

## **GODALMING JOINT BURIAL COMMITTEE**

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28 October 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, 3 NOVEMBER 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](mailto: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 – Vice Chair  
Councillor Neill  
Councillor PS Rivers  
Councillor Steel – Chair  
Councillor Stubbs  
Councillor Weightman  
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 8 September 2022.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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. 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.

7. 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.

8. BUDGET MONITORING

Members to consider a budget monitoring report to 30 September 2022 (detailed report attached for the information of Members).

<b>Cost Centre</b>	<b>Year to date Variance</b>	<b>Projected Variance @ Year End</b>
	<b>£</b>	<b>£</b>
Administration & Overheads	3,215 u/s	NIL
Eashing Cemetery	23,548 u/s	£17,000 u/s
Eashing Chapel	29,270 o/s	£29,300 o/s
Eashing Lodge	1,483 o/s	£2,000 o/s
Nightingale Cemetery	14,152 u/s	£10,600 u/s
Nightingale Chapel	5,150 o/s	NIL
Nightingale Lodge	798 u/s	NIL
<b>TOTAL</b>	<b>5,810 u/s</b>	<b>3,700 o/s</b>

The monitoring report shows a current variance of £5,810 underspend against budget.

Eashing Cemetery – £11k above budget revenue and £6k Small Business rates relief.

Eashing Chapel - £7.6k water and sewerage works; £4.6k pigeon prevention works; £7.5k workshop internal repairs & decoration; £7.4k chapel internal decoration; £5.5k staff facilities upgrade.

Eashing Lodge - £2k concrete slab for garage as previous garage rotted.

Nightingale Cemetery – due to limited space, no revenue is budgeted. To date, there have been 6 interments, 3 memorials and 7 grave purchases at Nightingale resulting in £10.6k revenue.

Nightingale Chapel – timing difference only as Skillway rent invoiced in October but budgeted in September.

9. INTERNAL AUDITOR'S REPORT – ITEM FOR DECISION

Members to consider the report from the Committee's Internal Auditor, Mulberry & Co, on an interim audit conducted on 20 September 2022 for the 2022/23 financial year (report attached for the information of Members).

10. JBC ADMINISTRATION AND STAFFING RESOURCE

**Recommendation: Members to resolve to approve the increase in the Godalming Joint Burial Committee administration charge for 2023/2024 payable to Godalming Town Council from £39,756 to £43,960.**

Members will be aware that under Part VI S101, (1E)(5) of the Local Government Act 1972 the JBC is responsible for providing a burial service on behalf of its constituent parishes, this provision includes the administrative and staffing resources to meet the requirements of the service provided.

Administrative and staffing resources for the functioning of the JBC are provided by Godalming Town Council (GTC). Remuneration for services provided to the JBC by GTC is made by way of an appropriate charge to the JBC accounts. The level of charge is periodically reviewed and with the last review in January 2020, which amended the recharge amount to reflect the new service provision to the Ahmadiyya Muslim Association. In September 2018 when the structure of the recharge was agreed, it was recommended the recharge be adjusted to reflect annual inflationary increases. The current CPI rate is 10.1% and the increase for 2023/24 reflects that CPI rate (confidential report attached for information of Members).

11. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2023 AND THE BUDGET FOR 2023/24 – ITEM FOR DECISION

Members are asked to consider the budget papers (attached for the information of Members).

Members are asked to note that the sum to be recharged to the constituent authorities is currently £18,872 to Godalming Town Council and £1,128 to Busbridge Parish Council but that these figures are only provisional. The allocation can only be confirmed once Waverley Borough Council releases the Band D equivalent figures for each parish.

Members are asked to agree the Revised Estimates for 2022/23 showing a surplus of £1,320 and the Budget for 2023/24 showing a loss of £136. Both amounts to be charged to the Revenue reserve.

12. BURIAL STATISTICS – ITEM TO NOTE

Statistics for the previous quarter and for the twelve months ending 31 October 2022 are attached for the information of Members.

13. TREE SURVEYS – ITEM FOR DECISION

Attached for the information of Members are the completed tree safety reports for Eashing & Nightingale cemeteries, received on 26 October, which will be used to inform future works programme. Members will wish to note that a considerable effort has been made to ensure that most of the recommendations from the previous inspection have been conducted, resulting in a significant reduction in the amount of work now recommended. This should result in a much lower cost of the works from the past survey and indicates a positive attitude by all involved.

**Costs for tree work is provided within the JBC revenue budget, however, if costs are likely to exceed revenue funds, as these works are critical safety work, Members are requested to approve that the Clerk, in consultation with Committee Chair and RFO, uses delegated authority to ensure the work is conducted in accordance with the report's recommendations.**

The suggestion of removing the Ellwoods and Lawson cypress over a reasonable time frame at Eashing is based on the ongoing liability and high levels of future works required. A comprehensive replacement scheme should be prepared which will complement the present replanting with the fruit trees. Additionally, although not contained within the attached reports, Members have previously discussed the need to establish a tree planting schedule for Nightingale Cemetery to replace a number of yew trees with a wider mix of trees to improve the biodiversity of Nightingale Cemetery.

**Members are requested to authorise the Clerk to establish a comprehensive replacement scheme for Eashing & Nightingale Cemeteries in order to, as a minimum maintain, but ideally improve the net biodiversity of the cemeteries. Members are requested to approve up to £4,000 be allocated from the cemeteries ear marked reserve, which currently stands at £55,643 to complete this work.**

14. UPDATE ON FUTURE ARRANGEMENTS FOR THE JOINT BURIAL COMMITTEE – ITEM FOR NOTE

Members to receive an update on discussions surrounding options for future arrangements regarding the management of bereavement services for Eashing and Nightingale cemeteries.

15. COMMUNICATIONS ARISING FROM THIS MEETING

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

16. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place in the Council Chamber on Thursday, 23 February 2023 at 5.30pm.

17. ANNOUNCEMENTS

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

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>401 Administration &amp; Overheads</u>										
1001 Precept - Godalming TC	0	0	0	18,872	18,871	(1)	37,743			50.0%
1002 Precept - Busbridge PC	0	0	0	1,129	1,129	1	2,257			50.0%
1300 Interest	206	3	(203)	735	18	(717)	36			2042.5%
Administration & Overheads :- Income	<b>206</b>	<b>3</b>	<b>(203)</b>	<b>20,735</b>	<b>20,018</b>	<b>(717)</b>	<b>40,036</b>			<b>51.8%</b>
4102 Property Maintenance	0	0	0	0	0	0	500	500		0.0%
4163 Domestic Supplies	0	0	0	10	0	(10)	0	(10)		0.0%
4164 Workshop Supplies	0	15	15	31	90	59	180	149		17.4%
4202 Car Allowances	0	40	40	0	240	240	500	500		0.0%
4204 Fuel Costs	0	100	100	59	600	541	1,200	1,141		4.9%
4205 Vehicle Maintenance	891	250	(641)	893	1,500	607	3,000	2,107		29.8%
4301 Equipment	585	750	165	3,799	4,500	701	9,000	5,201		42.2%
4308 General Office Expenses	328	0	(328)	589	0	(589)	0	(589)		0.0%
4310 Administration Charge	0	0	0	19,888	20,000	112	40,000	20,112		49.7%
4313 Professional Fees - Other	0	500	500	1,200	1,000	(200)	2,000	800		60.0%
4314 Audit Fees	120	0	(120)	210	150	(60)	800	590		26.3%
4315 Insurance	0	0	0	4,666	5,000	334	5,000	334		93.3%
4321 Bank Fees	12	25	14	109	150	41	300	191		36.5%
4324 Broadband	0	20	20	80	120	40	240	160		33.3%
4326 Website	0	0	0	0	400	400	400	400		0.0%
4327 Publicity Advertising	0	95	95	425	570	145	1,150	725		37.0%
4900 Miscellaneous	0	30	30	42	180	138	400	358		10.4%
Administration & Overheads :- Indirect Expenditure	<b>1,936</b>	<b>1,825</b>	<b>(111)</b>	<b>32,003</b>	<b>34,500</b>	<b>2,497</b>	<b>64,670</b>	<b>0</b>	<b>32,667</b>	<b>49.5%</b>
<b>Net Income over Expenditure</b>	<b>(1,730)</b>	<b>(1,822)</b>	<b>(92)</b>	<b>(11,267)</b>	<b>(14,482)</b>	<b>(3,215)</b>	<b>(24,634)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>411 Eashing - Cemetery</u>										
1100 Interment	3,825	1,900	(1,925)	15,035	11,400	(3,635)	22,975			65.4%
1101 Monument	250	165	(85)	2,150	990	(1,160)	1,980			108.6%
1102 Purchase of Grave Space	5,625	3,850	(1,775)	23,900	23,100	(800)	46,325			51.6%
1400 Miscellaneous	5,823	962	(4,861)	11,573	5,772	(5,801)	11,550			100.2%
<b>Eashing - Cemetery :- Income</b>	<b>15,523</b>	<b>6,877</b>	<b>(8,646)</b>	<b>52,658</b>	<b>41,262</b>	<b>(11,396)</b>	<b>82,830</b>			<b>63.6%</b>
4014 Sexton Duties	0	0	0	673	0	(673)	0		(673)	0.0%
4015 Grave Digging	3,300	962	(2,338)	5,750	5,772	22	11,550		5,800	49.8%
4131 Rates	0	0	0	0	6,000	6,000	6,000		6,000	0.0%
4141 Water Service	85	20	(65)	32	120	88	240		208	13.3%
4162 Waste Removal	439	500	61	2,440	3,000	560	6,000		3,560	40.7%
4171 Grounds Maintenance	6,096	3,425	(2,671)	15,212	20,550	5,338	41,100		25,888	37.0%
4172 Memorial Inspection	0	165	165	73	990	917	2,000		1,927	3.7%
4301 Equipment	100	0	(100)	100	0	(100)	0		(100)	0.0%
<b>Eashing - Cemetery :- Indirect Expenditure</b>	<b>10,020</b>	<b>5,072</b>	<b>(4,948)</b>	<b>24,280</b>	<b>36,432</b>	<b>12,152</b>	<b>66,890</b>	<b>0</b>	<b>42,610</b>	<b>36.3%</b>
<b>Net Income over Expenditure</b>	<b>5,503</b>	<b>1,805</b>	<b>(3,698)</b>	<b>28,378</b>	<b>4,830</b>	<b>(23,548)</b>	<b>15,940</b>			
<u>413 Eashing - Chapel</u>										
4102 Property Maintenance	8,771	100	(8,671)	24,553	600	(23,953)	1,200		(23,353)	2046.0%
4103 Maintenance Contracts	0	100	100	5,110	600	(4,510)	1,200		(3,910)	425.8%
4111 Energy Costs	241	125	(116)	536	750	214	1,500		964	35.7%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4162 Waste Removal	295	0	(295)	412	0	(412)	0		(412)	0.0%
4163 Domestic Supplies	161	0	(161)	205	0	(205)	0		(205)	0.0%
4301 Equipment	263	0	(263)	404	0	(404)	0		(404)	0.0%
Eashing - Chapel :- Indirect Expenditure	<b>9,731</b>	<b>325</b>	<b>(9,406)</b>	<b>31,220</b>	<b>1,950</b>	<b>(29,270)</b>	<b>3,900</b>	<b>0</b>	<b>(27,320)</b>	<b>800.5%</b>
<b>Net Expenditure</b>	<b>(9,731)</b>	<b>(325)</b>	<b>9,406</b>	<b>(31,220)</b>	<b>(1,950)</b>	<b>29,270</b>	<b>(3,900)</b>			
<u>415 Eashing - Lodge</u>										
1200 Rent	1,350	1,350	0	8,100	8,100	0	16,200			50.0%
Eashing - Lodge :- Income	<b>1,350</b>	<b>1,350</b>	<b>0</b>	<b>8,100</b>	<b>8,100</b>	<b>0</b>	<b>16,200</b>			<b>50.0%</b>
4102 Property Maintenance	0	100	100	2,083	600	(1,483)	1,200		(883)	173.6%
4103 Maintenance Contracts	0	0	0	0	0	0	100		100	0.0%
Eashing - Lodge :- Indirect Expenditure	<b>0</b>	<b>100</b>	<b>100</b>	<b>2,083</b>	<b>600</b>	<b>(1,483)</b>	<b>1,300</b>	<b>0</b>	<b>(783)</b>	<b>160.3%</b>
<b>Net Income over Expenditure</b>	<b>1,350</b>	<b>1,250</b>	<b>(100)</b>	<b>6,017</b>	<b>7,500</b>	<b>1,483</b>	<b>14,900</b>			
<u>421 Nightingale - Cemetery</u>										
1100 Interment	0	0	0	2,100	0	(2,100)	0			0.0%
1101 Monument	0	0	0	400	0	(400)	0			0.0%
1102 Purchase of Grave Space	900	0	(900)	8,100	0	(8,100)	0			0.0%
Nightingale - Cemetery :- Income	<b>900</b>	<b>0</b>	<b>(900)</b>	<b>10,600</b>	<b>0</b>	<b>(10,600)</b>	<b>0</b>			
4103 Maintenance Contracts	0	0	0	400	700	300	700		300	57.1%

## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4131 Rates	0	0	0	384	350	(34)	350		(34)	109.8%
4141 Water Service	33	16	(17)	93	96	3	192		99	48.5%
4162 Waste Removal	0	0	0	89	0	(89)	0		(89)	0.0%
4171 Grounds Maintenance	832	1,250	418	4,127	7,500	3,373	15,500		11,373	26.6%
Nightingale - Cemetery :- Indirect Expenditure	<b>865</b>	<b>1,266</b>	<b>401</b>	<b>5,094</b>	<b>8,646</b>	<b>3,552</b>	<b>16,742</b>	<b>0</b>	<b>11,648</b>	<b>30.4%</b>
<b>Net Income over Expenditure</b>	<b>35</b>	<b>(1,266)</b>	<b>(1,301)</b>	<b>5,506</b>	<b>(8,646)</b>	<b>(14,152)</b>	<b>(16,742)</b>			
<u>423 Nightingale - Chapel</u>										
1200 Rent	0	5,000	5,000	0	5,000	5,000	5,000			0.0%
Nightingale - Chapel :- Income	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>
4102 Property Maintenance	0	50	50	368	100	(268)	200		(168)	184.0%
4103 Maintenance Contracts	93	55	(38)	212	330	118	660		448	32.1%
Nightingale - Chapel :- Indirect Expenditure	<b>93</b>	<b>105</b>	<b>12</b>	<b>580</b>	<b>430</b>	<b>(150)</b>	<b>860</b>	<b>0</b>	<b>280</b>	<b>67.4%</b>
<b>Net Income over Expenditure</b>	<b>(93)</b>	<b>4,895</b>	<b>4,988</b>	<b>(580)</b>	<b>4,570</b>	<b>5,150</b>	<b>4,140</b>			
<u>425 Nightingale - Lodge</u>										
1200 Rent	1,050	1,050	0	6,300	6,300	0	12,600			50.0%
Nightingale - Lodge :- Income	<b>1,050</b>	<b>1,050</b>	<b>0</b>	<b>6,300</b>	<b>6,300</b>	<b>0</b>	<b>12,600</b>			<b>50.0%</b>
4102 Property Maintenance	0	500	500	0	500	500	1,000		1,000	0.0%
4103 Maintenance Contracts	0	50	50	0	300	300	600		600	0.0%



## Detailed Income &amp; Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Current Month Actual	Current Month	Current Month	Year To Date Actual	Year To Date Budget	Year To Date	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4161 Cleaning	0	0	0	42	40	(2)	40		(2)	104.2%
Nightingale - Lodge :- Indirect Expenditure	<b>0</b>	<b>550</b>	<b>550</b>	<b>42</b>	<b>840</b>	<b>798</b>	<b>1,640</b>	<b>0</b>	<b>1,598</b>	<b>2.5%</b>
<b>Net Income over Expenditure</b>	<b>1,050</b>	<b>500</b>	<b>(550)</b>	<b>6,258</b>	<b>5,460</b>	<b>(798)</b>	<b>10,960</b>			
Grand Totals:- Income	<b>19,029</b>	<b>14,280</b>	<b>(4,749)</b>	<b>98,393</b>	<b>80,680</b>	<b>(17,713)</b>	<b>156,666</b>			<b>62.8%</b>
Expenditure	<b>22,645</b>	<b>9,243</b>	<b>(13,402)</b>	<b>95,301</b>	<b>83,398</b>	<b>(11,903)</b>	<b>156,002</b>	<b>0</b>	<b>60,701</b>	<b>61.1%</b>
<b>Net Income over Expenditure</b>	<b>(3,616)</b>	<b>5,037</b>	<b>8,653</b>	<b>3,092</b>	<b>(2,718)</b>	<b>(5,810)</b>	<b>664</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(3,616)</b>			<b>3,092</b>						



## MULBERRY & CO

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Our Ref: MARK/GOD003

Mr A Jeffery  
Godalming Joint Burial Committee  
107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

20<sup>th</sup> September 2022

Dear Andy

**Re: Godalming Joint Burial Committee  
Internal Audit Year Ended 31 March 2023 – Interim Audit report**

### **Executive Summary**

Following completion of our interim internal audit on 20<sup>th</sup> September 2022 we enclose our report for your kind attention and presentation to the Committee. 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. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

### **Interim Audit Summary**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk. It is clear the Committee takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. The existence of an audit committee with its own detailed scope of works, testing & reporting regimen is very much best practice and is to be applauded. I would recommend the continuance of this into the future.

It is therefore our opinion that the systems and internal procedures at Godalming Joint Burial Committee are well established, and followed.

### **Regulation**

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. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

### **Independence & Competence**

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the committee and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor is a qualified practicing accountant with over 20 years' experience as a registered statutory auditor.

### **Engagement Letter**

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

### **Planning & Inherent Risk Assessment**

The scope and plan of works including fee structure was issued to the committee on the 1st September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to committee
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low and the controls of the committee can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the committee year under review.

#### A. BOOKS OF ACCOUNT (INTERIM AUDIT)

##### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

The records of the JBC are kept on the same systems and services as that of Godalming Town Council and are maintained by the same individuals. The audit testing also carried out on the 20<sup>th</sup> September did not highlight any weaknesses in this system.

I reviewed the bank reconciliation file and can confirm there was evidence of the RFO preparing and signing off the bank reconciliations. This demonstrates internal controls are in evidence and being followed.

The cashbooks are routinely saved and are also retrospectively accessible via the RBS package. The system requires the population of key data fields to enable the user to record a transaction with sufficient detail to understand the nature and scope of the transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

My walk-through audit testing of receipts and payments to underlying documentation chosen at random from month three showed that the referencing system can be relied upon, and that the source documents could be easily located in the council records.

I tested opening balances as at 1/4/22 and confirmed they could be agreed back to the audited accounts for 2021/22.

#### B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

*This Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.*

I confirmed from discussion with officers at Godalming Town Council (TC) that the JBC continues to follow the standing orders and financial regulations of the Town Council.

The Council internal audit report shows that regulations are routinely followed and that they are fit for a council of that size. As such they are entirely suitable for the JBC.

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
- Email Approval for the payment
- Physical payment seen on bank statement
- VAT on VAT return

#### C. RISK MANAGEMENT & INSURANCE (INTERIM AUDIT)

##### **Internal audit requirement**

*This joint committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

The Council undertakes a full risk assessment that covers operational and financial risks, this is taken to council on an annual basis. These are very comprehensive and detailed documents.

#### D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

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.

Councillors receive regular reports on budget against actuals via reports to the Policy and Management Committee.

The committee has a well-developed reserves policy. Reserves are significantly higher than the rule of thumb – which council is aware of.

#### E. INCOME (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

I was able to agree charging rates back to approved fees and charges.

I was able to prove income per the cashbook agreed to underlying documentation.

There is no evidence to suggest the JBC should be registered for VAT.

#### F. PETTY CASH (INTERIM AUDIT)

##### **Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

No petty cash

#### G. PAYROLL (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

No payroll.

#### H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

The fixed asset register is maintained on excel, additions and disposals have been agreed to a schedule prepared by the RFO and have been correctly added at cost, or written off the asset register as obsolete.

The Committee does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £1,000.

There is no change since the year end in fixed assets.

#### I. BANK & CASH (INTERIM & FINAL AUDIT)

##### **Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

I have verified the April to August reconciliations and am under no doubt regulations are properly followed in respect of reconciling the bank.

The committee has three bank accounts, with total holdings of £277,361 at month 5.

## J. YEAR END ACCOUNTS (FINAL AUDIT)

### Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

### Section 1 – Annual Governance Statement

	Annual Governance Statement	'Yes' means that this authority	Suggested response based on evidence
1	We approved the accounting statements prepared in accordance with the guidance notes within this return.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – income & expenditure accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
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.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk is experienced and advises the committee in respect of its legal powers.
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.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the committee has a risk management scheme and appropriate external insurance.
5	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>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 this smaller authority.</i>	<b>YES</b> – the committee has appointed an independent and competent internal auditor has completed two audits during the year.
6	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – where matters are raised, action taken by committee is recorded in the minutes.
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 this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.

### Section 2 – Accounting Statements

Agar Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	197,275	269,043	Agrees to cfwd
2	Precept or Rates and Levies	58,115	40,000	Agrees to third party evidence provided to auditor
3	Total other receipts	164,780	189,972	Agrees to underlying records – adjustments made for reallocation of income and expenditure to report gross
4	Staff costs	0	0	Agrees to underlying records

5	Loan interest/capital repayments	0	0	Agreed no loans
6	All other Payments	151,127	225,306	Agrees to underlying records – adjustments made for reallocation of income and expenditure to report gross
7	Balances carried forward	269,043	273,709	Casts correctly agrees to balance sheet

8	Total value of cash and short term investments	274,177	278,647	Agrees to reconciliation
9	Total fixed assets plus long term investments and assets	933,506	971,629	Agrees to register and additions
10	Total borrowings	0	0	Agreed no loans

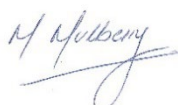
11	For Local Councils Only) Disclosure note re Trust funds (including charitable)	YES	NO	N/A	
				✓	

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation, properly carried out.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the prior year.

Should you have any queries please do not hesitate to contact me.

