

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
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22 February 2019

I HEREBY SUMMON YOU to attend an Extraordinary **JOINT BURIAL COMMITTEE** meeting to be held in **Broadwater Park Community Centre** on THURSDAY, 28 FEBRUARY 2019 at 6.00pm.

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 8 November 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. BUDGET MONITORING

Members to consider the attached budget monitoring report to 31 January 2019 which shows a year to date surplus of £38,539. Members to note the following points:

- £3,150 works on Eashing Cemetery Lodge to replace external doors and repaint windows and door budgeted but not commenced.
- £4,521 works on Eashing Cemetery Chapel to repair damaged guttering budgeted but not commenced.
- £3,138 works on Nightingale Cemetery Chapel for damp course and gravelling budgeted and commenced on 20 February 2019.
- £10,678 surplus revenue from both cemeteries.
- £21,557 underspend on Eashing Cemetery ground maintenance. Some of this will be spent by year end, but there is likely to be a minimum surplus of £10,000 on this line item.

7. INTERNAL AUDITOR'S REPORT

Members to consider the report from the Committee's Internal Auditor, Mulberry & Co, on an interim audit conducted on 9 November 2018 for the 2018/19 financial year (report attached for the information of Members).

8. RISK ASSESSMENT 2018/19

An area of the Annual Governance Statement requirements relates to Risk Assessment. The Committee is required to provide evidence of good governance through the performance of regular risk assessments.

Members are asked to review the Risk Assessment and agree its contents (copy attached for the information of Members).

Members to note that in addition to the risk assessment reviewed above, this Committee also relies upon the Risk Assessments performed by Godalming Town Council.

Members to further note that with the completion of the building valuations the RFO is seeking competitive quotes for all insurable risks for the 2019/20 financial year.

9. RBS CEMETERIES MANAGEMENT

To facilitate the creation of inhumation capacity at Nightingale Cemetery (Min No 42-18 refers) it is recommended that we purchase the RBS Cemeteries & Memorials Management system. This package will link in to our financial accounting package for invoicing purposes but also provide a digital grave space register, a register of memorials with associated inspection dates and burial register.

The initial purchase, installation and training costs will be approximately £1,600 plus mileage with ongoing costs of £290 per annum.

An overview of the system and a sample of reports able to be provided is attached for Members to consider.

Members are requested to approve the purchase of the Cemeteries & Memorials Management System at a cost of £1,600 to be funded from revenue.

10. SAFEGUARDING OF BURIAL RECORDS

As part of the process of gathering the required information to support a faculty application to be able to create capacity for inhumation at Nightingale Cemetery, the historic burial record

books have been digitised to enable the safe exploration of data. Investigations will now be undertaken with the Surrey History Centre for the safekeeping of the source documents.

11. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 4 April 2019 at 6.00pm in the Council Chamber.

12. 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

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Administration & Overheads							
401 Administration & Overheads							
4013 Other Staff Expenses	0	0	500	500		500	0.0 %
4014 Sexton Duties	0	70	0	-70		-70	0.0 %
4103 Maintenance Contracts	0	0	500	500		500	0.0 %
4202 Car Allowances	0	68	0	-68		-68	0.0 %
4310 Administration Charge	0	27,500	27,500	0		0	100.0 %
4312 Professional Fees - Surveyors	0	2,150	0	-2,150		-2,150	0.0 %
4313 Professional Fees - Other	0	0	2,150	2,150		2,150	0.0 %
4314 Audit Fees	0	555	800	246		246	69.3 %
4315 Insurance	0	4,729	4,729	0		0	100.0 %
4321 Bank Fees	13	183	250	67		67	73.1 %
4326 Website	0	364	400	36		36	91.0 %
4327 Publicity Advertising	0	815	1,150	335		335	70.9 %
4900 Miscellaneous	0	27	400	373		373	6.8 %
Administration & Overheads :- Expenditure	13	36,460	38,379	1,919	0	1,919	95.0 %
1001 Precept - Godalming TC	0	61,064	61,064	0			100.0 %
1002 Precept - Busbridge PC	0	3,508	3,508	0			100.0 %
1300 Interest	0	278	340	-62			81.6 %
Administration & Overheads :- Income	0	64,850	64,912	-62			99.9 %
Net Expenditure over Income	13	-28,389	-26,533	1,856			
Administration & Overheads :- Expenditure	13	36,460	38,379	1,919	0	1,919	95.0 %
Income	0	64,850	64,912	-62			99.9 %
Net Expenditure over Income	13	-28,389	-26,533	1,856			

Eashing

411 Eashing - Cemetery							
4013 Other Staff Expenses	0	45	0	-45		-45	0.0 %
4014 Sexton Duties	0	540	0	-540		-540	0.0 %
4015 Grave Digging	325	9,110	0	-9,110		-9,110	0.0 %
4102 Property Maintenance	0	141	620	479		479	22.7 %
4103 Maintenance Contracts	0	800	750	-50		-50	106.7 %
4131 Rates	0	4,592	4,613	21		21	99.5 %
4141 Water Service	3	265	300	35		35	88.2 %
4162 Waste Removal	42	1,323	1,470	147		147	90.0 %
4171 Grounds Maintenance	64	21,943	43,500	21,557		21,557	50.4 %

