance with the International Standard on Related Services 4400 applicable to agreed-upon-procedures engagements as published by IAASB.

We have performed the following work in respect of the return prepared by the Joint Committee:

- agreed to bank reconciliation to the annual return and the bank statements
- agreed the Annual return figures back to the trial balance
- ensured the trial balance and accounting statements adds up
- agreed the precept to the funding body
- agreed any loans to the PWLB or whoever the loan is with
- checked the comparative figures to the prior year accounts
- undertake an analytical review of the figures and investigated any variances in excess of 10%
- agree that the accounting statements and annual governance statement have been signed and dated as required.
- investigated any NO answers to the Annual Governance Statement
- investigated any NO answers in the Internal auditor report

[No exceptions were found / ~~Apart from the following exceptions, noted below, no exceptions were found.~~]

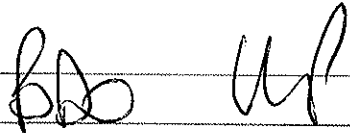
We have not subject the information contained in our report to checking or verification procedures except to the extent expressly stated above and this engagement does not constitute an audit or a review and, as such, no assurance is expressed. Had we performed additional procedures, an audit or a review, other matters might have come to light that would have been reported.

You were responsible for determining whether the agreed upon procedures we performed were sufficient for your purposes and we cannot, and do not, make any representations regarding the sufficiency of these procedures for your purposes.

Our report is prepared solely for the confidential use of the joint committee. Our report must not be used for any purpose other than for which it was prepared or be reproduced or referred to in any other document or made available to any third party without the written permission of BDO LLP.

We accept no liability to any other party who is shown or gains access to this report.

Reviewer signature

 [Handwritten signature in a rectangular box]

BDO LLP

3/11/21

Section 4 – Annual internal audit report 2020/21 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 2021.

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.



- | | |
|--|---|
| 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. | √ |
| 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 Mulberry BA (Hons) FCCA CTA

13/05/21

Signature of person who carried out the internal audit:

Date:

***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).**

Guidance notes on completing the 2020/2021 return

1. Make sure that your return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation provided to us. Returns containing unapproved or unexplained amendments will be returned and may incur additional costs.
2. Use the checklist provided below. Use a second pair of eyes, perhaps a member of the committee or the Chair, to review your return for completeness before sending it to us.
3. Do not send us any information not specifically asked for. Doing so is not helpful. However, you must notify us of any change of Clerk, Responsible Financial Officer or Chair.
4. Make sure that the copy of the bank reconciliation or letter confirming the balance held on your behalf which you send with the return covers all your bank balances. If the joint committee holds any short-term investments, note their value on the bank reconciliation. We must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8.
5. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. We want to know that you understand the reasons for all variances. Include a complete analysis to support your explanation.
6. If we have to review unsolicited information, or receive an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which we will make a charge.
7. Make sure that your accounting statements add up the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
8. Do not complete section 3. We will complete it at the conclusion of our work.

| Completion needed? | No. of responses received and explanation provided | Done? |
|--------------------|---|-------|
| All sections | All red boxed have been completed? | ✓ |
| | All information has been sent with this return? | ✓ |
| Section 1 | For any statement to which the response is 'no', an explanation is provided? | ✓ |
| Section 2 | Approval by the body confirmed by the signature of Chair of meeting approving the accounting standards? | N/A |
| | An explanation of significant variations from last year to this year is provided? | ✓ |
| | Bank reconciliation as at 31 March 2020 agrees to Box 8? | ✓ |
| | An explanation of any difference between Box 7 and Box 8 is provided? | ✓ |
| Section 4 | All red boxed completed by internal audit and explanations provided? | ✓ |

