

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
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31 August 2018

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 6 SEPTEMBER 2018 at 6.00 pm. The meeting will be preceded by an inspection of **Nightingale Cemetery** at 5.00pm.

Andy Jeffery
Clerk to the Committee

Committee Members: Councillor Wheatley – Chairman
Councillor Gordon-Smith – Vice Chairman
Councillor A Bott
Councillor Noyce
Councillor Williams
Councillor Gray
Councillor Long (Busbridge Parish Council)
Councillor Westwood (Busbridge Parish Council)

AGENDA

1. **MINUTES**

The Chairman to sign as a correct record the Minutes of the meeting held on 21 June 2018.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS**

Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

5. **SIGNING OF BANK RECONCILIATIONS**

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

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

6. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Members to note the Review of the Effectiveness of Internal Controls (copy attached for the information of Members).

7. BUDGET MONITORING

Members to consider the budget monitoring report to 31 July 2018 (copy attached for the information of Members). Members are asked to note the following points:

- Professional Fees – All of JBC’s buildings have now been revalued for Insurance purposes as agreed per Minute No. 47-17 and came in under the £3,200 approved. This will enable JBC to obtain competitive quotes for Insurance for 2019/20.
- Grave Digging – JBC had a request for a vault to be built, resulting in a cost of £7,000. This is offset within Miscellaneous Income.

8. RESERVES

JBC currently have ten Ear Marked Reserves. Officers propose that some of these be amalgamated to reduce the number and enable more flexibility in their use in future.

Current		Proposed	
Chapels	£20,000	Chapels	£20,000
Nightingale Cemetery	£7,000		
Eashing Cemetery	£8,000		
Driveways	£18,883		
Tree Maintenance	£5,000		
Boundaries	£20,000	Cemeteries	£58,883
Memorial Inspections	£15,027	Memorial Inspections	£15,027
Nightingale Lodge	£16,071		
Eashing Lodge	£10,000		
Letting Fees	£6,000	Lodges	£32,071
TOTAL	£125,981	TOTAL	£125,981

Members asked to APPROVE the proposed changes to Ear Marked Reserves.

9. ADMINISTRATIVE SUPPORT RECHARGE FEE

Members to note that a recommendation has been made to the Policy & Management Committee of Godalming Town Council that the administrative fee levied by Godalming Town Council to the Joint Burial Committee be increased as of 1 April 2019 from £27,500 to £29,682. Attached for the information of Members is Godalming Town Council’s breakdown of costs in providing administrative support to the JBC. If agreed by Godalming Town Council, the recharge formulae will provide an agreed structure upon which the Joint Burial Committee will be able to set future budgets.

10. CEMETERY FEES & CHARGES

Members to consider the scale of fees and charges (attached for the information of Members). Members will note that the proposed fees and charges introduce a structure which benefits the residents of its constituent parishes

Members may wish to note that the proposed fees and charges reflect the increased operating costs of the cemeteries, most notably the costs incurred as a result of the re-valuation of non-domestic rates, the memorial inspection programme and added security measures.

Godalming Joint Burial Committee's burial services continue to provide an affordable alternative to cremation, thereby offering a real choice for Godalming and Busbridge residents and remains an affordable options for those living outside of the residential qualifying area.

Members are requested to resolve to approve the revised Fees & Charges to be effective as of 1 January 2019.

11. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 21 August 2018 are attached for the information of Members.

12. EASHING LODGE HOUSE

As Members will be aware from their inspection visit to Eashing Cemetery in July, the exterior paint work of the Lodge House is in need of repair and repainting. As discussed during the inspection, it is considered that the better option, in order to reduce the recurring requirement for painting (every 5 to 7 years), is to replace the timber fascias and soffits with 18mm UPVC fascias and soffits. As a one-off this will require the removal and replacement of the guttering, but will significantly reduce future maintenance costs.

To date a single quote of has been received to install the UPVC and will be reported to Members at the meeting, officers are currently seeking alternative quotes. In addition there will also be a cost for scaffolding to provide access (which will be required whether the boards are just painted or changed to UVPC)

Members are requested to approve expenditure of up to the reported quote for replacement of the existing wooden fascias and soffits with UVPC boards plus the cost of the scaffolding required to access the works. Funds for the work to be taken from the ear marked reserve.