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4172 Memorial Inspection	96	1,808	2,000	192		192	90.4 %
4301 Equipment	0	3,244	3,250	6		6	99.8 %
4900 Miscellaneous	0	0	8,785	8,785		8,785	0.0 %
Eashing - Cemetery :- Expenditure	530	43,811	65,288	21,477	0	21,477	67.1 %
1100 Interment	1,400	10,520	8,000	2,520			131.5 %
1101 Monument	0	1,160	2,000	-840			58.0 %
1102 Purchase of Grave Space	750	13,050	8,600	4,450			151.7 %
1400 Miscellaneous	0	8,963	9,815	-852			91.3 %
Eashing - Cemetery :- Income	2,150	33,693	28,415	5,278			118.6 %
Net Expenditure over Income	-1,620	10,118	36,873	26,755			
413 Eashing - Chapel							
4102 Property Maintenance	0	1,668	4,500	2,832		2,832	37.1 %
4103 Maintenance Contracts	0	288	180	-108		-108	159.8 %
4111 Energy Costs	0	322	550	228		228	58.5 %
4161 Cleaning	128	192	530	338		338	36.2 %
Eashing - Chapel :- Expenditure	128	2,470	5,760	3,290	0	3,290	42.9 %
1200 Rent	0	880	70	810			1257.1
Eashing - Chapel :- Income	0	880	70	810			1257.1
Net Expenditure over Income	128	1,590	5,690	4,100			
415 Eashing - Lodge							
4102 Property Maintenance	0	731	3,800	3,069		3,069	19.2 %
4103 Maintenance Contracts	0	0	100	100		100	0.0 %
4161 Cleaning	0	40	0	-40		-40	0.0 %
4301 Equipment	0	428	500	72		72	85.5 %
Eashing - Lodge :- Expenditure	0	1,199	4,400	3,201	0	3,201	27.2 %
1200 Rent	1,350	13,500	16,200	-2,700			83.3 %
Eashing - Lodge :- Income	1,350	13,500	16,200	-2,700			83.3 %
Net Expenditure over Income	-1,350	-12,301	-11,800	501			
Eashing :- Expenditure	658	47,480	75,448	27,968	0	27,968	62.9 %
Income	3,500	48,073	44,685	3,388			107.6 %
Net Expenditure over Income	-2,842	-593	30,763	31,356			

Nightingale

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
421	<u>Nightingale - Cemetery</u>							
4013	Other Staff Expenses	0	15	0	-15		-15	0.0 %
4014	Sexton Duties	0	70	0	-70		-70	0.0 %
4015	Grave Digging	0	200	0	-200		-200	0.0 %
4103	Maintenance Contracts	0	700	750	50		50	93.3 %
4131	Rates	0	221	200	-21		-21	110.5 %
4141	Water Service	7	139	200	61		61	69.5 %
4162	Waste Removal	300	300	0	-300		-300	0.0 %
4171	Grounds Maintenance	784	15,373	15,750	377		377	97.6 %
4301	Equipment	0	66	0	-66		-66	0.0 %
	Nightingale - Cemetery :- Expenditure	1,091	17,084	16,900	-184	0	-184	101.1 %
1100	Interment	0	1,550	1,550	0			100.0 %
1101	Monument	0	600	600	0			100.0 %
1102	Purchase of Grave Space	4,200	9,300	5,100	4,200			182.4 %
1400	Miscellaneous	0	1,200	0	1,200			0.0 %
	Nightingale - Cemetery :- Income	4,200	12,650	7,250	5,400			174.5 %
	Net Expenditure over Income	-3,109	4,434	9,650	5,216			
423	<u>Nightingale - Chapel</u>							
4102	Property Maintenance	0	0	3,850	3,850		3,850	0.0 %
4103	Maintenance Contracts	0	323	100	-223		-223	322.6 %
	Nightingale - Chapel :- Expenditure	0	323	3,950	3,627	0	3,627	8.2 %
1200	Rent	0	5,000	5,000	0			100.0 %
	Nightingale - Chapel :- Income	0	5,000	5,000	0			100.0 %
	Net Expenditure over Income	0	-4,677	-1,050	3,627			
425	<u>Nightingale - Lodge</u>							
4102	Property Maintenance	206	465	0	-465		-465	0.0 %
4103	Maintenance Contracts	176	281	250	-31		-31	112.4 %
4301	Equipment	0	442	450	8		8	98.1 %
	Nightingale - Lodge :- Expenditure	382	1,187	700	-487	0	-487	169.6 %
1200	Rent	1,050	10,500	12,600	-2,100			83.3 %
	Nightingale - Lodge :- Income	1,050	10,500	12,600	-2,100			83.3 %
	Net Expenditure over Income	-668	-9,313	-11,900	-2,587			
	Nightingale :- Expenditure	1,473	18,594	21,550	2,956	0	2,956	86.3 %
	Income	5,250	28,150	24,850	3,300			113.3 %
	Net Expenditure over Income	-3,777	-9,556	-3,300	6,256			



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Our Ref: MARK/GOD003

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

12 November 2018

Dear Andy

Re: Godalming Joint Burial Committee (JBC)
Internal Audit Year Ended 31st March 2019

Following completion of our interim internal audit on 9 November 2018 we enclose our report for your kind attention and presentation to the JBC. 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. Recommendations for future action are shown in the table at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority's approval of the annual governance statement.

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 – review of the use of the accounts package.
- Review of Bank Reconciliations
- Compliance with Regulations

It is our opinion that the systems and internal procedures at the JBC are very well established, regulated and followed. The RFO ensures the JBC follows best practice regulations and has over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the JBC takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice. I would like to thank Rita for her assistance and hard work.

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 2018 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 2018 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, and that the VAT return reconciled to the VAT control account.

I have confirmed that the external audit certificate was considered at the JBC meeting of in November 2018. Internal Audit report was considered at the June meeting of the JBC. I checked that audited accounts have been loaded to the JBC website. All obligations with respect to the 2017-18 annual return have been met.

I have no recommendations in this area

B. Financial Regulations & Payments

Interim Audit

I confirmed from discussion with officers at Godalming Town Council (TC) that the JBC follows the standing orders and financial regulations of the Town Council. I note that this has now formally been recorded in JBC minutes, in response to a recommendation I raised last year.

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
- Signature of 2 councilors seen on 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 note that the payment made to Godalming TC for administrative services included VAT this year, this is in response to a recommendation raised at last audit.

C. Risk Management & Insurance

Interim Audit

The JBC is insured with WPS Insurance. I confirmed the policy is in date, with an expiry date of March 2019. Asset cover appeared consistent with asset register. There appeared to be minimal money cover on the JBC policy. I therefore recommend that this is reviewed and taken up with the insurer. Money cover should be in excess of the maximum holding of cash at bank held by the JBC at any point in the financial year.