Detailed Income & Expenditure by Phased Budget Heading 10/02/2022

Month No: 10

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|---|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| <u>401 Administration & Overheads</u> | | | | | | | | | | |
| 1001 Precept - Godalming TC | 0 | 0 | 0 | 37,690 | 37,690 | 0 | 37,690 | | | 100.0% |
| 1002 Precept - Busbridge PC | 0 | 0 | 0 | 2,310 | 2,310 | 0 | 2,310 | | | 100.0% |
| 1300 Interest | 11 | 3 | (8) | 45 | 35 | (10) | 41 | | | 110.7% |
| 1400 Miscellaneous | 0 | 0 | 0 | 60 | 60 | 0 | 60 | | | 100.0% |
| Administration & Overheads :- Income | 11 | 3 | (8) | 40,105 | 40,095 | (10) | 40,101 | | | 100.0% |
| 4011 Staff Training | 10 | 0 | (10) | 10 | 0 | (10) | 0 | (10) | | 0.0% |
| 4102 Property Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 500 | 500 | | 0.0% |
| 4163 Domestic Supplies | 82 | 0 | (82) | 166 | 85 | (81) | 85 | (81) | | 195.6% |
| 4164 Workshop Supplies | 0 | 15 | 15 | 11 | 60 | 49 | 90 | 79 | | 12.1% |
| 4202 Car Allowances | 0 | 40 | 40 | 53 | 177 | 124 | 277 | 224 | | 19.2% |
| 4204 Fuel Costs | 42 | 25 | (17) | 350 | 301 | (49) | 351 | 1 | | 99.7% |
| 4205 Vehicle Maintenance | 1,762 | 100 | (1,662) | 2,393 | 942 | (1,451) | 1,142 | (1,251) | | 209.5% |
| 4301 Equipment | 637 | 750 | 113 | 49,395 | 48,068 | (1,327) | 49,568 | 173 | | 99.7% |
| 4308 General Office Expenses | 0 | 0 | 0 | 187 | 0 | (187) | 0 | (187) | | 0.0% |
| 4310 Administration Charge | 0 | 0 | 0 | 39,775 | 39,776 | 1 | 39,776 | 1 | | 100.0% |
| 4311 Professional Fees - Legal | 0 | 0 | 0 | 100 | 100 | 0 | 100 | 0 | | 100.0% |
| 4313 Professional Fees - Other | 0 | 0 | 0 | 8,240 | 8,740 | 500 | 9,240 | 1,000 | | 89.2% |
| 4314 Audit Fees | 0 | 0 | 0 | 825 | 875 | 50 | 875 | 50 | | 94.3% |
| 4315 Insurance | 0 | 0 | 0 | 4,065 | 4,065 | 1 | 4,065 | 1 | | 100.0% |
| 4321 Bank Fees | 16 | 25 | 10 | 134 | 166 | 32 | 216 | 82 | | 61.9% |
| 4324 Broadband | 19 | 19 | 0 | 209 | 209 | 0 | 247 | 38 | | 84.6% |
| 4326 Website | 0 | 0 | 0 | 0 | 400 | 400 | 400 | 400 | | 0.0% |