Kind regards  
Yours sincerely



**Mark Mulberry**

Godalming Joint Burial Committee  
Revised Estimates 2022/23 and Budget 2023/24

2021/22 Actual		2022/23 Budget £	2022/23 Revised Estimate £	2023/24 Budget £
	<b>Employees</b>			
1,464	Indirect employee expenses	11,550	17,036	13,600
	<b>Premises Related Expenditure</b>			
21,107	Repairs, alteration & maintenance of buildings	7,360	44,268	7,360
1,598	Energy costs	1,500	1,500	1,560
0	Rents	0	0	0
7,277	Rates	6,350	384	6,350
176	Water services	432	432	432
0	Fixtures and fittings			
6,151	Cleaning & domestic supplies	6,220	6,939	6,220
60,218	Grounds maintenance costs <sup>1</sup>	58,600	45,500	51,200
4,065	Premises insurance	5,000	4,666	5,000
0	Contribution to premises-related provisions <sup>2</sup>	0	0	0
	<b>Transport Related Expenditure</b>			
2,891	Vehicle Expenses	4,200	3,300	4,200
53	Car allowances	500	100	500
	<b>Supplies &amp; Services</b>			
52,505	Equipment, furniture and materials	9,000	9,504	12,000
187	Printing, stationery & general office expenses	0	599	0
22,140	Services			
825	Professional Fees	2,000	3,428	2,000
	Audit fees	800	740	800
39,775	Admin fees	40,000	39,776	43,960
154	Bank charges	300	244	300
247	Communications & computing	240	180	240
0	website	400	400	400
4,225	publicity	1,150	1,150	1,150
0	Grants & Subscriptions	0	0	0
0	Contributions to provisions	0	0	0
249	Miscellaneous expenses	400	232	400
	<b>Income</b>			
0	Government Grants			
	Other grants etc	0	0	0
(189,866)	Customer & client receipts <sup>3</sup>	(116,630)	(140,246)	(136,336)
(106)	Interest	(36)	(1,452)	(1,200)
(45,240)	Recharges <sup>4</sup>	(40,000)	(40,000)	(20,000)
<b>(9,905)</b>	<b>Net Expenditure (to/from revenue reserve)</b>	<b>(664)</b>	<b>(1,320)</b>	<b>136</b>



Godalming Joint Burial Committee  
Revised Estimates 2022/23 and Budget 2023/24

2021/22 Actual		2022/23 Budget £	2022/23 Revised Estimate £	2023/24 Budget £
<b>Memoranda</b>				
<b>1. Grounds Maintenance</b>				
	Eashing Maintenance Contract	36,100	30,300	33,600
	Nightingale Maintenance Contract	11,000	8,200	10,600
	Tree Maintenance	9,500	5,000	5,000
	Memorial Inspection	2,000	2,000	2,000
		<u>58,600</u>	<u>45,500</u>	<u>51,200</u>
<b>2. Contribution to premises-related provisions</b>				
	EMR Chapels	0	0	0
	EMR Cemeteries	0	0	0
	EMR Lodges	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>
<b>3. Customer &amp; client receipts</b>				
(11,190)	Eashing Cemetery	(46,325)	(47,650)	(58,010)
(8,970)		(22,975)	(27,085)	(28,495)
(3,050)		(1,980)	(3,125)	(2,431)
(5,140)		0	0	0
(26,800)		(16,200)	(16,200)	(16,200)
	Nightingale Cemetery	0	(8,100)	0
		0	(2,100)	0
		0	(400)	0
		(5,000)	(5,000)	(5,000)
		(12,600)	(12,600)	(12,600)
(1,223)	Miscellaneous Income	(11,550)	(17,986)	(13,600)
<u>(56,373)</u>		<u>(116,630)</u>	<u>(140,246)</u>	<u>(136,336)</u>
<b>4. Recharges - Allocation between Constituent Authorities</b>				
(61,521)	Godalming Town Council	(37,743)	(37,743)	(18,872)
(3,051)	Busbridge Parish Council	(2,257)	(2,257)	(1,128)
<b>Recharges - Transfers from Earmarked Reserves</b>				
	EMR Cemeteries		0	
	EMR Chapels	0	0	0
<u>(64,572)</u>		<u>(40,000)</u>	<u>(40,000)</u>	<u>(20,000)</u>
	Band D equivalent number			
	Godalming	9,416.7	9,416.7	9,416.7
	Busbridge	563.1	563.1	563.1
		<u>9979.8</u>	<u>9979.8</u>	<u>9979.8</u>

Godalming Joint Burial Committee  
Revised Estimates 2022/23 and Budget 2023/24

**Variation between 2022/23 Base Budget & 2022/23 Revised Estimate**

	£
2022/23 Budget (Net)	664
Add additional income (Nightingale Cemetery)	10,600
Add additional income (Eashing Cemetery)	13,000
Add reduced Ground Works	13,100
Add reduction in NNDR Eashing Cemetery	6,000
Less Septic Tank Water Works	-7,600
Less Bird Control at Eashing Chapel	-4,600
Less Workshop Internal Decoration	-7,500
Less Chapel Internal Decoration	-10,500
Less Staff Facility Improvements	-5,500
Less Chapel External Decoration	-4,000
Less Eashing Lodge Garage Concrete Slab	-2,000
Less roundings & minor adjustments	-344
2022/23 Revised Estimate (Net)	<u>1,320</u>

**Variation between 2022/23 Base Budget & 2023/24 Base Budget**

	£
2022/23 Budget (Net)	664
Add additional income (Eashing Cemetery)	19,700
Add additional interest income	1,100
Add reduced Grounds Maintenance	7,400
Less increase for machinery upgrade	-3,000
Less increased Admin Charges	-4,000
Less reduced Members Contribution	-20,000
Less increased grave digging costs	-2,000
Less roundings & minor adjustments	0
2023/24 Budget (Net)	<u>-136</u>

Godalming Joint Burial Committee  
Revised Estimates 2022/23 and Budget 2023/24

**ACTUAL 2021/22**  
**Godalming Joint Burial Committee**  
Actual Reserves at March 31 2022

	Balance c/f 31 March 2021 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2022 £
1 Revenue Surplus	130,062	9,905	-100,000		39,968
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	25,500				25,500
4 EMR Lodges	37,571				37,571
5 EMR Cemeteries	60,883			5,240	55,643 <small>Min 17-21</small>
6 EMR Future Cemetery	0		100,000		100,000 <small>Min 29-21</small>
	<b>269,043</b>	<b>9,905</b>	<b>-100,000</b>	<b>5,240</b>	<b>273,709</b>

**BUDGET 2022/23**  
**Godalming Joint Burial Committee**  
Projection of Reserves to March 31 2023

	Balance b/f 1 April 2022 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2023 £
1 Revenue Surplus	39,968				39,968
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	25,500				25,500
4 EMR Lodges	37,571				37,571
5 EMR Cemeteries	55,643				55,643
6 EMR Future Cemetery	100,000				100,000
	<b>173,709</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>273,709</b>

Godalming Joint Burial Committee  
Revised Estimates 2022/23 and Budget 2023/24

**REVISED ESTIMATE 2022/23**  
**Godalming Joint Burial Committee**  
Projection of Reserves to March 31 2023

	Balance b/f 1 April 2021 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2022 £
1 Revenue Surplus	39,968	1,320	-9,905		31,383
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	25,500				25,500
4 EMR Lodges	37,571				37,571
5 EMR Cemeteries	55,643				55,643
6 EMR Future Cemetery Provision	100,000		9,905		109,905
	<b>273,709</b>	<b>1,320</b>	<b>0</b>	<b>0</b>	<b>275,029</b>

Min 66-21

**BUDGET 2023/24**  
**Godalming Joint Burial Committee**  
Projection of Reserves to March 31 2024

	Balance b/f 1 April 2022 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2023 £
1 Revenue Surplus	31,383	-136			31,247
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	25,500				25,500
4 EMR Lodges	37,571				37,571
5 EMR Cemeteries	55,643				55,643
6 EMR Future Cemetery Provision	109,905				109,905
	<b>275,029</b>	<b>-136</b>	<b>0</b>	<b>0</b>	<b>274,893</b>

**GODALMING JOINT BURIAL COMMITTEE**  
**Final Statistics as at 31 March 2021 and to date 31 October 2022**

**INTERMENTS**

Eashing	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
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	5	2	7	0	0	0	0	0	0	13	0	13	18	2	20
30-Jun-22	1	2	3	0	0	0	0	0	0	6	2	8	7	4	11
30-Sep-22	5	1	6	0	0	0	1	3	4	11	1	12	17	5	22
31-Dec-22	0	0	0	0	0	0	1	1	2	4	0	4	5	1	6
31-Mar-23			0			0			0			0	0	0	0
<b>Nightingale</b>															
Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-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
30-Jun-22	1	2	3	0	0	0	0	0	0	0	0	0	1	2	3
30-Sep-22	1	1	2	0	0	0	0	0	0	0	1	1	1	2	3
31-Dec-22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Mar-23			0			0			0			0	0	0	0
<b>Total</b>															
Year Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
31-Mar-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	18	9	27	0	0	0	1	1	2	37	8	45	56	18	74
31-Mar-23	8	6	14	0	0	0	2	4	6	21	4	25	31	14	45

**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
2021/22	19	6	12	31	68	68
30-Jun-22	3	0	1	4	8	
30-Sep-22	4	0	5	9	18	
31-Dec-22	1	0	0	4	5	
31-Mar-23					0	31

Interments 10 Year Average	
18/19	36
19/20	36
20/21	39
21/22	45
22/23	46

Plots Sold 10 Year Average	
2018/19	29
2019/20	29
2020/21	31
2021/22	36
2022/23 to date	36

# ARBORICULTURAL HEALTH & SAFETY REPORT



M  
S (Tree) W  
Consultancy  
Ltd

## SITE ADDRESS:

Eashing Cemetery  
Franklyn Rd,  
Godalming, Surrey,  
GU7 2LD

## FOR:

Godalming Joint  
Burial Committee

## DATED:

Friday 21<sup>st</sup> October  
2022

## Introduction

The scope of the survey is to provide an evaluation of the health and safety of the trees on the aforementioned site and provide a schedule of work within a given time frame of recommended works. Each tree has been plotted on to an O.S. map by GPS coordinates and allocated a number prefixed with T for single trees and G for groups followed by a number; plan ref SMW/TS/H&S/GJBC/Eashing Cemetery/2022.

## Scope and Limitations of Survey

- The survey and this report are concerned with the Arboricultural aspects of the site only.
- This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.
- It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- No plant tissue samples were taken, and no internal investigation of the trees was carried out.
- No soil samples were taken, or soil analyses carried out.
- The risk of tree-related subsidence to structures has not been assessed.
- SMW (Tree) Consultancy Ltd have no knowledge of existing or proposed underground services.

## Site description:

A large cemetery surrounded by residential properties and farmland. An access road runs centrally from the North of the site to Franklyn Road to a centrally located chapel building.

## Site Brief

SMW (Tree) Consultancy Ltd was instructed by Mr. Andy Jeffery as part of the obligation to carry out a health and safety inspection of the trees within the site and compile the information in a presentable form (excel spreadsheet, map and report).

Please find detailed below our health and safety report based on the assessment of the tree situated on the property stated on the covering page. All recorded trees are fully detailed on the accompanying spreadsheet, as well as any recommendations.

This undertaking is to provide sufficient information to comply with insurance company requirements, your duty of care regarding health and safety and to develop a management plan for the necessary tree surgery works. Any high-risk trees will be highlighted as urgent/within 3 months and brought to your attention as requiring immediate action.

## Site visit:

The site was visited on 21<sup>st</sup> October 2022. Trees in general above 30cm diameter were assessed, and comments raised regarding certain trees outside the grounds as necessary, no access was made into any third-party property without permission.

## Recorded Trees

This health and safety tree survey commences at tree number 1 (from herein called T1) and concludes with tree number 48 (T48).

In addition, 6 groups have been included in the survey – these commence at group number 1 (G1) and concludes at group number 6 (G6).

## Comments:

To ease with the identification of the urgent and priority works they have been highlighted on the spreadsheet, blue for within 6 months, green for within one year and orange for within two years. It is recommended that all trees are next inspected 18 months from the date of this report or sooner.

## Tree work recommendations:

We understand that the previous head groundsman was intending to complete the crown lifting works utilising the inhouse staff, however this does not appear to have been completed. Some trees may have been lifted, however not to the specified extent. It is imperative that the crown lifting works are carried out to the specified height to allow visitors to use the area under the canopy. This is particularly pertinent to coffin bearers, which we understand are experiencing difficulties when carrying coffins under the trees at present.

With the exception of T7, all work to be completed within 6 months relates to the above issue and thus it is imperative that these works are implemented within the specified timeframe.

Though T20 and T29 could be retained, it would involve large limb removal and thus large wounds, which with the species are likely to decay. Thus, the decision has been taken to remove these trees and replant with a more suitable species.

T7 requires a secondary test carried out to gain further information as the extent of the decay of the stem, which indicated less dense tissue when a sounding hammer test was carried out. We recommend that a core sample of this tree is taken and analysed. SMW (Tree) Consultancy Ltd can do this test and write a report based upon the findings and advise on any further works which may be required.

T10 has been recommended for a secondary test in the form of a Picus test, which was also recommended at the last inspection, but has not been carried out to our knowledge. This test will determine whether this tree can be retained, or any further work which may be require in order to retain this rare tree.

T14 is showing signs of advancing decline with some seasonal defoliation. The tree has several significant weak forks rendering it unviable for retention for the potential damage to the graves.

All work recommendations will be detailed in the survey schedule.