The JBC has not yet formally reviewed its risk assessment. I have reminded the RFO that this needs to be considered at a JBC meeting before the end of the financial year and a minute recorded. I will review the risk assessment at my year end visit.

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

D. Budget, Precept & Reserves

Interim Audit

The 2019-20 budget for the JBC was approved at the November meeting of the Committee, subject to finalisation of band D equivalent council tax base by Waverley BC. A balanced budget was approved. Reserves of £155K are projected for 31.3.20, with a general fund balance of £36K. 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 31.10.18, this was reported at November meeting, overspends and virements noted appropriately.

I consider this control objective to have been met.

E. Income

Interim Audit

Fees and charges are reviewed annually by the JBC. They were last reviewed at the meeting of 1 September 2017, and are due to be 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.

I consider this control objective to have been met.

F. Petty cash

No petty cash

G. Payroll

There are no payroll costs, administrative costs are paid to Godalming Town Council.

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.

I. Bank reconciliations

Interim Audit

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 October 2018 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.

I note that the JBC still pays suppliers by cheque, I would recommend that the JBC moves to electronic payments in the next 12 months. There is a risk of cheques being lost, and payments by electronic banking are more secure and provide a better audit trail. In addition, recent bank closures make it more difficult for suppliers to bank cheques.

J. Year-end accounts

Year end task

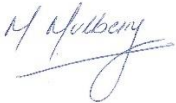
K. Trusteeship

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

A handwritten signature in cursive script, appearing to read 'M. Mulberry', with a horizontal line underneath.

Mark Mulberry

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
There appeared to be minimal money cover on the JBC insurance policy	I therefore recommend that this is reviewed and taken up with the insurer. Money cover should be in excess of the maximum holding of cash at bank held by the JBC at any point in the financial year.	
I note that the JBC still pays suppliers by cheque.	I would recommend that the JBC moves to electronic payments in the next 12 months	

FINANCIAL RISK ASSESSMENT FOR GODALMING JOINT BURIAL COMMITTEE FOR THE YEAR ENDED 31 MARCH 2019

Risk (What could happen)	Impact	Likely	Control Measure	Status Who/When
PRECEPT				
Precept not set	H	L	Budget setting process is diarised to align with relevant Committee meetings.	RFO / Town Clerk
Precept not paid	M	L	Regular budget monitoring of actual against budget would pick up significant variances.	RFO
Adequacy of precept	M	L	Regular budget monitoring of actual against budget would pick up significant variances.	RFO
CEMETERY CHARGES				
Invoices not raised	H	L	Cemetery Manager raises invoices when paperwork received. RFO performs quarterly audit to ensure all Deeds of Grants and Burial Records have invoice associated with them.	Cemetery Manager / RFO
Grave not allocated or duplicate grave number allocated	H	L	Cemetery Manager allocates grave number when paperwork received. All allocated grave numbers are recorded in both Plot Register and Register of Purchased Graves. Cemetery Manager checks both registers before allocating new grave number. Secretary to the Town Clerk writes up Deeds of Grants and checks a grave number has been allocated.	Cemetery Manager
Invoices not paid	M	L	Burials are not performed until payment is confirmed. Deeds are not issued until payment is confirmed. RFO performs monthly credit control and follows up on unpaid invoices.	Cemetery Manager / RFO

Risk (What could happen)	Impact	Likely	Control Measure	Status Who/When
EXPENDITURE				
Goods / Services not supplied to JBC	M	L	Cemetery Manager signs off all invoices to confirm good / service has been received. RFO does not pay invoice without such signature.	Cemetery Manager / RFO
Invoice incorrectly calculated	L	L	RFO checks accuracy as inputted into financial system.	RFO
Payment made for wrong amount	M	M	JBC pays suppliers via cheque which are written up by the RFO. Cheque signing members are required to check that the amount of cheque matches the invoice and sign both the cheque stub and invoice as evidence of this check.	RFO / Members
Payment made to wrong party	M	M	JBC pays suppliers via cheque which are written up by the RFO. Cheque signing members are required to check the payee matches the invoice and sign both the cheque stub and invoice as evidence of this check	RFO / Members
VAT				
VAT return not completed	H	L	JBC has signed up for email alerts from HMRC reminding RFO it's time to complete return	RFO
Incorrect VAT charged on sales	H	L	All sales made by JBC are VAT exempt, reducing likelihood of error being made. RFO checks invoices raised by Cemetery Manager as inputting into financial system.	RFO

Risk (What could happen)	Impact	Likely	Control Measure	Status Who/When
RESERVES				
Inadequate levels of reserves are kept	M	L	The adequacy of reserves are considered both at budget setting time, and whenever significant projects are being considered.	RFO
Earmarked Reserves are used unlawfully	H	L	All payments to be funded by Earmarked Reserves must be authorised by the Committee and the Minute reference noted within the financial system and / or on the invoice.	RFO / Town Clerk
ASSETS				
Assets are lost or damaged	M	H	Regular inspections performed by Cemetery Manage. Insurance is reviewed annually to ensure adequate to protect against loss and / or damage.	Cemetery Manager / RFO
Risk or damage to third party property or individuals	H	M	Public Liability Insurance held and reviewed annually for adequacy.	RFO