Detailed Income & Expenditure by Phased Budget Heading 10/02/2022

Month No: 10

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| 4327 Publicity Advertising | 0 | 95 | 95 | 900 | 950 | 50 | 1,150 | | 250 | 78.3% |
| 4900 Miscellaneous | 0 | 30 | 30 | 251 | 300 | 49 | 400 | | 149 | 62.8% |
| Administration & Overheads :- Indirect Expenditure | 2,568 | 1,099 | (1,469) | 107,064 | 105,214 | (1,850) | 108,482 | 0 | 1,418 | 98.7% |
| Net Income over Expenditure | (2,556) | (1,096) | 1,460 | (66,958) | (65,119) | 1,839 | (68,381) | | | |
| <u>411 Eashing - Cemetery</u> | | | | | | | | | | |
| 1100 Interment | 2,225 | 1,200 | (1,025) | 23,075 | 20,225 | (2,850) | 22,525 | | | 102.4% |
| 1101 Monument | 80 | 183 | 103 | 2,370 | 2,622 | 252 | 2,992 | | | 79.2% |
| 1102 Purchase of Grave Space | 2,550 | 2,300 | (250) | 44,225 | 35,850 | (8,375) | 40,350 | | | 109.6% |
| 1400 Miscellaneous | 900 | 0 | (900) | 38,494 | 34,770 | (3,724) | 34,770 | | | 110.7% |
| Eashing - Cemetery :- Income | 5,755 | 3,683 | (2,072) | 108,164 | 93,467 | (14,697) | 100,637 | | | 107.5% |
| 4014 Sexton Duties | 0 | 0 | 0 | 869 | 685 | (184) | 685 | | (184) | 126.9% |
| 4015 Grave Digging | 0 | 0 | 0 | 9,100 | 3,900 | (5,200) | 3,900 | | (5,200) | 233.3% |
| 4102 Property Maintenance | 0 | 0 | 0 | 10,278 | 10,278 | 0 | 10,278 | | 0 | 100.0% |
| 4103 Maintenance Contracts | 0 | 0 | 0 | 1,171 | 1,171 | (0) | 1,171 | | (0) | 100.0% |
| 4131 Rates | 0 | 0 | 0 | 6,943 | 6,943 | 0 | 6,943 | | 0 | 100.0% |
| 4141 Water Service | 8 | 20 | 12 | 72 | 148 | 76 | 188 | | 116 | 38.5% |
| 4162 Waste Removal | 480 | 500 | 20 | 4,720 | 5,086 | 366 | 6,086 | | 1,366 | 77.6% |
| 4163 Domestic Supplies | 0 | 0 | 0 | 86 | 86 | (0) | 86 | | (0) | 100.5% |
| 4171 Grounds Maintenance | 9,002 | 3,000 | (6,002) | 44,861 | 39,668 | (5,193) | 46,000 | | 1,139 | 97.5% |
| 4172 Memorial Inspection | 0 | 165 | 165 | 0 | 1,650 | 1,650 | 2,000 | | 2,000 | 0.0% |
| 4301 Equipment | 0 | 0 | 0 | 433 | 433 | 0 | 433 | | 0 | 100.0% |

Detailed Income & Expenditure by Phased Budget Heading 10/02/2022

Month No: 10

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| 4313 Professional Fees - Other | 0 | 0 | 0 | 450 | 0 | (450) | 0 | | (450) | 0.0% |
| Eashing - Cemetery :- Indirect Expenditure | 9,490 | 3,685 | (5,805) | 78,984 | 70,048 | (8,936) | 77,770 | 0 | (1,214) | 101.6% |
| Net Income over Expenditure | (3,735) | (2) | 3,733 | 29,180 | 23,419 | (5,761) | 22,867 | | | |
| <u>413 Eashing - Chapel</u> | | | | | | | | | | |
| 1200 Rent | 70 | 0 | (70) | 210 | 70 | (140) | 70 | | | 300.0% |
| Eashing - Chapel :- Income | 70 | 0 | (70) | 210 | 70 | (140) | 70 | | | 300.0% |
| 4102 Property Maintenance | 0 | 100 | 100 | 993 | 520 | (473) | 720 | | (273) | 137.9% |
| 4103 Maintenance Contracts | 0 | 100 | 100 | 357 | 638 | 282 | 838 | | 482 | 42.5% |
| 4111 Energy Costs | 129 | 100 | (29) | 930 | 848 | (82) | 1,048 | | 118 | 88.7% |
| 4162 Waste Removal | 108 | 0 | (108) | 108 | 0 | (108) | 0 | | (108) | 0.0% |
| 4163 Domestic Supplies | 0 | 0 | 0 | 126 | 30 | (96) | 30 | | (96) | 420.4% |
| 4164 Workshop Supplies | 0 | 0 | 0 | 23 | 0 | (23) | 0 | | (23) | 0.0% |
| Eashing - Chapel :- Indirect Expenditure | 237 | 300 | 63 | 2,536 | 2,036 | (500) | 2,636 | 0 | 100 | 96.2% |
| Net Income over Expenditure | (167) | (300) | (133) | (2,326) | (1,966) | 360 | (2,566) | | | |
| <u>415 Eashing - Lodge</u> | | | | | | | | | | |
| 1200 Rent | 1,350 | 1,350 | 0 | 13,500 | 13,500 | 0 | 16,200 | | | 83.3% |
| Eashing - Lodge :- Income | 1,350 | 1,350 | 0 | 13,500 | 13,500 | 0 | 16,200 | | | 83.3% |
| 4102 Property Maintenance | 0 | 100 | 100 | 1,321 | 1,000 | (321) | 1,200 | | (121) | 110.1% |