13. WW1 MEMORIAL GARDEN

Members to receive an oral report from the Clerk on the progress of the WW1 Memorial Garden.

14. SKILLWAY

Members to receive an oral report regarding Nightingale Chapel Workshops.

15. CHAPEL – FIXED WIRING TESTING

The 5 yearly fixed wiring test certification of both Eashing and Nightingale cemeteries is due shortly. Members are requested to approve the required expenditure for the testing to be funded from the Chapel reserves. Anticipated cost for each chapel is £792.

16. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 8 November 2018 at 6.00pm in the Council Chamber.

17. ANNOUNCEMENTS

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

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

7. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL FOR GODALMING TOWN COUNCIL AND GODALMING JOINT BURIAL COMMITTEE

Background

1. Paragraph 4 of the Accounts and Audit (England) Regulations 2011 says the following:

4. (1) The relevant body is responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk.

(2) The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control.

(3) The findings of the review referred to in paragraph (2) must be considered—

(a) in the case of a larger relevant body, by the members of the body meeting as a whole or by a committee, and

(b) in the case of a smaller relevant body, by the members of the body meeting as a whole, and

following the review, the body or committee must approve an annual governance statement, prepared in accordance with proper practices in relation to internal control.

(4) The relevant body must ensure that the statement referred to in paragraph (3) accompanies—

(a) any statement of accounts it is obliged to prepare in accordance with regulation 7, or

(b) any accounting statement it is obliged to prepare in accordance with regulation 12.

(Members to note that for the purposes of the Accounts and Audit Regulations Godalming Town Council and the Godalming Joint Burial Committee are both smaller relevant bodies.)

2. It is part of the role of this Committee to undertake a rolling programme of work that goes to inform the Council's review of the effectiveness of its system of internal control and the work programme forms part of the Council's evidence base. This Committee also undertakes that work on behalf of the Godalming Joint Burial Committee, although as previously discussed in that case the relationship is different – this Committee is not a committee of the Joint Burial Committee but Councillor Noyce does represent the JBC on this Committee.

3. It is the practice of Godalming Town Council and of the Godalming Joint Burial Committee to undertake reviews of the effectiveness of internal control by 31 March each year. In addition to its ongoing reviews this Committee will undertake two formal reviews, which together make up the "review of the effectiveness of systems of internal control". The first of these is this report and will inform the reviews to be undertaken by Full Council on 26 April 2018 and the Godalming Joint Burial Committee on 21 June

2018. The second is on this agenda when this Committee reviews the annual governance statement alongside the statement of accounts.

Effectiveness of systems of internal control

4. Members are asked to consider whether this Committee's work programme deals adequately with the internal systems of control?
5. Members are further asked to address specifically the question of the effectiveness of audit and to do that by considering the questions and suggested responses shown below:

- **Scope of Audit**

Has the scope of the internal audit been discussed with the Internal Auditor to ensure that all the relevant risks are covered?

- The scope of the internal audit had been discussed with the Internal Auditor in order to ensure that all the relevant risks were covered. The scope of Audit has not changed since Mulberry & Co were first appointed although additional reviews have been performed as and when considered necessary.

- **Independence**

Is the Internal Auditor sufficiently independent, objective and unbiased?

- The Internal Auditor is sufficiently independent, objective and unbiased evidenced by the fact that Mulberry & Co is an external accountancy firm trading independently. Mulberry & Co had a particular specialism in Town and Parish Councils. Members to note that it is good practice to change the Internal Auditor and Godalming Town Council performed a market test in the 2017/18 financial year which resulted in Mulberry & Co being reappointed. However, in order to ensure familiarity does not become an issue, the person performing the audit has changed since the 2016/17 financial year;

- **Competence**

Does the Internal Auditor have sufficient knowledge to be able to carry out the audit?

- The Internal Auditor has sufficient knowledge to be able to carry out the audit as demonstrated by the fact that Mark Mulberry (the Internal Auditor) is a Chartered Certified Accountant and Registered Auditor and his colleague Mike Platten is similarly qualified;

- **Relationships**

Are the relevant responsibilities of Members, Clerk and RFO clearly defined?