Cemeteries & Memorials Management

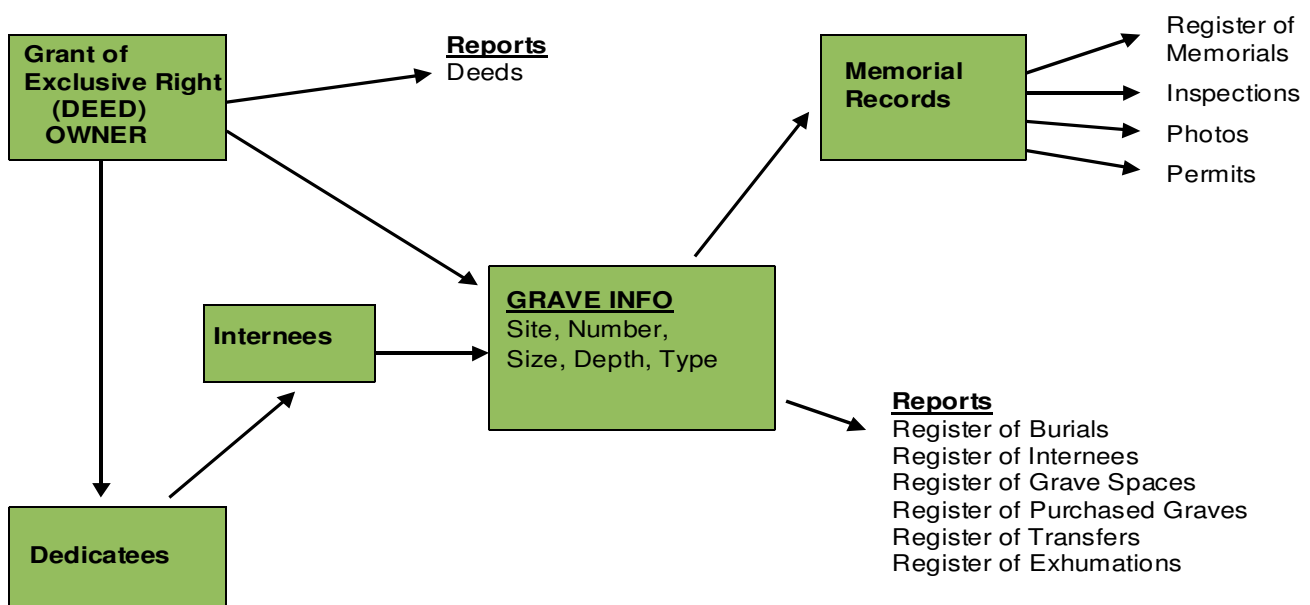
The RBS Cemeteries and Memorials administration software handles all requirements for the day-to-day management of multiple burial sites and memorial management at those sites.

Key Features

- Comprehensive search facilities that link grave space to lessee and internees and purchase grave and deed owner
- Grave space register (by site)
- Burial register (by site)
- Purchased graves register (by site)
- Grave purchase deed/grant documentation
- Invoices including miscellaneous items
- Register of transfer of deeds/grants
- Comprehensive details of burial application
- Memorial permit documentation
- Photo – This can be attached to the Memorial record

Additional Features

- Burial application confirmation, invoice notice to groundsman and letter for grave digger
- Names and addresses of funeral director, minister etc.
- Details of dedicatees against reserved grave spaces
- Details of internees and next of kin
- Special notes against specific interment
- Details of applications for the erection of memorials
- Issuing of memorial permits
- Complete register of memorials
- Inspection report and schedule of inspections
- Software can link to Pear Technology mapping software





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- *Facilities Bookings Management*
- *Cemetery and Memorial Management*
- *Allotment Management*
- *Planning*
- *Sigma Asset Inventory*

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Rialtas Business Solutions

Unit 5 Uffcott Enterprise Park, Uffcott, Swindon, SN4 9NB
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Cemeteries & Memorial Management

Sample Reports

Contents

Section 1 – Grave Spaces Purchased

Section 2 – Interment Bookings

Section 3 – Registers

Section 4 – Memorials

Cemeteries & Memorial Management

Section 1

Deed/Grant of Exclusive Rights

Confirmation of Purchased Grave Space

Notice to Ground Management

List of Fees Paid

SOMEWHERE TOWN COUNCIL

DEED / GRANT OF RIGHT OF BURIAL NO 1239

BY VIRTUE of the power conferred by the Local Government Act 1972 and by Orders made by the Secretary of State under Section 214 thereof, and by the Local Authorities Cemeteries Order of 1974 and 1977, to Grant Exclusive Rights of Burial,

WE, the Borough Council, for the Town of Somewhere Town, in the County of Wiltshire, in consideration of the sum of : FIFTY POUNDS ONLY, paid to us by :

Mr.R.Bruce of: 2 High Road, Somewhere,

DO HEREBY GRANT unto the said Mr.R.Bruce and his/her successors in title the exclusive Right of Burial in the Grave Space numbered WWC/A1/12B in Section A1 of the Burial Ground situated at West Wilts Cemetery (Test Data) aforesaid, being part of the Burial Ground provided by the Town Council.

TO HOLD the same to the said Mr.R.Bruce and his/her successors in title for the purpose of Burial only for a period of FIFTY years from the date hereof, subject to any Regulations or Bye-laws now in force.

IT IS HEREBY CERTIFIED that the transaction hereby effected does not form any part of a larger transaction or a series of transactions in respect of which the amount or value, or the aggregate amount or value, of the consideration exceeds ONE HUNDRED AND TWENTY FIVE THOUSAND POUNDS ONLY.

GIVEN under my hand as the duly appointed Officer of the above Town Council, this NINTH day of MAY TWO THOUSAND AND FOURTEEN

Signed.....

NOTE :

This Grant is subject to the provisions of any Order made under Section 214 of the Local Government Act 1972. A copy of any such Order currently in force may be inspected at all reasonable times at the offices of Borough Council.