Detailed Income & Expenditure by Phased Budget Heading 10/02/2022

Month No: 10

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| 4103 Maintenance Contracts | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | 100 | 0.0% |
| Eashing - Lodge :- Indirect Expenditure | 0 | 100 | 100 | 1,321 | 1,000 | (321) | 1,300 | 0 | (21) | 101.6% |
| Net Income over Expenditure | 1,350 | 1,250 | (100) | 12,179 | 12,500 | 321 | 14,900 | | | |
| <u>421 Nightingale - Cemetery</u> | | | | | | | | | | |
| 1100 Interment | 350 | 0 | (350) | 5,900 | 3,050 | (2,850) | 3,050 | | | 193.4% |
| 1101 Monument | 0 | 0 | 0 | 380 | 530 | 150 | 530 | | | 71.7% |
| 1102 Purchase of Grave Space | 1,800 | 0 | (1,800) | 16,500 | 12,900 | (3,600) | 12,900 | | | 127.9% |
| Nightingale - Cemetery :- Income | 2,150 | 0 | (2,150) | 22,780 | 16,480 | (6,300) | 16,480 | | | 138.2% |
| 4103 Maintenance Contracts | 0 | 0 | 0 | 700 | 700 | 0 | 700 | | 0 | 100.0% |
| 4131 Rates | 0 | 0 | 0 | 334 | 334 | (0) | 334 | | (0) | 100.0% |
| 4141 Water Service | 12 | 16 | 4 | 73 | 154 | 81 | 186 | | 113 | 39.5% |
| 4171 Grounds Maintenance | 0 | 950 | 950 | 8,154 | 11,155 | 3,001 | 13,055 | | 4,901 | 62.5% |
| 4327 Publicity Advertising | 0 | 0 | 0 | 180 | 180 | 0 | 180 | | 0 | 100.0% |
| Nightingale - Cemetery :- Indirect Expenditure | 12 | 966 | 954 | 9,441 | 12,523 | 3,082 | 14,455 | 0 | 5,014 | 65.3% |
| Net Income over Expenditure | 2,138 | (966) | (3,104) | 13,339 | 3,957 | (9,382) | 2,025 | | | |
| <u>423 Nightingale - Chapel</u> | | | | | | | | | | |
| 1200 Rent | 0 | 0 | 0 | 5,000 | 5,000 | 0 | 5,000 | | | 100.0% |
| Nightingale - Chapel :- Income | 0 | 0 | 0 | 5,000 | 5,000 | 0 | 5,000 | | | 100.0% |