All the work is spread over a two-year period and detailed in the main survey. Any alterations to the time scales will be detailed on the survey schedule.

Prior to commencement of any tree work it will be necessary to contact the Local authority to determine if there are any restrictive orders affecting the site and if necessary, apply to which this report can be used to support it.

A copy of this report should be made available to the Tree contractors who are providing quotes for the recommended works and to ensure that when carrying out the work, it is to the report's standard and level of work.

All recommended work should be carried out to meet current B.S. 3998 2010 or it is superseded release, to a minimum. The work should be carried out by a competent professional contractor who complies with the latest health and safety requirements.

If there are any defects which the Arboricultural contractor observes during the works that additional advice is required, then we would advise that they contact us to discuss them, so an alternative procedure can be determined. If trees are densely covered in ivy, this prevents a full inspection of the trees and should be severed and a 2m section removed from ground level upwards, this should be severed over a three-year period in accordance with the work schedule, this will avoid the disruption to wildlife and allow re inspection to be carried out.



## Additional advisory tree works and long-term goals:

Whilst on site we were in constant discussions with Darren. We explained that we do not recommend work which we do not think is necessary, to which he agreed with. However, we also discussed the long term (2-5/5-10 years) vision for the site. Our recommendations are as follows:

We would recommend that all Ellwood Cypress (abbreviated to ECY on the map) are removed within the next 2 years. They are a species of tree which will require constant maintenance for them to work in a cemetery and are not in keeping with the area. It will be more cost effective to remove these trees and replace them with a more suitable species.

In the next 5 year we would like to see all of the Lawson Cypress (abbreviated to LAW on the map) removed, for the same reason as above. However, these are in a slightly better condition and thus do not need to be removed as promptly.

This will mean approximately 70% of the tree stock of the site will be removed and replaced. Thus, it would be beneficial to create a tree planting scheme of informed species selection which will enable to site to function as a cemetery, whilst revitalising the trees and extending the tree coverage on the site for the next 200+ years (based on life expectancy of tree stock).

We have designed many tree planting schemes, utilising our extensive knowledge of trees, to produce a scheme of appropriate trees for the area. Please contact us if this is something that you feel would be beneficial to the site.

The purpose of carrying out these inspections is to maintain a safe site for all persons entering it. If the works are not implemented, then this safety aspect cannot be maintained.

Where tree felling is recommended, if the volume exceeds 5 cubic metres in a calendar quarter and more than 2 cubic metres is sold, a felling licence will be required. Please refer to the forestry web page [www.forestry.gov.uk](http://www.forestry.gov.uk) for more information. It is the responsibility of the appointed tree contractor to obtain this if required.

As with any tree we would recommend an annual, sesquiennial or biennial inspection, this can be found on the survey schedule spreadsheet.

We hope this report meets with your approval. If any further information is required, please do not hesitate to contact us.

## Pest and disease information

As there are Oak trees on the site, there is a significant pest which we need to bring to your attention.

### Oak Processionary Moth (*Thaumetopoea processionea*).

This can be found on most species of Oak and Sweet Chestnut. The hairs on the caterpillars are an extreme irritant to human skin and exacerbate respiratory issues.

The caterpillars emerge from branch tips at the end of April and throughout their life cycle of 5 months can release these hairs which contain the toxin.

At present the spread of these moths has been restricted to a radius of 50 miles from London but is likely to expand annually.

Please see the attached information sheet providing more details. If you have concerns over a possible infection, please contact us urgently so that we can provide the necessary assistance.

# Help us eradicate this pest

## Oak processionary moth



Caterpillars of the oak processionary moth – named after their habit of forming 'hose-to-tail' processions.

The oak processionary moth (*Thaumetopoea processionea*), a native of mainland Europe, is breeding on oak trees in Brent, Ealing, Hounslow and Richmond boroughs. Its caterpillars feed on oak leaves and produce silken nests on the trunks and branches of affected trees. As well as seriously damaging trees, the caterpillars can pose a risk to human and animal health.

The tiny hairs from the caterpillar can be blown on the wind and lead to itching skin lesions and, less commonly, sore throats and eye problems. You are advised not to touch the caterpillar or a nest, even an empty nest. If you think you may have been exposed and have an itching skin rash and/or conjunctivitis or other symptoms, contact your GP, or call NHS Direct on 0845 4647.

If you think you have seen the caterpillars or one of their nests/webs, contact one of the following authorities with exact details of the location.

- In Ealing: call 020 8825 5000 or e-mail [trees@ealing.gov.uk](mailto:trees@ealing.gov.uk)
- In Richmond upon Thames: call 0845 612 2660 or e-mail [trees@richmond.gov.uk](mailto:trees@richmond.gov.uk)
- In Hounslow: call 020 8583 5555 or e-mail [streetcare@hounslow.gov.uk](mailto:streetcare@hounslow.gov.uk)
- In Brent: call 020 8937 5050 or e-mail [gary.rimmer@brent.gov.uk](mailto:gary.rimmer@brent.gov.uk)

Sightings can also be reported to Forest Research (01420 22255) or e-mail [christine.tilbury@forestry.gsi.gov.uk](mailto:christine.tilbury@forestry.gsi.gov.uk)

You can send us a digital photograph with your report.



A silken nest on the trunk of an oak tree

### IT IS IMPORTANT THAT YOU:

**DO NOT** touch the caterpillars or the nests.

**DO NOT** try to deal with them yourself. Effective treatment of the moth requires specialist expertise and careful timing. Contact with nests or caterpillars can endanger your health.

**WARN** children not to touch caterpillars or nests.

**KEEP** pets away.

For more information visit: [www.forestresearch.gov.uk/oakprocessionarymoth](http://www.forestresearch.gov.uk/oakprocessionarymoth) or call: 0845 FORESTS (0845 367 3787)



We hope this report meets and supersedes all the requirements and should you require any further assistance or advice please do not hesitate to contact us.

The purpose of carrying out this Health and Safety Tree Survey and as important instigating the recommended works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon the sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Yours faithfully