Somewhere Town Council

The Lodge
Silver Road
Somewhere
Wiltshire
sn15 3ut

E-mail :

Telephone : 01263 512254

Faxsimile :

Confirmation of Purchased Grave Space and Invoice for Fee Payable

Burial Rights Reserved at : Chippenham Main Cemetery

Deed/Certificate Ref : **1252**

In the name of : Mrs. Jessica Honey
34 Hight Street
Somewhere

Date Purchased : 22 September 2014

Transferred on : 14 October 2014

Section : **E**

Exclusive Rights: Yes

Grave Number : **CMC/E/15**

PreBooked : No

Map Reference : **E/3**

Local Resident : Yes

Size of Grave : **Double**

Type of Grave : **Earthen**

Amount Payable : £ 440.00

Reserved for the Interment of : Mr. Richard Adams

Reserved for the Interment of : Mrs. Katherine Adams

Reserved for the Interment of : Mrs. Jessica Honey

Payment Received

Date Paid :

Amount Paid £ 0.00

Balance Due : £ 440.00

Signed _____

On behalf of : Somewhere Town Council

Somewhere Town Council

GROUND MANAGEMENT NOTICE PRE -BOOKED GRAVE SPACE

Chippenham Main Cemetery (Test Data)

Deed No :- **1252**

Notice Dated :- 14 October 2014

Purchase of Pre Booked Grave Space

Site Name : Chippenham Main Cemetery (Test Data)

Exclusive Rights : Yes

Section : E

Grave Space No : CMC/E/15

Grave Map Ref : E/3

Grave Size : Double

Lined : Earthen

Status : Full

is purchased for : Mrs. Jessica Honey
34 Hight Street
Somewhere
Transferred on 14/10/2014 from Adams - Richard

For Interment of : Mr. Richard Adams

For Interment of : Mrs. Katherine Adams

For Interment of : Mrs. Jessica Honey

Signed _____ Date _____

At : 12:57

All fees charged between - 01/08/2014 and 31/08/2014**Grave Space Fees**

<u>Lessee Name</u>	<u>Deed No</u>	<u>Date Issued</u>	<u>Fee Due</u>	<u>Fee Paid</u>	<u>Balance</u>
Laing - James	1240	13/08/2014	440.00	440.00	0.00
Smith - John	1241	13/08/2014	0.00	0.00	0.00
Gardner - Karin	1243	27/08/2014	90.00	0.00	90.00
Grave Purchase Fees			530.00	440.00	90.00

Interment Fees

<u>Funeral Director</u>	<u>Name of Deceased</u>	<u>Inter No</u>	<u>Inter Date</u>	<u>Fee Due</u>	<u>Fee Paid</u>	<u>Balance</u>
Black & Sons	H Laing	10	12/08/2014	277.00	277.00	0.00
	S Smith	11	13/08/2014	200.00	0.00	200.00
	J Brewer	13	19/08/2014	100.00	100.00	0.00
Interment Fees				577.00	377.00	200.00

Memorial Permit Fees

<u>Lessee Name</u>	<u>Permit No</u>	<u>Date Issued</u>	<u>Fee Due</u>	<u>Fee Paid</u>	<u>Balance</u>
Laing - James	522	13/08/2014	200.00	200.00	0.00
Laing - James	523	13/08/2014	0.00	0.00	0.00
Michaels - John	510	13/08/2014	80.00	0.00	80.00
Memorial Permit Fees			280.00	200.00	80.00

Grave Transfer Fees

<u>Transferred To</u>	<u>Tnsfr No</u>	<u>Tnsfr Date</u>	<u>Fee Due</u>	<u>Fee Paid</u>	<u>Balance</u>
Michaels - John	12	13/08/2014	20.00	20.00	0.00
Brewer - Jim	13	19/08/2014	20.00	20.00	0.00
Grave Transfer Fees			40.00	40.00	0.00

Total Burial Ground Fees	1,427.00	1,057.00	370.00
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Cemeteries & Memorial Management

Section 2

Confirmation/Invoice of Interment Booked

Remittance/Receipt

Notice to Grounds Management

Notice to Grave Digger

Somewhere Town Council

The Lodge
Silver Road
Somewhere
Wiltshire
sn15 3ut

E-mail

Telephone 01263 512254
Facsimile

Invoice to :

Interment Invoice No : 12
Date : 4 December 2014

Confirmation of Interment Booked and Invoice for Fees Payable

Name of Deceased : Shirley Laing
Address : 56 Meadow Road
Somewhere
Age of Deceased : 89 Years
Date of Death : Monday 31 March 2014
Date of Interment : Monday 7 April 2014

Burial Rights Reserved
Mr J Brewer
40 High Street
Somewhere

Time of Arrival at Cemetery : 10:00

Deed/Certificate Ref 1225

Name of Minister Officiating :

Exclusive Rights Yes

Time and Service Location :

Pre Booked No

Grave Ref : WWC/A1/3

Map Ref : A/3

Cemetery : West Wilts Cemetery

Section : A1

Memorial Details : No memorial

Grave Size : Double Earthen

Coffin/Casket/Notes : Coffin.

Groundsman :

Gravedigger :

Next of Kin : Jim Brewer
40 High Street
Somewhere

Fees Due for : Groundsman :	0.00
Grave Digger :	0.00
Church/Chapel :	0.00
Interment Fee :	89.00
Total Due :	<u>89.00</u>

Somewhere Town Council

The Lodge
Silver Road
Somewhere
Wiltshire
sn15 3ut

E-mail

Telephone 01263 512254
Facsimile

Remittance/Receipt

Ref: 27 Hilda Walker

Total Due : 227.00
Amount Paid : 0.00
Balance Due : 227.00

Please Return With Your Payment for Balance Due

Signed _____ Date _____

Somewhere Town Council

GROUNDS MANAGEMENT NOTICE of INTERMENT :
West Wilts Cemetery

Notice Dated : 4 December 2014

Interment Details

Please prepare a grave at **West Wilts Cemetery**

In Section **A1**

Grave Space Ref **WWC/A1/3**

Map Ref **A/3**

Grave Required

Grave to be **8ft. 0 inches deep.**

Memorial Details **No memorial**

Size of Coffin/Casket **Coffin**

For the body/ashes of **Mrs Shirley Laing**

Address **56 Meadow Road, Somewhere,**

Aged **89 Years**

Date of Interment **Monday 7 April 2014**

Time of Interment **10:00**

Time and Service Location

Name of Minister

Funeral Director

Grave Space Reserved by **Jim Brewer**

Deed No **1225**

Exclusive Rights **Yes**

Pre Booked **No**

Signed _____

Somewhere Town Council

The Lodge
Silver Road
Somewhere
Wiltshire
sn15 3ut

E-Mail

Telephone : 01263 512254

Date : 22 December 2014

Dear

Chippenham Main Cemetery. Reference Interment No - 22

A grave is required to be prepared at the above cemetery and it would be appreciated if you would contact this office to confirm this request.