Detailed Income & Expenditure by Phased Budget Heading 10/02/2022

Month No: 10

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|--|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|---------------|
| 4102 Property Maintenance | 0 | 0 | 0 | 184 | 184 | (0) | 284 | | 100 | 64.9% |
| 4103 Maintenance Contracts | 0 | 55 | 55 | 479 | 580 | 101 | 690 | | 211 | 69.4% |
| Nightingale - Chapel :- Indirect Expenditure | 0 | 55 | 55 | 663 | 764 | 101 | 974 | 0 | 311 | 68.1% |
| Net Income over Expenditure | 0 | (55) | (55) | 4,337 | 4,236 | (101) | 4,026 | | | |
| <u>425 Nightingale - Lodge</u> | | | | | | | | | | |
| 1200 Rent | 1,050 | 1,050 | 0 | 10,500 | 10,500 | 0 | 12,600 | | | 83.3% |
| Nightingale - Lodge :- Income | 1,050 | 1,050 | 0 | 10,500 | 10,500 | 0 | 12,600 | | | 83.3% |
| 4102 Property Maintenance | 0 | 0 | 0 | 3,396 | 1,416 | (1,980) | 1,416 | | (1,980) | 239.8% |
| 4103 Maintenance Contracts | 0 | 50 | 50 | 0 | 200 | 200 | 300 | | 300 | 0.0% |
| 4161 Cleaning | 0 | 0 | 0 | 42 | 42 | 0 | 42 | | 0 | 99.2% |
| Nightingale - Lodge :- Indirect Expenditure | 0 | 50 | 50 | 3,437 | 1,658 | (1,779) | 1,758 | 0 | (1,679) | 195.5% |
| Net Income over Expenditure | 1,050 | 1,000 | (50) | 7,063 | 8,842 | 1,779 | 10,842 | | | |
| Grand Totals:- Income | 10,386 | 6,086 | (4,300) | 200,259 | 179,112 | (21,147) | 191,088 | | | 104.8% |
| Expenditure | 12,307 | 6,255 | (6,052) | 203,447 | 193,243 | (10,204) | 207,375 | 0 | 3,928 | 98.1% |
| Net Income over Expenditure | (1,921) | (169) | 1,752 | (3,188) | (14,131) | (10,943) | (16,287) | | | |
| Movement to/(from) Gen Reserve | (1,921) | | | (3,188) | | | | | | |

GODALMING JOINT BURIAL COMMITTEE

Final Statistics as at 31 December 2021 and to date 14 February 2022

INTERMENTS

| | <u>Godalming</u> | | | <u>Busbridge</u> | | | <u>Excepted Category</u> | | | <u>Non-Parishioners</u> | | | <u>Total</u> | | |
|--------------------|---------------------|--------------|--------------|---------------------|--------------|--------------|--------------------------|--------------|--------------|-------------------------|--------------|--------------|---------------------|--------------|--------------|
| | <u>Inhum-ations</u> | <u>Ashes</u> | <u>Total</u> | <u>Inhum-ations</u> | <u>Ashes</u> | <u>Total</u> | <u>Inhum-ations</u> | <u>Ashes</u> | <u>Total</u> | <u>Inhum-ations</u> | <u>Ashes</u> | <u>Total</u> | <u>Inhum-ations</u> | <u>Ashes</u> | <u>Total</u> |
| Eashing | | | | | | | | | | | | | | | |
| Quarter Ending | | | | | | | | | | | | | | | |
| 30-Jun-20 | 4 | 0 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 13 | 0 | 13 | 18 | 0 | 18 |
| 30-Sep-20 | 3 | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 6 | 1 | 7 | 10 | 2 | 12 |
| 31-Dec-20 | 2 | 0 | 2 | 0 | 0 | 0 | 1 | 2 | 3 | 11 | 0 | 11 | 14 | 2 | 16 |
| 31-Mar-21 | 3 | 1 | 4 | 0 | 0 | 0 | 1 | 0 | 1 | 16 | 1 | 17 | 20 | 2 | 22 |
| 30-Jun-21 | 2 | 2 | 4 | 0 | 0 | 0 | 0 | 1 | 1 | 6 | 2 | 8 | 8 | 5 | 13 |
| 30-Sep-21 | 3 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 4 | 13 | 12 | 5 | 17 |
| 31-Dec-21 | 2 | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 9 | 1 | 10 | 12 | 2 | 14 |
| 31-Mar-22 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 6 | 7 | 0 | 7 |
| Nightingale | | | | | | | | | | | | | | | |
| Quarter Ending | | | | | | | | | | | | | | | |
| 30-Jun-20 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 30-Sep-20 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 3 | 3 |
| 31-Dec-20 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 31-Mar-21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 30-Jun-21 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 30-Sep-21 | 3 | 3 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 3 | 4 | 7 |
| 31-Dec-21 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 |
| 31-Mar-22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | | | | | | | | | | | | | | | |
| Year Ending | | | | | | | | | | | | | | | |
| 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 | 19 | 10 | 29 | 0 | 0 | 0 | 5 | 5 | 10 | 4 | 2 | 6 | 28 | 17 | 45 |
| 31-Mar-20 | 9 | 7 | 16 | 0 | 0 | 0 | 4 | 3 | 7 | 6 | 1 | 7 | 19 | 11 | 30 |
| 31-Mar-21 | 13 | 5 | 18 | 0 | 0 | 0 | 4 | 3 | 7 | 46 | 2 | 48 | 63 | 10 | 73 |
| 31-Mar-22 | 14 | 7 | 21 | 0 | 0 | 0 | 1 | 1 | 2 | 30 | 8 | 38 | 45 | 16 | 61 |