- The relevant responsibilities of Members, Clerk, RFO are clearly defined in the job description for the Clerk and RFO and the terms of reference of the Audit Committee. There are also clear definitions of responsibility in Financial Regulations which are reviewed at least annually.

- **Audit Planning & Reporting**

Is the body aware of a timetable of when the internal and external audits will take place and when the reports from these will be expected?

- The Committee is made aware of the timetable of when the internal and external audits will take place and when the reports from these would be expected. The last internal audit was conducted 21 November 2017 and reported at the Audit Committee meeting on 21 January 2018. The Committee's observations then accompanied the Internal Audit Report to the Full Council on 22 March 2018. At its meeting on 26 April 2018 Full Council should formally agree the annual return including the statement of accounts and the annual governance statement. The annual return is to be sent to the External Auditor thereafter and the expectation is that it should be received back by 30 September 2018. The annual return will be considered at the next scheduled meeting following its receipt from the External Auditor.

Internal Audit Process

6. The Committee is further asked to consider the following questions and suggested responses with regard to internal audit arrangements.

Is the work of the Internal Audit reviewed regularly?

- The work of the Internal Auditor is reviewed regularly; initially by officers, then in detail by the Audit Committee. Findings and recommendations of the Audit Committee are reported to Full Council;

Are the reports on the work of the Internal Auditor presented to the Committee?

- The reports on the work of the Internal Auditor are presented to the Audit Committee; the most recent included on Audit Committee meeting dated 21 January 2018;

Are the reviews and risk assessments undertaken from the Work Programme by the Audit Committee on behalf of the Joint Burial Committee reported to the Committee?

- The Godalming Joint Burial Committee performed its own risk assessments at its meeting on 22 March 2018.

Does the Audit Committee provide regular reports relating to its recommendations and the agreed Work Programme to the Full Council?

- The Audit Committee reported to Full Council on 16 November 2017 (Minute No. 307-17 refers) and 22 March 2018 (Minute No. 477 -17 refers).

Are the annual reports from the Internal Auditor presented to the Committee?

- The Annual Reports from the Internal Auditor are usually presented to the Audit Committee and then received by Full Council (see above for dates).

External Audit Process

7. The Committee is further asked to consider the following questions and suggested responses with regard to external audit arrangements.

Are the annual reports from the External Auditor presented to the committee?

- The Annual Reports from the External Auditor relating to Godalming Town Council are presented to the Audit Committee, the most recent being brought to Full Council on 16 November 2017.

Does the Committee ensure that recommendations from the External Auditor are implemented?

- If there are recommendations from the External Auditor then Members ensure that they are implemented. There were no recommendations for the 2016-17 financial year.

During the 2017-18 financial year, the Council went out to market to appoint their Internal Audit function for the 2018-19 financial year onwards. As a result of this exercise, Mulberry & Co was reappointed.

PK Littlejohn LLP will be the External Auditor for Godalming Town Council for the 2017-18 financial year and BDO will be the External Auditor for the Godalming Joint Burial Committee.

Characteristics of the Review

8. Finally the Committee is asked to consider the following questions and suggested responses about the overall characteristics of this review.

Can it be seen as a Catalyst for Change?

- Yes, the evidence being the Work Programme and the reviews undertaken to assess risk and the areas that are developed from these reviews

Does it Add Value?

- Yes, value is provided by the follow-up actions that are taken from the work programme to make improvements to enhance our services and reduce risk.

Is it Forward Looking?

- Yes, the review identifies risks and incorporates them into the Audit Committee's Work Programme, which is reviewed and updated at each meeting of the Committee to ensure it is forward looking and meeting events.

Is it Challenging?

- Yes, the Audit Committee has created its own Work Programme identifying areas and risks over and above the norm that are considered and are reviewed on a regular basis to ensure compliance and to allow Members to take ownership of the risks and how they are managed to meet best practice.

Are the right resources available for the Internal Auditor to complete its work?

- Sufficient budget exists to meet internal audit fees (and addition professional fees budget and/or reserves should unexpected circumstances demand more internal audit input). Good communication lines exist between the Internal Auditor and the council's officers and contracted staff.