Steve Wood  
For and on behalf of  
SMW (Tree) Consultancy Ltd



## Services



Health & Safety  
Tree Surveys



Development  
Tree Reports



Pre-Planning  
Development Reports



Planting Schemes



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T1	English Oak (Quercus robur)	EO	Early Mature	Small	Leaf Condition - Normal, Branches - Low Branches over grassed area; Biased Crown, Stem - Twin Stemmed tree; Slight Lean; Old pruning wounds, Roots - No visual damage	Average	Crown lift to 2.5m	Within 1 year	Located in open grass area approximately 5m from gravelled access road. Tree is twin stemmed at ground level slightly bias crown due to adjacent Monterey Cypress.	18 months	19.10.22	GTC
T2	Monterey Cypress (Cupressus macrocarpa)	MC	Early Mature	Small	Leaf Condition - Normal, Branches - Minor deadwood; Weak Forks; Dense crown; Low Branches over grassed area, Stem - Single stemmed tree.; Slight Lean; Old pruning wounds; Fluted Depression, Roots - Surface root damage	Average	Crown lift to 2.5m	Within 1 year	Located in grass area amongst numerous graves. Main stem forks at 2.5m into twin stemmed crown with a lot of minor deadwood present. Crown becoming slightly low over graves.	18 months	19.10.22	GTC
T3	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal, Branches - Dense crown; Minor deadwood; Weak Forks, Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Old pruning wounds, Roots - No visual damage	Average	Crown lift to 2.5m	Within 1 year	Located in open grass area amongst numerous graves. Main stem forks at 5m and 9m where is some weak fork structures. Crown lift to 2.5m.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T4	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal,  Branches - Dense crown; Low Branches over grassed area,  Stem - Multi Stemmed Tree; Weak Bifurcation; Included Bark fork; Slight Lean; Bark Wounds; Old pruning wounds; Fluted Depression,  Roots - No visual damage	Average	Crown lift to 3.0m over grassed area	Within 1 year	Located in grassed area amongst numerous graves. Main stem bifurcates at 1m with numerous secondary stems most of which have weak fork attachments.	18 months	19.10.22	GTC
T5	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Small	Leaf Condition - Normal; Removed,  Branches - Removed,  Stem - Removed,  Roots - Root Decay	Removed	Removed		Tree has been removed.		19.10.22	GTC
T6	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal,  Branches - Dense crown; Poor pruning stobs; Low Branches over grassed area,  Stem - Single stemmed tree.; Slight Lean; Old pruning wounds,  Roots - No visual damage	Average	Crown lift to 2.5m	Within 1 year	Located in grass area amongst numerous graves. Single stem tree with slight lean towards grave area. Crown is slightly low for grass cutting.	18 months	19.10.22	GTC
T7	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal,  Branches - Dense crown; Previously reduced crown,  Stem - Single stemmed tree.; Fluted Depression; Possible internal decay,  Roots - Root Decay	Poor	Secondary test required (see comments)	Within 6 months	Located in open grass area amongst numerous graves. Main stem has high probability of internal decay from a sound hammer test and would recommend a core sample test is carried out to determine if the tree could be retained or has to be removed.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T8	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal, Branches - Dense crown; Weak Forks, Stem - Single stemmed tree.; Weak Bifurcation, Roots - Surface root damage	Average	None		Located in open grass area the end of the grave area. Main stem forks at 1m with weak fork union. Several lower crown branches have a distorted and twisting habit. Work has been implemented.	18 months	19.10.22	GTC
T9	Flowering Cherry (Prunus s.p.)	FLC	Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; Rubbing branches; Weak Forks; Minor deadwood, Stem - Weak Bifurcation; Single stemmed tree.; Bark Wounds, Roots - Surface root damage	Average	None		Located in open grass area at the end of the grave area. Main stem forks at 1.5m with weak fork union some stems have early stages of bacterial canker. Works have been implemented but tree has now got an increase in minor deadwood.	18 months	19.10.22	GTC
T10	Eastern hemlock (Tsuga canadensis)	EHEM	Mature	Large	Leaf Condition - 75% coverage; Small/ Sparse, Branches - Weak Forks; Rubbing branches; Minor deadwood, Stem - Single stemmed tree.; Possible internal decay; Bark Wounds; Old pruning wounds; Fluted Depression; Sap exudation, Roots - Surface root damage	Declining	Secondary test required (see comments)	Within 1 year	Locations in grass area amongst numerous graves. Main stem has several areas of potential decay which further inspection is required to ascertain structural integrity of the stem via a picus test.	18 months	19.10.22	GTC
T11	Monterey Cypress (Cupressus macrocarpa)	MC	Mature	Medium	Leaf Condition - Normal, Branches - Biased Crown, Stem - Single stemmed tree.; Slight Lean; Weak Bifurcation; Fluted Depression, Roots - No visual damage	Average	None		Located in open grass area amongst numerous graves. Tree has a slight lean parallel to the graves. Main stem forks at 2m with weak fork union. Crown lifting has been carried out.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T12	Ellwoods Cyprus	ECY	Mature	Large	Leaf Condition - Normal,  Branches - Weak Forks; Poor pruning stobs; Minor deadwood,  Stem - Single stemmed tree.; Slight Lean; Fluted Depression; Old pruning wounds; Included Bark fork; Weak Bifurcation,  Roots - Surface root damage	Average	Crown lift to 3.0m over grassed area; Remove Major deadwood; Reduce overall crown by (See Comments)	Within 1 year	Located in open grass area amongst numerous graves. Main stem forks at 5m with weak fork unions. Tree has been reduced to 10m above ground level which has alleviated some of the loading on the weak fork union and slight lean of the tree.	18 months	19.10.22	GTC
T13	Monterey Cypress (Cupressus macrocarpa)	MC	Early Mature; Mature	Small	Leaf Condition - Normal,  Branches - Weak Forks,  Stem - Single stemmed tree.; Slight Lean; Fluted Depression; Old pruning wounds; Weak Bifurcation,  Roots - No visual damage	Average	None		Located in grass area amongst numerous graves. Main stem forks at 1.5m with weak fork union and has been lifted to 3m.	18 months	19.10.22	GTC
T14	Ellwoods Cyprus	ECY	Mature	Medium	Leaf Condition - 75% coverage,  Branches - Low Branches over grassed area; Biased Crown,  Stem - Single stemmed tree.; Slight Lean; Weak Bifurcation; Old pruning wounds; Included Bark fork,  Roots - No visual damage	Declining	Fell / dismantle; Replant with 8-10cm nursery size stock	Within 1 year	Located in grass area amongst numerous graves. Main stem forks at 1m and 3m with weak fork unions and the tree and crown biased parallel to the graves. Tree is showing signs of advancing decline with some seasonal defoliation. Tree has several significant weak forks rendering this tree unviable for retention for the potential damage to the graves.	18 months	19.10.22	GTC
T15	Monterey Cypress (Cupressus macrocarpa)	MC	Mature	Small	Leaf Condition - 75% coverage; Small/ Sparse,  Branches - Minor deadwood,  Stem - Single stemmed tree.; Slight Lean; Old pruning wounds; Fluted Depression,  Roots - No visual damage	Average	None		Located in grass area by gravestones. Tree is showing advancing stages of decline. Tree has been crown lifted.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T16	Holly (Ilex aquafolium)	HO	Mature	Small	Leaf Condition - Normal, Branches - Dense crown, Stem - Multi Stemmed Tree; Slight Lean; Weak Bifurcation; Ivy preventing full inspection, Roots - No visual damage	Average	None		Located in open grass area near the chapel. Tree is multi-stemmed at ground level. Crown has been lifted and ivy has been severed, however there is some degeneration of ivy.	18 months	19.10.22	GTC
T17	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal, Branches - Dense crown; Rubbing branches; Biased Crown, Stem - Single stemmed tree.; Weak Bifurcation; Woodworm, Roots - No visual damage	Average	Remove limb	Within 1 year	Located in grass area amongst numerous graves. Main stem forks at approximately 1m with weak fork unions. Stem bifurcating at 2m to the east, is heavily infected with woodworm and needs to be removed.	18 months	19.10.22	GTC
T18	Ellwoods Cyprus	ECY	Mature	Medium	Leaf Condition - Normal, Branches - Biased Crown; Dense crown; Previously reduced crown, Stem - Single stemmed tree.; Slight Lean; Weak Bifurcation; Included Bark fork; Fluted Depression, Roots - No visual damage	Average	None		Located in grass area amongst numerous graves. Main stem has several weak fork unions. Tree has been reduced to a final height of 12m.	18 months	19.10.22	GTC
T19	Holly (Ilex aquafolium)	HO	Early Mature	Small	Leaf Condition - Normal, Branches - Ivy preventing full inspection; Low branches over grave stones; Dense crown, Stem - Ivy preventing full inspection; Single stemmed tree., Roots - No visual damage	Average	Sever ivy at ground level and remove to 2m above ground level	Within 1 year	Located in grass area amongst numerous graves. Tree is heavily covered in ivy and not possible to inspect in any great detail. Ivy has not been severed and removed up to 2m above ground level.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T20	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; Dense crown; Low Branches over road, Stem - Single stemmed tree.; Weak Bifurcation; Decaying old pruning wounds; Slight Lean; Old pruning wounds, Roots - Restricted root development area	Average	Fell / dismantle; Replant with 8-10cm nursery size stock	Within 6 months	Located in in grass area among numerous graves approximately 1m from the edge of the entrance drive. Main stem forks at 1m into multi-stem crown with weak fork unions. Some old pruning wounds in this area are starting to decay. Remedial action not viable thus removal is proposed.	18 months	19.10.22	GTC
T21	Cornus mas	CMAS	Early Mature	Small	Leaf Condition - Normal, Branches - Low branches over vegetation; Low Branches over road; Dense crown; Poor pruning stobs; Weak Forks, Stem - Multi Stemmed Tree; Slight Lean; Old pruning wounds, Roots - No visual damage	Average	Clip back branches to provide half a metre clearance on the road edge	Within 6 months	Located just inside gated side entrance multi-stemmed at ground level with some decay at the stem union. Works are vital to the operation of the cemetery.	18 months	19.10.22	GTC
T22	Beech (Fagus sylvatica)	BE	Mature	Large	Leaf Condition - Normal, Branches - Weak Forks; Interfering with services; Previously shortened branches; Close to building/Structure; Poor pruning stobs, Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Bark Wounds; Old pruning wounds, Roots - Restricted root development area	Average	Clear building/structure by 2.0m; Clear Services by 2m; Remove poor pruning stobs	Within 1 year	Located by the site's main entrance within the grounds of new cemetery Lodge. Main stem forks at 3m with weak fork union. Tree has been crowned lifted but not sufficiently cleared from the property and service cables.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T23	Horse chestnut (Aesculus hippocastanum)	HC	Over Mature	Extra Large	Leaf Condition - Normal,  Branches - Weak Forks; Rubbing branches; Previously shortened branches,  Stem - Single stemmed tree.; Weak Bifurcation; Fluted Depression; Old pruning wounds; Included Bark fork; Decaying old pruning wounds; Phytopthera infection,  Roots - Restricted root development area; Surface root damage	Average	None		Located in in remembrance garden grass area by entrance road to the site. Main stem forks at 5m into multi stemmed wide spreading crown with limbs of large proportions. Several areas of the main stem or showing stages of Phytophthora infection. Tree should be reassessed when in full leaf. Tree has had work carried out as per the recommendations. Tree requires constant monitoring.	18 months	19.10.22	GTC
T24	English Oak (Quercus robur)	EO	Early Mature	Medium	Leaf Condition - Normal,  Branches - Poor pruning stobs; Low Branches over road; Biased Crown,  Stem - Single stemmed tree.,  Roots - Restricted root development area	Average	Crown lift to 3.5m	Within 1 year	Located in raised shrub area on the junction of Ockford ridge. Branches becoming slightly low over the road.	18 months	19.10.22	GTC
T25	Purple plum (Prunus pissardii Cerasifera)	PP	Mature	Medium	Leaf Condition - Normal,  Branches - Interfering with services; Dense crown; Rubbing branches; Weak Forks,  Stem - Multi Stemmed Tree; Slight Lean; Weak Bifurcation; Included Bark fork,  Roots - Restricted root development area	Average	None		In same location as previous tree. Multi-stemmed at ground level branches are close to street lamp but not works required at present. Deadwood has been removed.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T26	Beech (Fagus sylvatica)	BE	Mature	Large	Leaf Condition - Normal,  Branches - Weak Forks; Dense crown; Rubbing branches; Interfering with services,  Stem - Single stemmed tree.; Bark Wounds; Weak Bifurcation,  Roots - Restricted root development area	Average	Clear Services by 2m	Within 1 year	Located in same environment as previous trees and close to the car parking area for St Mark's community centre. Main stem forks at 3m into multi-stem crown unusual formations at the union. Works have been carried out apart from the 2m clearance of service cables.	18 months	19.10.22	GTC
T27	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Removed,  Branches - Removed,  Stem - Removed,  Roots - Removed	Removed	Removed		Tree has been removed.		19.10.22	GTC
T28	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Removed,  Branches - Removed,  Stem - Removed,  Roots - No visual damage; Removed	Removed	Removed		Tree has been removed.		19.10.22	GTC
T29	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal,  Branches - Low Branches over road; Low Branches over grassed area; Dense crown; Minor deadwood; Weak Forks,  Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Old pruning wounds,  Roots - Restricted root development area	Average	Fell / dismantle; Replant with 8-10cm nursery size stock	Within 6 months	Located in grass area at the edge of the entrance drive. Main stem forks at 1m into multi stem tree with several large proportioned limbs. Works vital to operations of the cemetery. Remedial action not viable thus removal is proposed.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T30	Ellwoods Cyprus	ECY	Mature	Small	Leaf Condition - 75% coverage; Small/ Sparse, Branches - Low Branches over grassed area; Apical dieback; Major deadwood., Stem - Single stemmed tree.; Included Bark fork; Weak Bifurcation; Fluted Depression, Roots - No visual damage	Declining	Crown lift to 2.5m	Within 1 year	Tree is located in open grass area and a showing advancing stages of decline. Tree could be removed if desired. Previous recommended works have almost been carried out but to 1.5m not 2.5m as requested.	18 months	19.10.22	GTC
T31	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; Dense crown, Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Slight Lean; Old pruning wounds, Roots - No visual damage	Average	Crown lift to 2.5m	Within 1 year	Tree is located in open grass area. Main stem forks at 1.5m with weak fork unions. Branches preventing grass maintenance.	18 months	19.10.22	GTC
T32	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	Leaf Condition - Normal, Branches - Low Branches over grassed area; Dense crown; Poor pruning stobs, Stem - Single stemmed tree.; Weak Bifurcation; Old pruning wounds, Roots - No visual damage	Average	Crown lift to 3.5m	Within 6 months	Located in open grass area. Main stem forks at 1m into multiple stem crown. Branches are preventing the operation of the cemetery and thus need to be lifted to 3.5m.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T33	Monterey Cypress (Cupressus macrocarpa)	MC	Mature	Small	<p>Leaf Condition - Normal,</p> <p>Branches - Low Branches over grassed area; Dense crown,</p> <p>Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Old pruning wounds; Slight Lean,</p> <p>Roots - No visual damage</p>	Average	Crown lift to 2.5m	Within 6 months	Tree is located in open grass area. Main stem forks at 1.5 m. Low branches operation of the cemetery and thus need lifting.	18 months	19.10.22	GTC
T34	Ellwoods Cyprus	ECY	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Damaged Branches; Low Branches over grassed area,</p> <p>Stem - Single stemmed tree.; Old pruning wounds; Ivy preventing full inspection,</p> <p>Roots - Surface root damage</p>	Declining	Crown lift to 3.5m	Within 1 year	Located in open grass area. Branches becoming low over graves and preventing operation of the cemetery. Surface root structures may cause problems for grave digging and as this tree may need to be removed but this is down to the cemetery's opinion.	18 months	19.10.22	GTC
T35	English Oak (Quercus robur)	EO	Over Mature	Extra Large	<p>Leaf Condition - Normal,</p> <p>Branches - Major deadwood.; Weak Forks; Low Branches over grassed area; Damaged Branches,</p> <p>Stem - Single stemmed tree.; Old pruning wounds; Bark Wounds,</p> <p>Roots - Located on a bank</p>	Average	None		Located on the north-west boundary with a farmer's field further west. Main stem forks at 5m into wide spreading crown which extends over the field and cemetery.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T36	English Oak (Quercus robur)	EO	Over Mature	Extra Large	Leaf Condition - Normal,  Branches - Weak Forks; Low branches over vegetation; Low Branches over grassed area; Biased Crown; Damaged Branches,  Stem - Slight Lean; Single stemmed tree.; Decaying Cavities; Cavities; Bark Wounds; Old pruning wounds,  Roots - Dense vegetation preventing full inspection; Located on a bank	Average	None		In same location as previous tree. Several large cavities and wounds on the main stem may affect the trees structural strength. Tree is in a low access area. Some damage branches in the crown but over low target area of farmer's field.	18 months	19.10.22	GTC
T37	Field Maple (Acer campestre)	FM	Mature	Large	Leaf Condition - Normal,  Branches - Major deadwood.; Weak Forks; Damaged Branches; Low Branches over grassed area; Low branches over vegetation,  Stem - Single stemmed tree.; Weak Bifurcation; Slight Lean; Bark Wounds; Included Bark fork,  Roots - Located on a bank	Average	Remove Major deadwood; Crown lift to 3.0m over grassed area; Remove damaged branches	Within 1 year	In same location as previous trees. Main stem forks at 0.5m into multi stemmed crown with some weak fork unions. Work recommendation from previous inspection was within two years now brought forward to within one year in alignment with frequency of survey.	18 months	19.10.22	GTC
T38	English Oak (Quercus robur)	EO	Mature	Medium	Leaf Condition - Normal,  Branches - Major deadwood.; Weak Forks; Low branches over vegetation; Poor pruning stobs,  Stem - Single stemmed tree.; Slight Lean; Bark Wounds; Fungal bracket,  Roots - Fungal Bracket; Located on a bank	Average	None		Located on raised bank between the cemetery and farmer's field. Main stem has a very old decay wound with good reaction growth and some old Ganoderma applanatum fungal brackets at the base. Approximately 10cm in width.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T39	English Oak (Quercus robur)	EO	Mature	Large	Leaf Condition - Normal, Branches - Major deadwood.; Weak Forks; Low branches over vegetation, Stem - Slight Lean, Roots - Located on a bank	Average	None		Located on the south west boundary between cemetery and farmer's field. Branches are low over vegetation of the cemetery but sufficient clearance for now.	18 months	19.10.22	GTC
T40	English Oak (Quercus robur)	EO	Mature	Medium	Leaf Condition - Normal, Branches - Major deadwood.; Poor pruning stobs; Weak Forks, Stem - Single stemmed tree.; Old pruning wounds; Cavities, Roots - Located on a bank	Average	Remove Major deadwood; Remove poor pruning stobs	Within 2 years	Located on the south east boundary bordering private residence garden. Tree has had poor pruning carried out with numerous poor pruning stobs which need to be rectified. Increase in major deadwood.	18 months	19.10.22	GTC
T41	English Oak (Quercus robur)	EO	Mature	Medium	Leaf Condition - Normal, Branches - Minor deadwood; Rubbing branches; Biased Crown, Stem - Single stemmed tree.; Weak Bifurcation; Included Bark fork; Slight Lean, Roots - No visual damage	Average	None		Located at the south-east edge of the cemetery adjacent to residential gardens. Main stem forks at 2m into wide spreading crown which does extend over the gardens.	18 months	19.10.22	GTC
T42	Holly (Ilex aquafolium)	HO	Mature	Medium	Leaf Condition - Normal, Branches - Low branches over vegetation; Dense crown, Stem - Single stemmed tree., Roots - Dense vegetation preventing full inspection	Average	Clear understory vegetation to allow for further inspection	Within 2 years	Located near the south-east boundary and close to residential gardens.	18 months	19.10.22	GTC
T43	Norway Maple (Acer platanoides)	NM	Mature	Medium	Leaf Condition - Removed, Branches - Removed, Stem - Removed, Roots - Removed	Removed	Removed		Tree has been removed.		19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T44	Sycamore (Acer pseudoplatanus)	SYC	Early Mature	Medium	Leaf Condition - Normal, Branches - Biased Crown, Stem - Single stemmed tree.; Slight Lean, Roots - No visual damage	Average	Clear understory vegetation to allow for further inspection	Within 2 years	In same location as previous trees. There has been some recent clearance of laurels along this boundary and providing additional clearance to the residence. Dense vegetation prevents access to the basal area for inspection.	18 months	19.10.22	GTC
T45	Flowering Cherry (Prunus s.p.)	FLC	Mature	Medium	Leaf Condition - Removed, Branches - Removed, Stem - Removed, Roots - Stump	Removed	None		Tree has been removed.		19.10.22	GTC
T46	English Oak (Quercus robur)	EO	Mature	Large	Leaf Condition - Normal, Branches - Major deadwood.; Weak Forks; Low Branches over grassed area; Low branches over vegetation; Dense crown; Biased Crown, Stem - Single stemmed tree.; Acute Lean; Phytopthera infection, Roots - Dense vegetation preventing full inspection	Average	Remove Major deadwood; Crown lift to 3.5m; Clear understory vegetation to allow for further inspection	Within 1 year	Located at the end of G5. Main stem forks at 2m into heavily biased crown of the cemetery also has a large amount of deadwood present.	18 months	19.10.22	GTC
T47	English Oak (Quercus robur)	EO	Mature	Large	Leaf Condition - Normal, Branches - Weak Forks, Stem - Single stemmed tree., Roots - Located on a bank	Average	None		Located on the north-west boundary. Main stem forks at 4m into wide spreading crown. Work has been carried out to give good maintenance access for grass cutting.	18 months	19.10.22	GTC
T48	Norway Spruce (Picea abies)	NS	Mature	Medium	Leaf Condition - Normal, Branches - Dense crown; Low branches over vegetation, Stem - Single stemmed tree.; Weak Bifurcation, Roots - Located on a bank	Average	None		In same location as previous trees with a farmer's field on the opposite side.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
G1	English Oak (Quercus robur); Ellwoods Cyprus; Sweet gum; Flowering Cherry (Prunus s.p.); Elm (Ulmus procera)		Semi mature; Early Mature	Small	Leaf Condition - normal; Dead, Branches - Low Branches over grassed area, Stem - Single stemmed tree.; Old pruning wounds; Multi Stemmed Tree, Roots - No visual damage	Average; Good	Crown lift to 2.5m	Within 1 year	Large group of young and early mature trees in the west corner. Minor lifting on required.	18 months	19.10.22	GTC
G2	English Oak (Quercus robur); Field Maple (Acer campestre); Ash (Common) (Fraxinus excelsior); Hawthorn (Crataegus monogyna); Blackthorn (Prunus spinosa); Sycamore (Acer pseudoplatanus)		Early Mature; Semi mature	Medium; Small	Leaf Condition - normal, Branches - Low branches over vegetation; Low Branches over grassed area; Dense crown; Biased crown, Stem - Single stemmed tree.; Twin Stemmed tree; Slight Lean, Roots - Located on a bank	Average	Crown lift to 2.5m	Within 1 year	Boundary group on the south-west boundary very dense vegetation forming good sectional screening to farmer's field on the opposite side. Branches are becoming too low for grass cutting.	18 months	19.10.22	GTC