Plots Sold

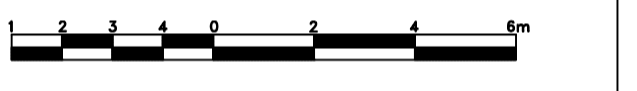
| Quarter Ending | Eash | Natural | N'gale | AMA | Total | Year End Total |
|----------------|-------------|----------------|---------------|------------|-------|----------------|
| 2009/10 | 16 | 8 | 7 | | 31 | 31 |
| 2010/11 | 13 | 6 | 22 | | 41 | 41 |
| 2011/12 | 11 | 3 | 2 | | 16 | 16 |
| 2012/13 | 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 |
| 2016/17 | 13 | 9 | 2 | | 24 | 24 |
| 2017/18 | 11 | 8 | 6 | | 25 | 25 |
| 2018/19 | 24 | 1 | 4 | | 29 | 29 |
| 2019/20 | 12 | 2 | 9 | | 23 | 23 |
| 2020/21 | 18 | 4 | 3 | 43 | 68 | 68 |
| 30-Jun-21 | 2 | 0 | 0 | 6 | 8 | |
| 30-Sep-21 | 6 | 3 | 6 | 8 | 23 | |
| 31-Dec-21 | 5 | 2 | 6 | 7 | 20 | |
| 31-Mar-22 | 1 | 0 | 0 | 4 | 5 | 56 |

| Interments 10 Year Average | |
|-----------------------------------|----|
| 18/19 | 36 |
| 19/20 | 36 |
| 20/21 | 39 |
| 21/22 | 43 |

| Plots Sold 10 Year Average | |
|-----------------------------------|----|
| 2018/19 | 29 |
| 2019/20 | 29 |
| 2020/21 | 31 |
| 2021/22 to date | 35 |

NOTES:
 THIS DRAWING IS DRAWN TO AN APPROXIMATE SCALE SINCE AN ACCURATE TOPOGRAPHIC SURVEY IS NOT AVAILABLE.
 TREES AND OTHER FEATURES ARE SHOWN IN THEIR APPROXIMATE POSITIONS, ESTIMATED FROM AERIAL AND GROUND BASED PHOTOGRAPHS.
 DO NOT SCALE FROM DRAWING.
 NOT FOR CONSTRUCTION, FOR PLANNING PURPOSES ONLY

- Legend
- Proposed gravel or bound gravel path, (depending on accessibility expectations)
 - Proposed paved areas
 - Bark chippings to provide surface for seating area under trees and woodland path.
 - Proposed low enclosing hedge for seating area
 - Existing renovated beech hedging
 - Proposed espalier or cordon fruit trees
 - Proposed planting, for suggested plant groups see Sheets 3, 4 and 5
 - Proposed wildflower meadow / long grass
 - Proposed close-mown grass
 - Proposed benches



| Rev | Date | Details | Drawn |
|-----|----------|--|-------|
| C | 12.02.22 | Comments | PD |
| B | 07.02.22 | Further revisions following consultation | PD |
| A | 05.12.21 | Revisions following community consultation | PD |