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Administration & Overheads							
401 Administration & Overheads							
4013 Other Staff Expenses	0	0	500	500		500	0.0 %
4014 Sexton Duties	0	70	0	-70		-70	0.0 %
4103 Maintenance Contracts	0	0	500	500		500	0.0 %
4202 Car Allowances	0	12	0	-12		-12	0.0 %
4310 Administration Charge	0	13,750	27,500	13,750		13,750	50.0 %
4312 Professional Fees - Surveyors	2,150	2,150	0	-2,150		-2,150	0.0 %
4313 Professional Fees - Other	0	0	2,000	2,000		2,000	0.0 %
4314 Audit Fees	0	155	800	646		646	19.3 %
4315 Insurance	0	4,729	4,650	-79		-79	101.7 %
4321 Bank Fees	19	61	250	189		189	24.3 %
4326 Website	0	364	400	36		36	91.0 %
4327 Publicity Advertising	665	815	1,150	335		335	70.9 %
4900 Miscellaneous	0	20	400	380		380	5.0 %
Administration & Overheads :- Expenditure	2,834	22,125	38,150	16,025	0	16,025	58.0 %
1001 Precept - Godalming TC	0	30,532	61,064	-30,532			50.0 %
1002 Precept - Busbridge PC	0	1,754	3,508	-1,754			50.0 %
1300 Interest	0	81	340	-259			23.8 %
Administration & Overheads :- Income	0	32,367	64,912	-32,545			49.9 %
Net Expenditure over Income	2,834	-10,242	-26,762	-16,520			
Administration & Overheads :- Expenditure	2,834	22,125	38,150	16,025	0	16,025	58.0 %
Income	0	32,367	64,912	-32,545			49.9 %
Net Expenditure over Income	2,834	-10,242	-26,762	-16,520			

Eashing

411 Eashing - Cemetery							
4013 Other Staff Expenses	45	45	0	-45		-45	0.0 %
4014 Sexton Duties	140	210	0	-210		-210	0.0 %
4015 Grave Digging	7,415	8,390	0	-8,390		-8,390	0.0 %
4102 Property Maintenance	0	141	500	359		359	28.2 %
4103 Maintenance Contracts	0	800	750	-50		-50	106.7 %
4131 Rates	0	4,592	4,230	-362		-362	108.6 %
4141 Water Service	15	40	300	260		260	13.5 %
4162 Waste Removal	83	762	1,000	238		238	76.2 %
4171 Grounds Maintenance	76	10,238	43,500	33,262		33,262	23.5 %

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4172 Memorial Inspection	0	0	2,000	2,000		2,000	0.0 %
4301 Equipment	3,212	3,244	0	-3,244		-3,244	0.0 %
Eashing - Cemetery :- Expenditure	10,987	28,463	52,280	23,817	0	23,817	54.4 %
1100 Interment	1,300	4,180	8,000	-3,820			52.3 %
1101 Monument	230	850	2,000	-1,150			42.5 %
1102 Purchase of Grave Space	1,950	5,200	6,000	-800			86.7 %
1400 Miscellaneous	7,315	8,290	0	8,290			0.0 %
Eashing - Cemetery :- Income	10,795	18,520	16,000	2,520			115.8 %
Net Expenditure over Income	191	9,943	36,280	26,337			
413 Eashing - Chapel							
4102 Property Maintenance	45	400	0	-400		-400	0.0 %
4103 Maintenance Contracts	0	119	180	61		61	66.0 %
4111 Energy Costs	0	106	550	444		444	19.3 %
4161 Cleaning	0	0	530	530		530	0.0 %
Eashing - Chapel :- Expenditure	45	625	1,260	635	0	635	49.6 %
1200 Rent	0	70	350	-280			20.0 %
Eashing - Chapel :- Income	0	70	350	-280			20.0 %
Net Expenditure over Income	45	555	910	355			
415 Eashing - Lodge							
4102 Property Maintenance	0	651	550	-101		-101	118.4 %
4103 Maintenance Contracts	0	0	100	100		100	0.0 %
4161 Cleaning	40	40	0	-40		-40	0.0 %
4301 Equipment	0	428	100	-328		-328	427.8 %
Eashing - Lodge :- Expenditure	40	1,119	750	-369	0	-369	149.2 %
1200 Rent	1,350	5,400	16,200	-10,800			33.3 %
Eashing - Lodge :- Income	1,350	5,400	16,200	-10,800			33.3 %
Net Expenditure over Income	-1,310	-4,281	-15,450	-11,169			
Eashing :- Expenditure	11,072	30,207	54,290	24,083	0	24,083	55.6 %
Income	12,145	23,990	32,550	-8,560			73.7 %
Net Expenditure over Income	-1,074	6,216	21,740	15,524			