Date of Interment : **Tuesday 14 October 2014**

Time of Interment : **12:00**

Section : **E**

Grave Space Ref : **CMC/E/15**

Map Ref : **E/3**

Grave Required :

Memorial Details : **Headstone & Headstone**

Grave Size : **Double Earthen**

Coffin/Casket Size : **Coffin**

Grave Depth : **6ft. 0 inches deep.**

Notes :

Name of Deceased : **Richard Adams**

Funeral Director :

Yours sincerely

Cemeteries & Memorial Management

Section 3

Register of Purchased Graves

Register of Burials

Register of All Grave Spaces

Register of Reserved Grave Spaces

Register of Unreserved Grave Spaces

Register of Purchased Graves in - West Wilts Cemetery

Deed Cert No	Section & Grave Space Details	Name and Address of Lessee	Names of Joint Owners	Date of Conveyance	Excl Right	Transfer No
1202	A1 WWC/A1/1	Rev. William Smith St Marys Vicarage Melksham Wiltshire SN12 4JB		01/10/2013	Yes	
1204	A1 WWC/A1/4	Mrs. Wilma Simpson 42 Royal Lane Melksham Wilts SN12 5RT		02/10/2013	Yes	0
1205	A1 WWC/A1/5	Mrs. Karen Pritchard 7 Salmon Close Melksham Wiltshire		01/10/2013	Yes	
1206	A1 WWC/A1/6	Miss. Julie Moles 34 New Road Sometown	Mr Ricky Moles	01/04/2014	Yes	11
1207	A1 WWC/A1/7	Mrs. Mary Walker 78 Guild Street Chippenham Wiltshire	Mr James Walker	10/10/2013	Yes	
1208	A1 WWC/A1/8	Mr. Harold Roberts 3 Silver Street Chippenham Wiltshire		10/10/2013	Yes	
1223	A1 WWC/A1/2	Mr. John Michaels 17 Some Street	Mrs Susan Michaels	13/08/2014	Yes	12
1225	A1 WWC/A1/3	Mr. Jim Brewer 40 High Street Somewhere		19/08/2014	Yes	13
1238	A1 WWC/A1/10	Mr. Joseph Thomas 78 High Street Somewhere		07/04/2014	Yes	
1239	A1 WWC/A1/12B	Mr. Robert Bruce 2 High Road Somewhere		09/05/2014	Yes	

Register of Burials in West Wilts Cemetery

<u>Interment No</u>	<u>Burial Date</u>	<u>Internee Name</u>	<u>Internee Address</u>	<u>Age & Date of Death</u>		<u>Grave Space</u>
1	03/10/2013	Theresa Marshall	7 Salmon Close Melksham SN	65 Years	26/09/2013	Section WWC/A1/5 A1
Disintered on: 30/09/2013 Ref No 1						
10	31/01/2014	James Walker	78 Guild Street Chippenham	89 Years	24/01/2014	Section WWC/A1/7 A1
11	28/03/2014	Mary Walker	78 Guild Street Chippenham	69 Years	21/03/2014	Section WWC/A1/7 A1
12	07/04/2014	Shirley Laing	56 Meadow Road Somewhere	89 Years	31/03/2014	Section WWC/A1/3 A1
13	19/08/2014	Jim Brewer	40 High Street Somewhere	59 Years	12/08/2014	Section WWC/A1/3 A1
15	22/09/2014	Susan Bruce	2 High Road Somewhere	90 Years	15/09/2014	Section WWC/A1/12B A1
16	22/07/2014	Robert MOLES	34 New Road Sometown	89 Years	16/07/2014	Section WWC/A1/6 A1
3438	30/03/2014	Robert Green	33 Sandy Lane Somewhere	77 Years		Section WWC/A1/2 A1
5668	07/01/2014	William Smith	St Marys Vicarage Melksham SN12 4JB	78 Years	23/12/2013	Section WWC/A1/1 A1

Signature of person making or directing entries : _____

Date Printed : 22/12/2014

Register of ALL Grave Spaces at - West Wilts Cemetery

Grave Space Detail	Internee Name	Lessee Name	Deed No	Sex & Age	Date of Interment	Interment No
Double	WWC/A1/1 Resvd Earthen In Use	Smith - William	1202	Memorial Present : Yes (1)		
	William Smith		1	Coffin	M 78	07/01/2014 5668
Double	WWC/A1/2 Resvd Earthen In Use	Michaels - John	1223	Memorial Present : Yes (1)		
	Robert Green		1	Coffin	M 77	30/03/2014 3438
Double	WWC/A1/3 Resvd Earthen Full	Brewer - Jim	1225	Memorial Present : No		
	Shirley Laing		1	Coffin	F 89	07/04/2014 12
	Jim Brewer		2	CremRems	M 59	19/08/2014 13
Double	WWC/A1/4 Resvd Earthen Full	Simpson - Wilma	1204	Memorial Present : No		
	Philip King		1	Coffin	M 90	02/10/2013 102
	Wilma Simpson		2	Coffin	F 90	02/10/2013 103
Double	WWC/A1/5 Resvd Earthen In Use	Pritchard - Karen	1205	Memorial Present : Yes (1)		
	Malcolm Marshal		1	Coffin	M 90	01/10/2013 101
Double	WWC/A1/6 Resvd Earthen In Use	Moles - Julie	1206	Memorial Present : No		
	Robert MOLES		1	Coffin	M 89	22/07/2014 16
Double	WWC/A1/7 Resvd Earthen Full	Walker - Mary	1207	Memorial Present : No		
	James Walker		1	Coffin	M 89	31/01/2014 10
	Mary Walker		2	CremRems	F 69	28/03/2014 11
Double	WWC/A1/8 Resvd Earthen Empty	Roberts - Harold	1208	Memorial Present : No		
Double	WWC/A1/9 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/10 Resvd Earthen Empty	Thomas - Joseph	1238	Memorial Present : No		
Double	WWC/A1/11 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/14 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/15 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/16 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/17 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/18 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/19 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/20 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/21 Free Earthen Empty			Memorial Present : No		
Double	WWC/A1/22 Free Earthen Empty			Memorial Present : No		