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Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
G3	English Oak (Quercus robur)		Mature	Large	Leaf Condition - normal, Branches - Low branches over vegetation; Ivy preventing full inspection, Stem - Single stemmed tree.; Old pruning wounds; Bark Wounds; Ivy preventing full inspection, Roots - Soil Compaction; Restricted root development area; Located on a bank	Average	Crown lift to 5.5m; Sever Ivy remove to 2m above ground level.	Within 2 years	Second group of trees along the south-west boundary totalling 9 trees all heavily covered in ivy. There is a desire line footpath under these trees which may affect future inspections after the ivy has been severed. Low branches over farmer's field need to be raised to allow for maintenance.	18 months	19.10.22	GTC
G4	Holly (Ilex aquafolium); Mountain Ash (Sorbus aucuparia); Hawthorn (Crataegus monogyna)		Early Mature	Medium; Small	Leaf Condition - normal, Branches - Low Branches over grassed area; Low branches over vegetation; Ivy preventing full inspection; Dense crown, Stem - Single stemmed tree.; Ivy preventing full inspection; Multi Stemmed Tree, Roots - Dense vegetation preventing full inspection	Average	None		Group of trees along the south east boundary bordering fence two residential properties. Dense vegetation provides good wildlife benefits. Trees are of low potential hazard two adjacent properties.	18 months	19.10.22	GTC
G5	Holly (Ilex aquafolium); Yew (Taxus baccata); Norway Maple (Acer platanoides)		Early Mature; Mature	Medium; Small	Leaf Condition - normal, Branches - Low branches over vegetation; Damaged Branches; Dense crown; Low branches over wall, fence, Stem - Single stemmed tree.; Ivy preventing full inspection, Roots - Dense vegetation preventing full inspection	Average	None		Boundary group to the northeast bordering residential gardens. Dense vegetation provides good wildlife benefits.	18 months	19.10.22	GTC





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E: info@smwconsultancy.co.uk



**SMW (Tree) Consultancy Ltd**

Godalming Joint Burial Committee at  
Eashing Cemetery  
Franklyn Rd, Godalming, Surrey, GU7 2LD

SCALE :

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DATE :

21/10/2022

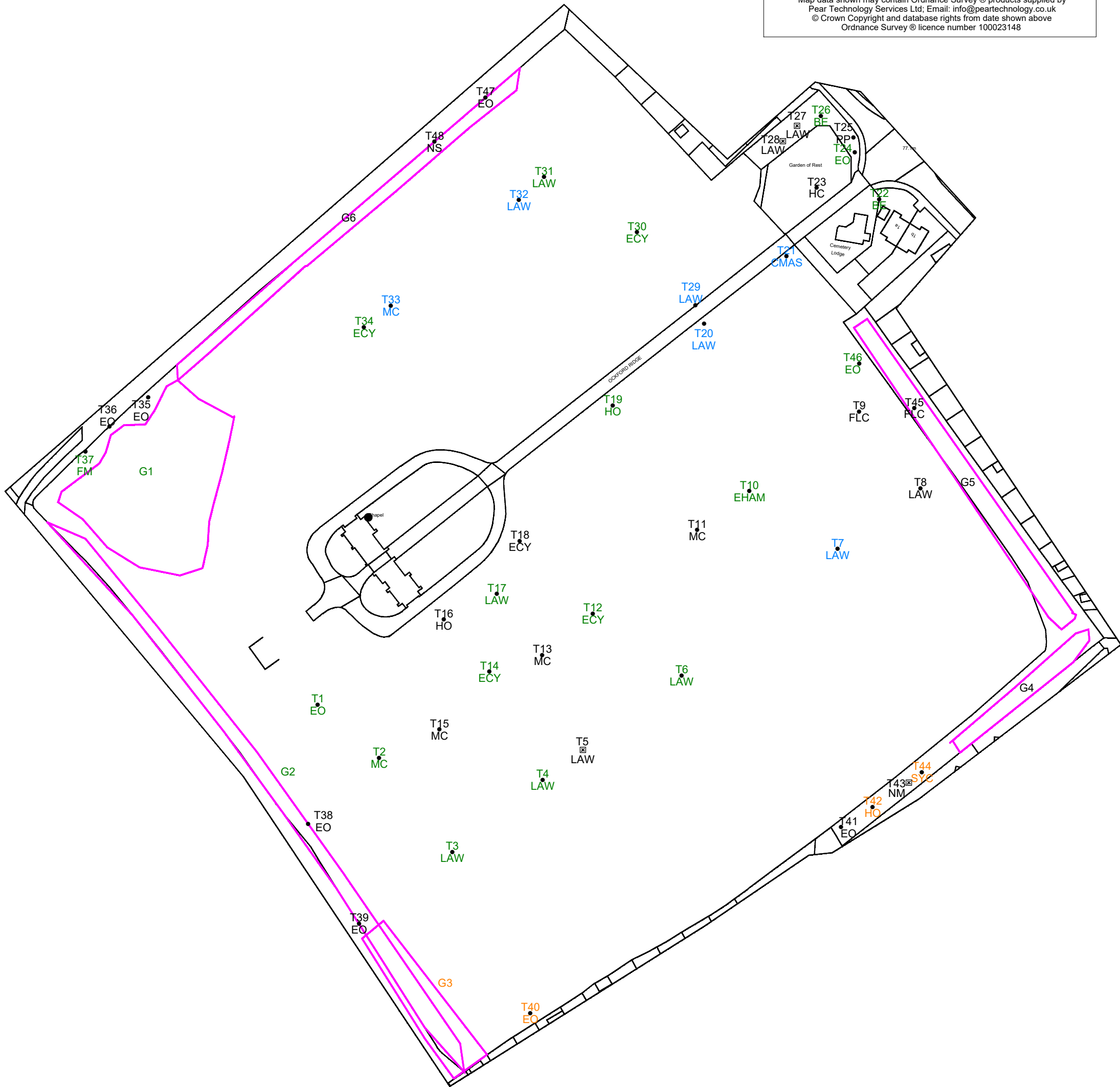
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SMW/TS/H&S/GJBC/Eashing Cemetery/2022

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# ARBORICULTURAL HEALTH & SAFETY REPORT



M  
S (Tree) W  
Consultancy  
Ltd

**SITE ADDRESS:**

Nightingale Cemetery,  
Deanery Rd,  
Godalming,  
Surrey,  
GU7 2PG

**FOR:**

Godalming Joint  
Burial Committee

**DATED:**

Friday 21<sup>st</sup> October  
2022

## Introduction

The scope of the survey is to provide an evaluation of the health and safety of the trees on the aforementioned site and provide a schedule of work within a given time frame of recommended works. Each tree has been plotted on to an O.S. map by GPS coordinates and allocated a number prefixed with T for single trees and G for groups followed by a number; plan ref SMW/TS/H&S/GJBC/Nightingale Cemetery/2022.