Nightingale

Month No : 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
421 <u>Nightingale - Cemetery</u>							
4013 Other Staff Expenses	0	15	0	-15		-15	0.0 %
4014 Sexton Duties	0	70	0	-70		-70	0.0 %
4015 Grave Digging	0	200	0	-200		-200	0.0 %
4103 Maintenance Contracts	700	700	750	50		50	93.3 %
4131 Rates	0	221	200	-21		-21	110.5 %
4141 Water Service	13	66	200	134		134	33.0 %
4171 Grounds Maintenance	220	224	15,750	15,526		15,526	1.4 %
Nightingale - Cemetery :- Expenditure	934	1,496	16,900	15,404	0	15,404	8.9 %
1100 Interment	600	1,200	0	1,200			0.0 %
1101 Monument	150	300	0	300			0.0 %
1102 Purchase of Grave Space	0	3,400	0	3,400			0.0 %
1400 Miscellaneous	0	200	0	200			0.0 %
Nightingale - Cemetery :- Income	750	5,100	0	5,100			
Net Expenditure over Income	184	-3,604	16,900	20,504			
423 <u>Nightingale - Chapel</u>							
4102 Property Maintenance	0	0	600	600		600	0.0 %
4103 Maintenance Contracts	0	119	100	-19		-19	118.8 %
Nightingale - Chapel :- Expenditure	0	119	700	581	0	581	17.0 %
1200 Rent	0	0	5,000	-5,000			0.0 %
Nightingale - Chapel :- Income	0	0	5,000	-5,000			0.0 %
Net Expenditure over Income	0	119	-4,300	-4,419			
425 <u>Nightingale - Lodge</u>							
4102 Property Maintenance	180	250	0	-250		-250	0.0 %
4103 Maintenance Contracts	0	0	250	250		250	0.0 %
4301 Equipment	0	0	100	100		100	0.0 %
Nightingale - Lodge :- Expenditure	180	250	350	100	0	100	71.5 %
1200 Rent	1,050	4,200	12,600	-8,400			33.3 %
Nightingale - Lodge :- Income	1,050	4,200	12,600	-8,400			33.3 %
Net Expenditure over Income	-870	-3,950	-12,250	-8,300			
Nightingale :- Expenditure	1,114	1,865	17,950	16,085	0	16,085	10.4 %
Income	1,800	9,300	17,600	-8,300			52.8 %
Net Expenditure over Income	-686	-7,435	350	7,785			

GTC Costs for Administration of Godalming Joint Burial Committee

Staff Costs Including On Costs

% of Cost	Service	Amount
7.5%	TC	£4,730
12%	RFO	£5,682
10%	SSE	£3,918
25%	FS	£8,960

Cost Centre 101

% of Cost	Service	Amount
75%	Essential Car Users Allowance	£929
15%	Office Recharge	£2,274
15%	Computing	£1,200
15%	Telecom	£248
15%	Printing	£360
15%	Stationary	£423
15%	Postage	£234
	TOTAL	£28,958
	Plus 2.5% Inflation (July 2018)	£724
	GTC/GJBC recharge 2019/20	£29,682 +VAT

1. Staff costs reflect the estimated time of staff members who have a direct function and responsibility for GJBC administration and operational activities.

2. The mean average of staff time engaged in GJBC activity is 16.6%, this has been rounded down to 15% for office support costs with the exception of the essential car users allowance which is evenly split between 25% GTC and 75% GJBC to reflect actual journeys undertaken

3. It is recommended that, subject to staff time being reviewed once GTC's time management system is fully implemented, the above formula is used for future years (reviewed every 4 years) adjusted for the CPI rate prevailing in July each year. This will allow for both GTC and GJBC to set appropriate budgets.