Register of RESERVED Grave Spaces at - West Wilts Cemetery

Grave Space Detail	Internee Name	Lessee Name	Deed No	Sex & Age	Date of Interment	Interment No
Double WWC/A1/1 Resvd Earthen In Use	William Smith	Smith - William	1202 1	Memorial Present : Yes (1) Coffin M 78	07/01/2014	5668
Double WWC/A1/2 Resvd Earthen In Use	Robert Green	Michaels - John	1223 1	Memorial Present : Yes (1) Coffin M 77	30/03/2014	3438
Double WWC/A1/3 Resvd Earthen Full	Shirley Laing Jim Brewer	Brewer - Jim	1225 1 2	Memorial Present : No Coffin CremRems F 89 M 59	07/04/2014 19/08/2014	12 13
Double WWC/A1/4 Resvd Earthen Full	Philip King Wilma Simpson	Simpson - Wilma	1204 1 2	Memorial Present : No Coffin Coffin M 90 F 90	02/10/2013 02/10/2013	102 103
Double WWC/A1/5 Resvd Earthen In Use	Malcolm Marshal	Pritchard - Karen	1205 1	Memorial Present : Yes (1) Coffin M 90	01/10/2013	101
Double WWC/A1/6 Resvd Earthen In Use	Robert MOLES	Moles - Julie	1206 1	Memorial Present : No Coffin M 89	22/07/2014	16
Double WWC/A1/7 Resvd Earthen Full	James Walker Mary Walker	Walker - Mary	1207 1 2	Memorial Present : No Coffin CremRems M 89 F 69	31/01/2014 28/03/2014	10 11
Double WWC/A1/8 Resvd Earthen Empty		Roberts - Harold	1208	Memorial Present : No		
Double WWC/A1/10 Resvd Earthen Empty		Thomas - Joseph	1238	Memorial Present : No		
Double WWC/A1/12B Resvd Earthen In Use	Susan Bruce	Bruce - Robert	1239 1	Memorial Present : Yes (1) Coffin F 90	22/09/2014	15

Total Spaces 10

Date Printed 22/12/2014

Register of UNRESERVED Grave Spaces at - West Wilts Cemetery

Grave Space Detail	Internee Name	Lessee Name	Deed No	Sex & Age	Date of Interment	Interment No
Double WWC/A1/9 Free Earthen Empty						Memorial Present : No
Double WWC/A1/11 Free Earthen Empty						Memorial Present : No
Double WWC/A1/14 Free Earthen Empty						Memorial Present : No
Double WWC/A1/15 Free Earthen Empty						Memorial Present : No
Double WWC/A1/16 Free Earthen Empty						Memorial Present : No
Double WWC/A1/17 Free Earthen Empty						Memorial Present : No
Double WWC/A1/18 Free Earthen Empty						Memorial Present : No
Double WWC/A1/19 Free Earthen Empty						Memorial Present : No
Double WWC/A1/20 Free Earthen Empty						Memorial Present : No
Double WWC/A1/21 Free Earthen Empty						Memorial Present : No
Double WWC/A1/22 Free Earthen Empty						Memorial Present : No
Double WWC/A1/23 Free Earthen Empty						Memorial Present : No
Double WWC/A1/24 Free Earthen Empty						Memorial Present : No
Double WWC/A1/25 Free Earthen Empty						Memorial Present : No
Double WWC/A1/26 Free Earthen Empty						Memorial Present : No
Double WWC/A1/27 Free Earthen Empty						Memorial Present : No
Double WWC/A1/28 Free Earthen Empty						Memorial Present : No
Double WWC/A1/29 Free Earthen Empty						Memorial Present : No
Double WWC/A1/30 Free Earthen Empty						Memorial Present : No
Double WWC/A1/12A Free Earthen Empty						Memorial Present : No
Double WWC/B2/1 Free Earthen Empty						Memorial Present : No

Cemeteries & Memorial Management

Section 4

Permit for Erection of a Memorial

Remittance Receipt

Register of Memorials

Inspection Schedule

Invoice for Miscellaneous Income

SOMEWHERE TOWN COUNCIL

MEMORIAL PERMIT

Start Date : 25/04/2014

Permit No : 509

The SOMEWHERE TOWN COUNCIL hereby grant permission to Mrs Jane Brown (hereinafter called the PURCHASER) of 34 Somewhere New Town for a memorial, as specified below, to be erected in the CHIPPENHAM MAIN CEMETERY, in the Section designated E on Grave Space numbered CMC/E/1 expiring on 09 November 2112

The Management of Health and Safety at Work Regulations 1999 require regular inspections are made of all memorials to ensure they are maintained in a safe condition. Any deterioration identified which requires remedial action is the prime responsibility of the PURCHASER and will be notified accordingly. It is therefore required that the PURCHASER notify SOMEWHERE TOWN COUNCIL of any change of address. In the event that the PURCHASER can not be contacted, then SOMEWHERE TOWN COUNCIL TOWN reserve the right to take whatever action is necessary to ensure the memorial is maintained in a safe condition, including removal.

Memorial Description : Rose Bush

Authorised By :

Dimensions :

Signed :

Specification :

On Behalf of SOMEWHERE TOWN COUNCIL

Colour :

Date :

Inscription on Memorial :

Beloved

Deceased Name(s) : Adams - Joy (980)
Adams - Frank (9022)

This Memorial Purchased in the Joint Names of :

Mrs Jane Brown
Mrs D Smith

Permit number 900

I confirm that the above memorial has been fixed in accordance with BS8415 and the NAMM Working Code of Practice.