## Scope and Limitations of Survey

- The survey and this report are concerned with the Arboricultural aspects of the site only.
- This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.
- It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- No plant tissue samples were taken, and no internal investigation of the trees was carried out.
- No soil samples were taken, or soil analyses carried out.
- The risk of tree-related subsidence to structures has not been assessed.
- SMW (Tree) Consultancy Ltd have no knowledge of existing or proposed underground services.

## Site description:

A cemetery surrounded by trees and properties. Deanery Road is located on the southern boundary.

## Site Brief

SMW (Tree) Consultancy Ltd was instructed by Mr. Andy Jeffery as part of the obligation to carry out a health and safety inspection of the trees within the site and compile the information in a presentable form (excel spreadsheet, map and report).

Please find detailed below our health and safety report based on the assessment of the tree situated on the property stated on the covering page. All recorded trees are fully detailed on the accompanying spreadsheet, as well as any recommendations.

This undertaking is to provide sufficient information to comply with insurance company requirements, your duty of care regarding health and safety and to develop a management plan for the necessary tree surgery works.

Any high-risk trees will be highlighted as urgent/within 3 months and brought to your attention as requiring immediate action.

## Site visit:

The site was visited on 24<sup>th</sup> October 2022. Trees in general above 30cm diameter were assessed, and comments raised regarding certain trees outside the grounds as necessary, no access was made into any third-party property without permission.

## Recorded Trees

This health and safety tree survey commences at tree number 1 (from herein called T1) and concludes with tree number 20 (T20).



In addition, 6 groups have been included in the survey – these commence at group number 1 (G1) and concludes at group number 6 (G6).

## Comments:

It is good to see that all of the recommended work has been implemented from the previous survey, which has resulted in far less work this time around. This site is showing signs of improvement in the tree conditions in general, however the site should be monitored for the decline. There are very few trees in good condition so it will be vital that this site is reinspected every 18 months to monitor the leaf condition as well as any fungal activity.

To ease with the identification of the urgent and priority works they have been highlighted on the spreadsheet, red for urgent and within 3 months, blue for within 6 months, green for within one year and orange for within two years. It is recommended that all trees are next inspected 18 months from the date of this report or sooner.

## Tree work recommendations:

One tree requires work within 6 months of this report's writing – T15.

The previous survey requested the ivy to be removed on this tree, which has been implemented and has revealed a significantly weak bifurcation of the stem at 3m, where the tree becomes twin stemmed. There is also sap exuding from the bifurcation point, indicating that the stems are rubbing together, increasing the likelihood of failure. As this tree borders a public footpath and a highway junction the target area is high. Therefore, we proposed that this tree is removed within 6 months.

All work recommendations will be detailed in the survey schedule.

All the work is spread over a one-year period and detailed in the main survey. Any alterations to the time scales will be detailed on the survey schedule.

Prior to commencement of any tree work it will be necessary to contact the Local authority to determine if there are any restrictive orders affecting the site and if necessary, apply to which this report can be used to support it.

A copy of this report should be made available to the Tree contractors who are providing quotes for the recommended works and to ensure that when carrying out the work, it is to the report's standard and level of work.

All recommended work should be carried out to meet current B.S. 3998 2010 or it is superseded release, to a minimum. The work should be carried out by a competent professional contractor who complies with the latest health and safety requirements.

If there are any defects which the Arboricultural contractor observes during the works that additional advice is required, then we would advise that they contact us to discuss them, so an alternative procedure can be determined. If trees are densely covered in ivy, this prevents a full inspection of the trees and should be severed and a 2m section removed from ground level upwards, this should be severed over a three-year period in accordance with the work schedule, this will avoid the disruption to wildlife and allow re inspection to be carried out.

The purpose of carrying out these inspections is to maintain a safe site for all persons entering it. If the works are not implemented, then this safety aspect cannot be maintained.

Where tree felling is recommended, if the volume exceeds 5 cubic metres in a calendar quarter and more than 2 cubic metres is sold, a felling licence will be required. Please refer to the forestry web page [www.forestry.gov.uk](http://www.forestry.gov.uk) for more information. It is the responsibility of the appointed tree contractor to obtain this if required.

As with any tree we would recommend an annual, sesquiennial or biennial inspection, this can be found on the survey schedule spreadsheet.


We hope this report meets with your approval. If any further information is required, please do not hesitate to contact us.

## Pest and disease information

As there are Ash trees on the site, we need to make you aware of a significant issue to the health of the trees on the site.


### Ash (*Fraxinus excelsior*) dieback (*Chalara fraxinea*)


This very recent issue very much publicised in the national press possibly has some serious concerns for the Ash (*Fraxinus excelsior*) population, there is a lot of investigation being carried out as to the best method of control, which should be released shortly. Its diagnosis can only be fully determined when the tree is in leaf if trees on your site show signs of poor leaf cover during May to September; please contact us for further advice.






## Ash dieback disease



(*Chalara fraxinea*)

1   
Diseased saplings typically display dead tops and/or side shoots.

2   
At the base of dead side shoots, lesions can often be found on the subtending branch or stem.

3   
Lesions which girdle the branch or stem can cause wilting of the foliage above.

4   
5   
Mature trees affected by the disease initially display dieback of the shoots and twigs at the periphery of their crowns. Dense clumps of foliage may be seen further back on branches where recovery shoots are produced.

  
  
In late summer and early autumn (July to October), fruiting bodies of *Hymenoscyphus* can be found on blackened rachises (leaf stalks) of ash in damp areas of leaf litter beneath trees. These do not necessarily belong to the pathogen but can be tested to determine their identity.

[www.forestry.gov.uk/planthealth](http://www.forestry.gov.uk/planthealth)

[plant.health@forestry.gsi.gov.uk](mailto:plant.health@forestry.gsi.gov.uk)

We hope this report meets and supersedes all the requirements and should you require any further assistance or advice please do not hesitate to contact us.

The purpose of carrying out this Health and Safety Tree Survey and as important instigating the recommended works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon the sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Yours faithfully



Steve Wood  
For and on behalf of  
SMW (Tree) Consultancy Ltd



Services



Health & Safety  
Tree Surveys



Development  
Tree Reports



Pre-Planning  
Development Reports



Planting Schemes



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T1	Holly (Ilex aquafolium)	HO	Early Mature	Small	<p>Leaf Condition - 75% coverage,</p> <p>Branches - Low Branches over grassed area; Low Branches over footpath,</p> <p>Stem - Slight Lean; Single stemmed tree.; Weak Bifurcation; Included Bark fork,</p> <p>Roots - Restricted root development area; Located on a slope</p>	Average	None		Located at the edge of the cemetery by Deanery Road. Tree has a slight lean parallel to the fence line and some low branches over footpath area but of sufficient clearance at present.	18 months	19.10.22	GTC
T2	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Low Branches over grassed area,</p> <p>Stem - Single stemmed tree.; No visual Defect,</p> <p>Roots - No visual damage</p>	Average	None		Located in open grass area. Branches have been recently cleared away from the gravestone.	18 months	19.10.22	GTC
T3	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Low Branches over grassed area; Close to gravestone; Dense crown,</p> <p>Stem - Single stemmed tree.; Weak Bifurcation,</p>	Good	None		Located in open grass area numerous slightly smaller Lawson cypresses in close proximity with no work required.	18 months	19.10.22	GTC
T4	Yew (Taxus baccata)	YEW	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Close to gravestone; Poor pruning stobs; Dense crown; Ivy preventing full inspection; Major deadwood.; Rubbing branches,</p> <p>Stem - Single stemmed tree.; Ivy preventing full inspection,</p> <p>Roots - Dense vegetation preventing full inspection</p>	Average	<p>Sever Ivy. Remove to 2m above ground level.;</p> <p>Remove poor pruning stobs; Crown lift to 2.5m; Clear gravestones by 1m</p>	Within 1 year	Tree located 10m from the cemetery building, by boundary fence to private properties. Tree has low branches which extend over gravestones and ivy which needs severing for inspection. Work has not been carried out to give sufficient clearance for grass cutting.	18 months	19.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T5	Yew (Taxus baccata)	YEW	Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Minor deadwood; Major deadwood.; Rubbing branches; Ivy preventing full inspection,</p> <p>Stem - Single stemmed tree.; Epicormic growth,</p>	Average	Sever Ivy. Remove to 2m above ground level.	Within 1 year	Tree located centrally within the cemetery, with branches touching gravestones. Ivy prevents full inspection due to it only being recently severed.	18 months	19.10.22	GTC
T6	Oriental Spruce (Picea orientalis)	OS	Mature	Large	<p>Leaf Condition - Normal,</p> <p>Branches - Low Branches over grassed area; Close to gravestone; Minor deadwood; Rubbing branches; Damaged Branches,</p> <p>Stem - Single stemmed tree.; Old pruning wounds,</p>	Good	Clear gravestones by 1m	Within 1 year	Tree located in cemetery approximately 20m from the western boundary. Unusual species of good specimen and a feature tree of the site.	18 months	19.10.22	GTC
T7	Holly (Ilex aquafolium); Yew (Taxus baccata)	HO	Early Mature	Small	<p>Leaf Condition - Normal,</p> <p>Branches - Dense crown; Rubbing branches,</p> <p>Stem - Multi Stemmed Tree; Old pruning wounds; Epicormic growth,</p> <p>Roots - Sucker growth; Dense vegetation preventing full inspection;</p>	Average	None		Located by western entrance and small property within the cemetery. Two trees, 1 Holly and 1 Yew with dense vegetation around the base.	18 months	19.10.22	GTC
T8	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Early Mature	Medium	<p>Leaf Condition - Normal,</p> <p>Branches - Biased Crown,</p> <p>Stem - Two stems; Weak Bifurcation; Ivy preventing full inspection,</p> <p>Roots - Restricted root development area; Dense vegetation preventing full</p>	Average	None		Two trees, located 2m apart, by entrance gates to the west of Nightingale cemetery. Trees are in small vegetation area between the entrance road and cemetery building.	18 months	19.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T9	Hazel ( <i>Corulus avalana</i> )	HAZ	Mature	Small	Leaf Condition - Normal, Branches - Previously coppiced, Stem - Coppiced, Roots - Restricted root development area	Average	None		Two previously coppiced Hazel's, located adjacent to garage, with crowns consuming the area. Trees have been re-coppiced with 2m of regrowth.	18 months	19.10.22	GTC
T10	Ash (Common) ( <i>Fraxinus excelsior</i> )	ASH	Early Mature	Medium	Leaf Condition - 50% coverage; Ash dieback disease, Branches - Biased Crown; Minor deadwood, Stem - Weak Bifurcation; Single stemmed tree.; Ivy preventing full inspection, Roots - Restricted root development area	Declining	None		Tree located at the edge of the cemetery, by footpath and Deanery Road. Tree has a slight bias towards the cemetery and possible advancing stages of Ash dieback disease. No more than 5 years life expectancy.	18 months	19.10.22	GTC
T11	Sycamore ( <i>Acer pseudoplatanus</i> )	SYC	Mature	Medium	Leaf Condition - Normal, Branches - Biased Crown, Stem - Single stemmed tree.; Weak Bifurcation, Roots - Restricted root development area; Dense vegetation preventing full	Average	None		Located by the junction of Deanery Road within cemetery grounds. Tree is biased over the road. Works have been carried out revealing no further visual defects.	18 months	19.10.22	GTC
T12	Sycamore ( <i>Acer pseudoplatanus</i> )	SYC	Early Mature	Removed	Leaf Condition - Removed, Branches - Removed, Stem - Removed, Roots - Stump	Removed	None		Tree has been removed.		19.10.22	GTC
T13	Sycamore ( <i>Acer pseudoplatanus</i> )	SYC	Early Mature	Medium	Leaf Condition - Normal, Branches - Biased Crown; Low Branches over footpath, Stem - Single stemmed tree.; Slight Lean; Weak Bifurcation; Included Bark fork, Roots - Restricted root development	Average	None		Tree located by the junction of Deanery Road, within in the cemetery grounds. Tree bifurcates at 1m into bias crown over cemetery. Tree has a slightly low crown over the footpath but not a hazard warranting action at present.	18 months	19.10.22	GTC