HEAD OFFICE
 Rodbourne Rail Business Centre, Grange Lane,
 Malmesbury, SN16 0ES
 Tel: 01666 825646

4 & 5 The Old Mill, Fry's Yard, Bridge Street,
 Godalming, GU7 1HP
 Tel: 01483 425714

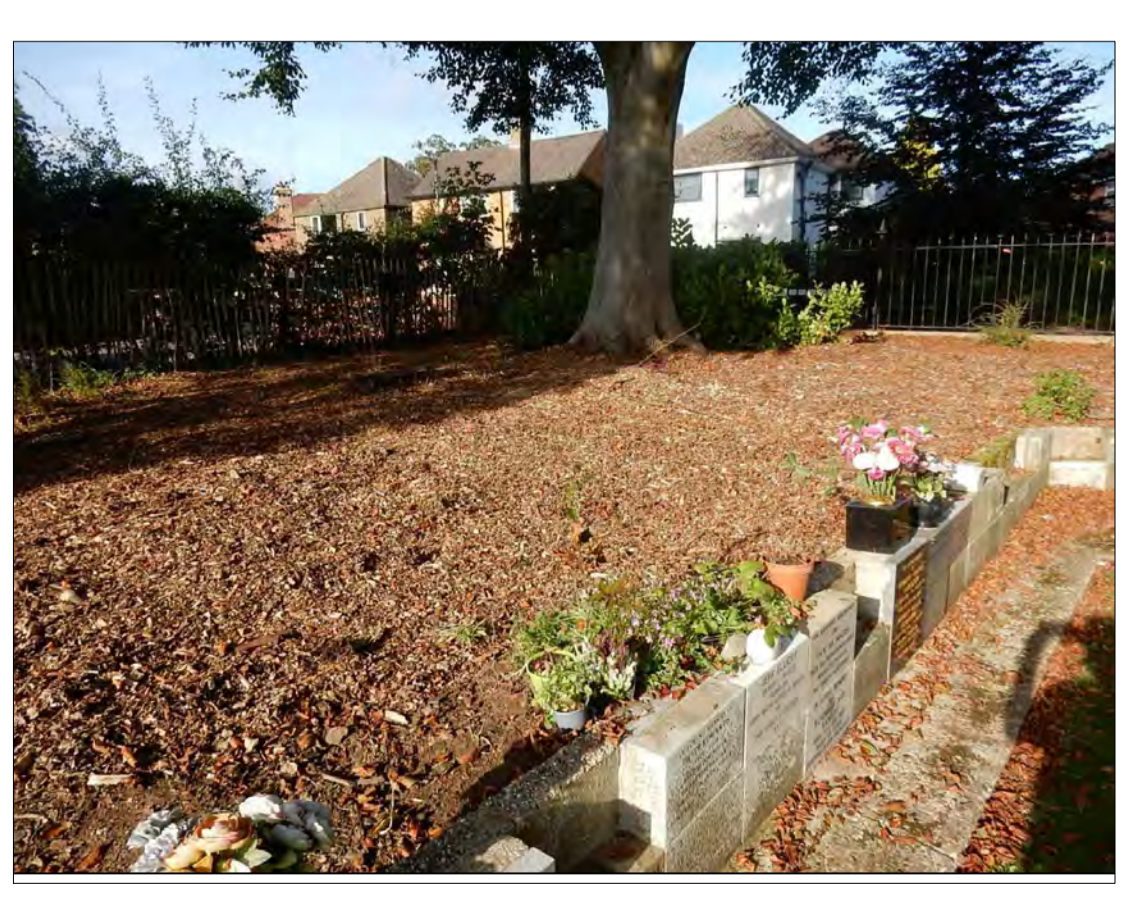
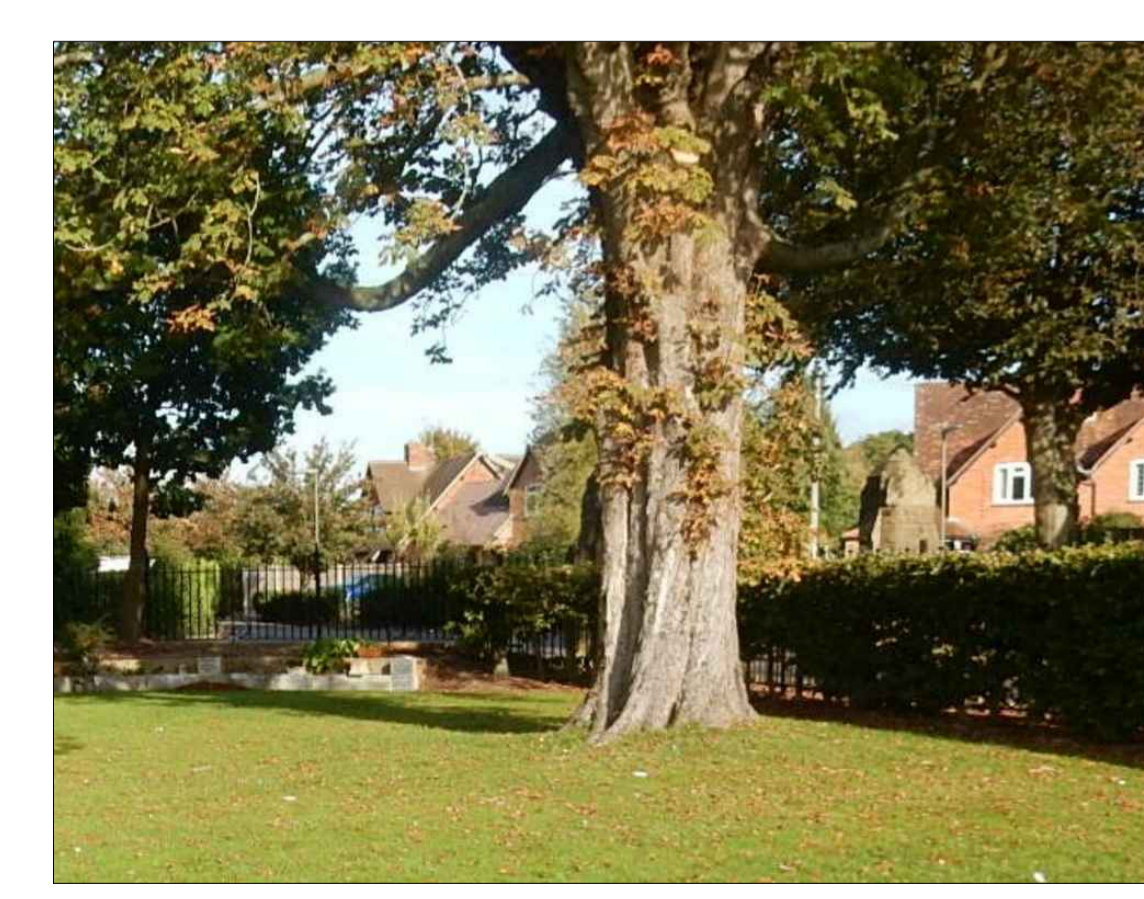
Suite 6, Crescent House, Yonge Close,
 Eastleigh, SO50 9SX
 Tel: 02382 026300

email: mail@acdenv.co.uk
 www.acdenvironmental.co.uk



scheme: Remembrance Garden
 Ockford Ridge
 client: Thakeham Homes
 drawing: Landscape Proposals
 date: November 2021
 scale: 1:150@A1
 drawing no: THA23482_11 Sheet 1
 drawn: PHD checked: JC

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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.