Stone Mason : Whitebase

Contact : Mr White

Address : The Quarry

Signed :

Date :

Date memorial erected :

Somewhere Town Council

The Lodge
Silver Road
Somewhere
Wiltshire
sn15 3ut

Telephone : 01263 512254
Faxsimile :

Invoice to Whitebase
The Quarry

Permit / Invoice No : 509

Date : 25 April 2014

Memorial Permit Confirmation and Invoice for Fees Payable

Cemetery : **Chippenham Main Cemetery**

Section : **E**

Grave No : **CMC/E/1**

Map Ref : **A/2**

Memorial : **Rose Bush**

Dimensions :

Specification :

Colour :

Permission For : **Erection of a memorial**

Name of Purchaser

Mrs Jane Brown

34 Somewhere

New Town

Payment Received - Thankyou

Purchaser : Mrs Jane Brown

Invoice No : 509

Permit Fee 200.00

Fee Paid 200.00

Balance 0.00

Signed Date

On Behalf of Somewhere Town Council

At : 11:48

Register of Memorials for - Chippenham Main Cemetery

Name & Address of Deed Holder	Grave Ref	Inspection	Description & Condition of Memorial Name of Stone Mason
Mrs. Jane Brown 34 Somewhere New Town	CMC/E/1	Last 22/09/2014 Next 22/10/2014	Rose Bush Memorial Unstable Whitebase
Mr. Thomas Charles 21 Silver Street Somewhere Wiltshire	CMC/E/2	Last Never inspected Next 01/04/2019	Cross Condition Unknown Whitebase
Mrs. Karin Gardner 78 High Street Somewhere	CMC/E/3	Last Never inspected Next 02/05/2019	Cross Condition Unknown Wally & Sons
Mr. Geoffery Brook 12 High Street Somewhere	CMC/E/4	Last Never inspected Next 02/05/2019	Headstone Condition Unknown Wally & Sons
Mr. James Laing 12 Holme Lane Somewhere	CMC/E/5	Last Never inspected Next 13/08/2015	Vase Condition Unknown Wally & Sons
Mrs. Mary Brownhill 20 Hill Rise Somewhere	CMC/E/10	Last 01/03/2014 Next 01/03/2019	Cross Good overall Whitebase
Mrs. Jessica Honey 34 Hight Street Somewhere	CMC/E/15	Last 30/09/2014 Next 30/10/2014	Headstone Memorial Unstable Unknown
Mrs. Jessica Honey 34 Hight Street Somewhere	CMC/E/15	Last Never inspected Next 14/10/2019	Headstone Condition Unknown Unknown
Mrs. Rachel Daniels 45 Hill Close Somewhere Wiltshire	CMC/Y/430	Last Never inspected Next 01/03/2019	Headstone Condition Unknown Whitebase

At : 13:14

Inspection Schedule - Chippenham Main Cemetery

Inspections due and planned

		<u>Inspect In</u>	<u>Condition of Memorial and Notes</u>
E	Brown - Jane	1 Month <input type="checkbox"/>	
CMC/E/1	Adams - Joy (+1)	1 Year <input type="checkbox"/>	
A/2	Grave Space	3 Years <input type="checkbox"/>	
	Last Inspected 22/09/2014	4 Years <input type="checkbox"/>	
	Inspection Due 22/10/2014	5 Years <input type="checkbox"/>	
	Date Inspected <input type="text"/>	Photo <input type="checkbox"/>	
	Inspected by <input type="text"/>		
E	Brown - Jane	1 Month <input type="checkbox"/>	
CMC/E/1	Adams - Joy (+1)	1 Year <input type="checkbox"/>	
	Rose Bush	3 Years <input type="checkbox"/>	
	Last Inspected 22/09/2014	4 Years <input type="checkbox"/>	
	Inspection Due 22/10/2014	5 Years <input type="checkbox"/>	
	Date Inspected <input type="text"/>	Photo <input type="checkbox"/>	
	Inspected by <input type="text"/>		
E	Charles - Thomas	1 Month <input type="checkbox"/>	
CMC/E/2	-	1 Year <input type="checkbox"/>	
	Cross	3 Years <input type="checkbox"/>	
	Last Inspected Unknown	4 Years <input type="checkbox"/>	
	Inspection Due 01/04/2019	5 Years <input type="checkbox"/>	
	Date Inspected <input type="text"/>	Photo <input type="checkbox"/>	
	Inspected by <input type="text"/>		
E	Gardner - Karin	1 Month <input type="checkbox"/>	
CMC/E/3	Gardner - Kevin	1 Year <input type="checkbox"/>	
C/2	Grave Space	3 Years <input type="checkbox"/>	
	Last Inspected Unknown	4 Years <input type="checkbox"/>	
	Inspection Due 01/03/2019	5 Years <input type="checkbox"/>	
	Date Inspected <input type="text"/>	Photo <input type="checkbox"/>	
	Inspected by <input type="text"/>		
E	Gardner - Karin	1 Month <input type="checkbox"/>	
CMC/E/3	Gardner - Kevin	1 Year <input type="checkbox"/>	
	Cross	3 Years <input type="checkbox"/>	
	Last Inspected Unknown	4 Years <input type="checkbox"/>	
	Inspection Due 02/05/2019	5 Years <input type="checkbox"/>	
	Date Inspected <input type="text"/>	Photo <input type="checkbox"/>	
	Inspected by <input type="text"/>		

Somewhere Town Council

**The Lodge
Silver Road
Somewhere
Wiltshire
sn15 3ut**

Telephone : 01263 512254

E Mail :

Invoice to : Mr T Smith
4 Elms Cross
Somewhere

Invoice No : 923

Invoice Date : 28 February 2014

Interment No : 560

Interment Date : 30 October 2013

Deceased Name : Mr Reginald Grove

Fee Due VAT % VAT Fee Total

Commemorative Bench	250.00	20.00 %	50.00	300.00
---------------------	--------	---------	-------	--------

Please RETURN this slip with your Payment

Name : Mr T Smith
Invoice No : 923
Interment No : 560

Fees Due	250.00
Plus VAT	50.00
Total Payable	300.00
Amount Paid	90.00
Balance Due	<u>300.00</u>

Signed Date
On behalf of Somewhere Town Council

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.