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T14	Norway Spruce (Picea abies)	NS	Mature	Large	Leaf Condition - Normal, Branches - Minor deadwood, Stem - Single stemmed tree.; Ivy preventing full inspection, Roots - Restricted root development area	Average	None		Tree located by Deanery Road in cemetery grounds, by boundary fence. Ivy has been severed but still obscure the stem.	18 months	19.10.22	GTC
T15	Norway Spruce (Picea abies)	NS	Mature	Large	Leaf Condition - Normal, Branches - Major deadwood.; Low Branches over road; Low Branches over grassed area; Low Branches over footpath; Poor pruning stobs, Stem - Single stemmed tree.; Weak Bifurcation; Rubbing stems; Sap exudation, Roots - Restricted root development area	Average	Fell / dismantle	Within 6 months	Tree located by Deanery Road, in cemetery grounds. Main stem forks at 3m into compact crown with branches extending over the highway. Ivy has been severed as per recommendations and removed revealing large rub wound between the two stems at 3m with significant sap exudation. This tree is a safety risk to the traffic stopping at the junction and thus needs to be removed.	18 months	19.10.22	GTC
T16	Norway Spruce (Picea abies)	NS	Early Mature	Large	Leaf Condition - Normal, Branches - Minor deadwood; Low Branches over footpath; Low branches over vegetation, Stem - Single stemmed tree.; Old pruning wounds, Roots - Restricted root development area; Dense vegetation preventing full inspection	Average	None		Tree located by footpath Deanery Road, in small vegetation area. Some branches still low over grass area but in low access area.	18 months	19.10.22	GTC
T17	Sycamore (Acer pseudoplatanus)	SYC	Mature	Medium	Leaf Condition - Normal, Branches - Biased Crown; Low branches over vegetation; Low Branches over grassed area, Stem - Single stemmed tree.; Weak Bifurcation; Ivy preventing full inspection, Roots - No visual damage	Average	Sever Ivy. Remove to 2m above ground level.; Crown lift to 3.5m	Within 1 year	Tree located in vegetation area, 4m from boundary fence to Deanery Road. Tree has a biased crown towards the cemetery. Main stem forks at 1.5m with weak included bark formation. Ivy preventing full inspection and needs to be severed up to 2m above ground level.	18 months	19.10.22	GTC

BLUE HIGHLIGHTED TEXT  
GREEN HIGHLIGHTED TEXT

COMPLETED WITHIN 6 MONTHS  
COMPLETED WITHIN ONE YEAR



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
T18	Lawson Cypress (Chamaecyparis lawsoniana)	LAW	Mature	Removed	Leaf Condition - Removed, Branches - Removed, Stem - Removed, Roots - No visual damage; Removed	Removed	None		Tree has been removed.		19.10.22	GTC
T19	Holly (Ilex aquafolium)	HO	Early Mature	Removed	Leaf Condition - Removed, Branches - Removed, Stem - Removed, Roots - Stump	Removed	None		Tree has been removed.		19.10.22	GTC
T20	Holly (Ilex aquafolium)	HO	Mature	Small	Leaf Condition - Normal, Branches - Rubbing branches; Poor pruning stobs, Stem - Acute Lean; Slight Lean; Weak Bifurcation; Included Bark fork; Decaying Cavities; Twin Stemmed tree, Roots - Restricted root development area; Root Decay	Average	None		Understand at ground level with one stem recently removed with some basal decay.	18 months	19.10.22	GTC
G1	Holly (Ilex aquafolium); English Oak (Quercus robur)		Mature	Small	Leaf Condition - Small/ Sparse; 50% coverage; normal, Branches - Rubbing branches; Previously reduced; Weak Forks, Stem - Weak Bifurcation; Single stemmed tree.; Twin Stemmed tree; Multi Stemmed Tree; Old pruning wounds; Epicormic growth; Slight Lean, Roots - Restricted root development area	Declining	None		Boundary row of trees between Deanery Road and cemetery. Most trees are showing signs of decline with sparse foliage.	18 months	19.10.22	GTC

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COMPLETED WITHIN 6 MONTHS  
COMPLETED WITHIN ONE YEAR





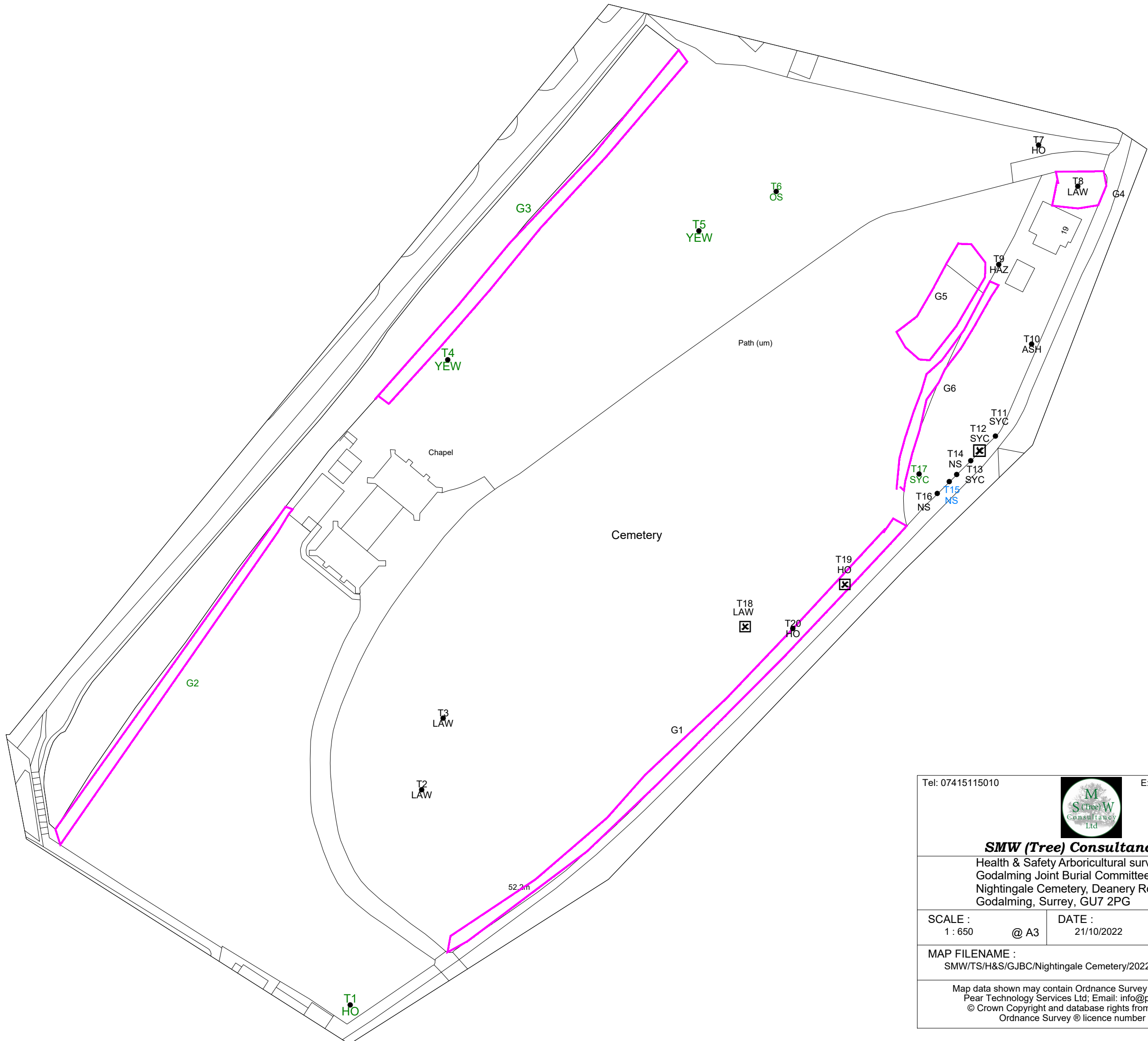
Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
G2	Elm (Ulmus procera); Ash (Common) (Fraxinus excelsior); Hornbeam (Carpinus betulus); Hawthorn (Crataegus monogyna)		Early Mature; Mature	Small	Leaf Condition - normal; Dead, Branches - Low branches over vegetation; Low branches over wall, fence; Biased crown, Stem - Single stemmed tree., Roots - Located on a slope	Average	Crown lift to 3.5m; Fell / dismantle	Within 1 year	Group of boundary trees in private residences ownership. Crown lifting only concerned over fences and cemetery area. Remove dead Elms.	18 months	19.10.22	Private
G3	Yew (Taxus baccata); Sycamore (Acer pseudoplatanus); Elm (Ulmus procera)		Early Mature; Mature	Small; Medium	Leaf Condition - normal; Dead, Branches - Low branches over vegetation; Low branches over wall, fence; Low Branches over grassed area; Close to gravestones; Biased crown; Hanging branches, Stem - Single stemmed tree.; Ivy preventing full inspection; Slight Lean, Roots - Dense vegetation preventing full inspection; Located on a slope	Average	Crown lift to 3.5m; Remove hanging branches; Fell / dismantle	Within 1 year	Group of trees in area owned by residents. Only the first 3m of trees have been included in the group. Main concern is the overhanging branches over the cemetery which need to be pruned to give greater clearance. Remove dead Elms and remove hanging branch from Sycamore near T4.	18 months	19.10.22	GTC
G4	Hazel (Corylus avellana); Sycamore (Acer pseudoplatanus)		Semi mature	Removed	Leaf Condition - Removed, Branches - Removed, Stem - Removed, Roots - Sucker growth	Removed	None		Group has mostly been removed with some coppice regeneration from Hazel.	18 months	19.10.22	GTC

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COMPLETED WITHIN 6 MONTHS  
COMPLETED WITHIN ONE YEAR



Tree ID	Species	Abbreviation	Age	Height	General Condition	Overall Condition	Action	Priority	Comments	Inspection Frequency	Date	Ownership
G5	Hazel (Corolus avalana); Holly (Ilex aquafolium); Blackthorn (Prunus spinosa)		Semi mature; Early Mature	Small; Medium	Leaf Condition - normal, Branches - Dense crown; Biased crown; Low branches over vegetation, Stem - Single stemmed tree.; Twin Stemmed tree; Multi Stemmed Tree; Slight Lean; Ivy preventing full inspection, Roots - Dense vegetation preventing full inspection	Average	None		Group of trees to the side of the rented building within the cemetery collectively forming a dense area which provides good wildlife habitat.	18 months	19.10.22	GTC
G6	Hazel (Corolus avalana); Holly (Ilex aquafolium); Hawthorn (Crataegus monogyna)		Semi mature; Early Mature	Small	Leaf Condition - normal, Branches - Low Branches over grassed area; Low branches over vegetation; Dense crown; Biased crown, Stem - Single stemmed tree.; Twin Stemmed tree; Multi Stemmed Tree; Slight Lean; Ivy preventing full inspection,	Average	None		Group of trees originally designed to be a hedge which the previous reduction should help reinstate.	18 months	19.10.22	GTC



Tel: 07415115010 E: info@smwconsultancy.co.uk



**SMW (Tree) Consultancy Ltd**

Health & Safety Arboricultural survey map for  
 Godalming Joint Burial Committee at  
 Nightingale Cemetery, Deanery Rd,  
 Godalming, Surrey, GU7 2PG

SCALE :  
 1 : 650 @ A3

DATE :  
 21/10/2022



MAP FILENAME :  
 SMW/TS/H&S/GJBC/Nightingale Cemetery/2022

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## GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or other registerable interest (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 Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

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

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.