**GODALMING JOINT BURIAL COMMITTEE
CEMETERY FEES AND CHARGES EFFECTIVE FROM 1 JANUARY 2019**

EASHING CEMETERY		
<u>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</u> (including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	Resident & Excepted Category Fees	Non-Resident Fees
In an earthen grave 9 feet by 4 feet	£750	£1,125
In an earthen grave 6 feet by 3 feet (for children under 12)	£300	£450
Cremated remains in an earthen grave 2 feet by 2 feet within main cemetery (limited plots to complete existing rows)	£300	£450
<u>INTERMENTS</u> (the fees indicated exclude the digging of the grave). For the interment in a grave, which has already been purchased:-	Resident & Excepted Category Fees	Non-Resident Fees
Of the body of a child not exceeding 12 years	No Charge	No Charge
Of the body of a person exceeding 12 years	£350	£525
Of an urn or casket containing the cremated remains of a child or person in a grave 2 feet x 2 feet at a depth not exceeding 4 feet or into an existing purchased grave space	£300	£450
CHAPEL GARDEN OF REMEMBRANCE – CREMATED REMAINS (Ashes)	Resident & Excepted Category Fees	Non-Resident Fees
First interment of an urn of casket containing cremated remains, 50 year exclusive right of burial, grave digging fee and memorial headstone permit. (Memorial headstone to be no bigger than 450mm (H) x 450mm (W) x 300mm (D))	£500	£750
Second interment	£300	£450
Additional inscription or other change to tablet	£80 + VAT (£96)	
<u>NATURAL BURIAL AREA</u> (including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	Resident & Excepted Category Fees	Non-Resident Fees
Earthen grave 9 feet by 4 feet single depth graves only	£850	£1,275
Tree to be purchased or planted	POA	POA
N.B. interment costs as above		
EASHING CEMETERY CHAPEL		
Eashing Cemetery Chapel for Funeral Service	£70	

NIGHTINGALE CEMETERY

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES (including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	Resident & Excepted Category Fees	Non-Resident Fees
In an earthen grave 9 feet by 4 feet	£1,800	-
Cremated remains in an earthen grave 2 feet by 2 feet within main Cemetery	£600	£900
N.B. interment costs as above		

MEMORIALS – ALL CEMETERIES

For the right (for 30 years or until the expiry of burial rights, whichever is the earlier) to erect or place on a grave in respect of which the exclusive right of burial has been granted	Resident & Excepted Category Fees	Non-Resident Fees
A headstone or footstone (including kerbstone & Chippings) not exceeding 5ft in height.	£150	
A freestanding vase or additional tablet not exceeding 12 inches in height	£80	
Additional inscription or other change to a tablet or headstone	£80	
Garden Wall of Remembrance: Permission to erect standard Memorial Tablets in York Stone, White Marble and Nebrosina 15 inches wide by 9 inches High	£80	
NB: Memorials and kerbsets in Nightingale Cemetery shall be constructed of York Stone, Portland Stone, Nabresina, Pirbeck, dark Grey Eggshell Granite or Karin Grey Eggshell Granite only		

OTHER CEMETERY FEES

	Resident & Excepted Category Fees	Non-Resident Fees
Purchase of additional 10 years of Exclusive Rights of Burial (may only be purchased after expiry of first 10 years and total period of outstanding Exclusive Rights shall not exceed 50 years)	£200	£300
Transfer of Ownership (other than as part of funeral arrangements)	£50	
Permission to build a brick vault grave	POA	
Administrative fee for the 'buy back' of pre-purchased graves and Exclusive Rights = 10% of current purchase price + VAT)		
Additional fees may be applicable for additional requirements not listed above, all additional fees are to be agreed in writing and paid in advance of burial		

Resident & Excepted Category Fees apply only to:

- (a) Applicants who reside within the Godalming or Busbridge Parish boundaries.
- (b) Original owners of Exclusive Rights of Burial purchased prior to 1 January 2019.
- (c) The Exclusive Right of Burial is owned by the surviving spouse/civil partner who is a resident of Godalming or Busbridge (if the grave is owned by anyone other than a surviving spouse/civil partner, a non-resident fee would be payable).
- (d) The deceased was originally a Godalming or Busbridge resident and moved out of the area in order to live in a nursing/care home outside the town (proof of prior residency may be required and the final decision is made at the Joint Burial Committee's discretion).

GODALMING JOINT BURIAL COMMITTEE
Final Statistics as at 31 March 2018 and Curret Year Statistics to 21 August 2018

INTERMENTS

(a) Eashing

Quarter Ending

Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-14	1	1	2	0	0	0	1	0	1	1	2	3	3	3	6
30-Sep-14	5	1	6	0	0	0	0	1	1	2	1	3	7	3	10
31-Dec-14	2	1	3	0	0	0	1	0	1	2	1	3	5	2	7
31-Mar-15	7	3	10	0	0	0	0	0	0	2	0	2	9	3	12
30-Jun-15	1	1	2	0	0	0	1	0	1	2	4	6	4	5	9
30-Sep-15	4	1	5	0	0	0	0	0	0	1	1	2	5	2	7
31-Dec-15	4	0	4	0	0	0	0	0	0	3	0	3	7	0	7
31-Mar-16	3	0	3	0	0	0	2	0	2	1	0	1	6	0	6
30-Jun-16	3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
30-Sep-16	3	0	3	0	0	0	1	1	2	1	1	2	5	2	7
31-Dec-16	8	1	9	0	0	0	3	1	4	1	0	1	12	2	14
31-Mar-17	3	0	3	0	0	0	2	1	3	1	2	3	6	3	9
30-Jun-17	3	0	3	0	0	0	1	2	3	1	2	3	5	4	9
30-Sep-17	1	0	1	0	0	0	0	0	0	2	0	2	3	0	3
31-Dec-17	2	0	2	0	0	0	1	0	1	2	2	4	5	2	7
31-Mar-18	0	0	0	0	0	0	1	0	1	2	1	3	3	1	4
30-Jun-18	1	3	4	0	0	0	2	1	3	2	0	2	5	4	9
30-Sep-18	3	3	6	0	0	0	0	0	0	1	0	1	4	3	7
31-Dec-18															
31-Mar-19															

(b) Nightingale

Quarter Ending

Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-14	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
30-Sep-14	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
31-Dec-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Mar-15	1	2	3	0	0	0	1	0	1	0	0	0	2	2	4
30-Jun-15	1	1	2	0	0	0	0	0	0	0	2	2	1	3	4
30-Sep-15	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
31-Dec-15	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
31-Mar-16	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
30-Jun-16	0	1	1	0	0	0	0	0	0	0	1	1	0	2	2
30-Sep-16	1	1	2	0	0	0	0	0	0	0	0	0	1	1	2
31-Dec-16	1	1	2	0	0	0	1	0	1	0	0	0	2	1	3
31-Mar-17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30-Jun-17	1	0	1	0	0	0	1	0	1	0	0	0	2	0	2
30-Sep-17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-17	1	0	1	0	0	0	0	0	0	0	1	1	1	1	2
31-Mar-18	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Jun-18	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
30-Sep-18	2	1	3	0	0	0	0	0	0	0	0	0	2	1	3
31-Dec-18			0			0			0			0		0	0
31-Mar-19			0			0			0			0		0	0

Total

Year Ending

Year Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
14-Mar-09	14	10	24	0	0	0	2	1	3	0	1	1	16	12	28
31-Mar-10	16	10	26	0	0	0	4	5	9	5	2	7	25	17	42
31-Mar-11	15	7	22	0	0	0	9	5	14	3	0	3	27	12	39
31-Mar-12	10	4	14	2	0	2	2	5	7	8	3	11	22	12	34
31-Mar-13	16	6	22	0	0	0	4	1	5	6	0	7	27	7	34
31-Mar-14	10	10	20	0	0	0	5	2	7	5	1	6	20	13	33
31-Mar-15	19	11	30	0	0	0	3	1	4	7	4	11	29	16	45
31-Mar-16	16	6	22	0	0	0	4	0	4	7	7	14	27	13	40
31-Mar-17	19	5	24	0	0	0	8	3	11	3	5	8	30	13	43
31-Mar-18	9	0	9	0	0	0	4	2	6	7	6	13	20	8	28
31-Mar-19	6	10	16	0	0	0	2	1	3	3	0	3	11	11	22

PLOTS SOLD

Quarter Ending

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

GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the Codes of Conduct adopted by Godalming Town Council & Busbridge Parish Council).

As required by the Localism Act 2011 and the adopted Codes of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

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

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