

GODALMING JOINT BURIAL COMMITTEE

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

Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

1 November 2019

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 7 NOVEMBER 2019 at 5.45pm.

Andy Jeffery
Clerk to the Committee

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

A G E N D A

1. MINUTES

The Chair to sign as a correct record the Minutes of the meeting held on 5 September 2019.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

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

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – ITEM FOR DECISION

Recommendation – Members to resolve to agree that the Chair should sign the schedule of accounts paid.

Members to receive a report on the accounts paid since the last meeting.

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

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 – ITEM FOR DECISION**

Recommendation – Members to resolve to agree that the Chair should sign the 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. **EXTERNAL AUDITORS REPORT – ITEM FOR NOTE**

Members to note the report from the External Auditor stating that were no issues that came to their attention during the audit (copy of report attached for the information of Members).

9. **BUDGET MONITORING – ITEM FOR NOTE**

Members to consider a budget monitoring report to 30 September 2019 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Administration & Overheads	2,359 u/s	1,000 u/s
Eashing Cemetery	6,853 u/s	0
Eashing Chapel	523 o/s	0
Eashing Lodge	100 o/s	0
Nightingale Cemetery	10,042 u/s	6,700 u/s
Nightingale Chapel	5,087 o/s	0
Nightingale Lodge	3,327 o/s	2,000 o/s
TOTAL	10,217 u/s	5,700 u/s

The monitoring report shows a current variance of £10,217 underspend against budget.

- The Administration & Overheads – having revalued JBC properties for insurance purposes last year, this Committee was able to put its Insurance out to tender for the 2019/20 financial year which resulted in savings of £1,100. The new contract is a three year contract.
- Eashing Cemetery – we have had a large number of grave purchases which are always difficult to predict.
- Nightingale Cemetery – we do not budget for any revenue at Nightingale as it has limited availability (until our digitising work is complete), so all revenue is treated as a windfall. We are also underspent on Grounds Maintenance where minimal extra works have been required than budgeted.
- Nightingale Chapel – Skillway was not invoiced in September – this is a timing issue only.
- Nightingale Lodge – this Committee did some garden clearance works at the Lodge to ensure the Cemetery aspect was maintained.

10. CEMETERY GROUNDS MAINTENANCE – ITEM FOR DECISION

Recommendations

1. **Members to resolve to approve the revised schedule for grass cutting and trimming within Eashing & Nightingale Cemeteries and for the Clerk to seek tenders for the delivery of the schedule for the period 2020-2022.**
2. **Members to resolve to agree to the virement of £10,000 underspend of the 2019/20 Eashing Grounds Maintenance budget (Nominal 4171) to the equipment budget (Nominal 4301).**
3. **If Members resolve to approve recommendation 2. Members are further requested to resolve to agree the utilising of the 2019/20 equipment budget and the funds agreed at Min. No. 50-19 for the purchase of:**
 - **a utility tractor unit;**
 - **loader, flail & hedging attachment; and**
 - **associated maintenance equipment & facilities.**

At its meeting of 5 September 2019, the Committee resolved that the grounds maintenance requirements should be re-evaluated with an aim of reducing external contractor support to two core functions, high volume grass cutting and grave digging. In doing so Members agreed that the revised maintenance specifications for high volume grass cutting should be submitted to the Committee prior to seeking tenders (Min. No. 50-19 refers).

Members are requested to evaluate the proposal for revising the maintenance schedule for the high volume grass cutting (existing and revised contractor schedules and cemetery maps attached for the information of Members) in the wider context of the overall grounds maintenance requirements that meet the aim of reducing external contractor support whilst also:

- re-wilding swards of cemetery land (Min. No. 48 -19 refers);
- improving the amenity of the Old Garden of Remembrance at Eashing Cemetery (Min. No. 49-19 refers);
- protecting natural habitats and biodiversity;
- enhancing the overall community benefit afforded by well managed public open spaces;
- providing a community focussed bereavement service that strives to meet the needs of individual users;
- providing a more flexible and proactive maintenance operation; and
- managing costs.

To assist the Committee in its deliberations Members are to receive a presentation and report (attached for the information of Members) relating to the grounds maintenance requirements for 2020/21 for delivery of the Committee's aims and previous decisions. The report to outline additional equipment requirements to support the service delivery.

11. REPURCHASE OF GRAVE – ITEM FOR NOTE

Members to note that the Exclusive Rights of Burial for grave X1 at Nightingale Cemetery, which had not be exercised, has been bought back by the Committee at the original sale price less an administration fee. As such an additional grave space is now available at Nightingale Cemetery.

12. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2020 AND THE BUDGET FOR 2020/21

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 £54,958 to Godalming Town Council and £3,157 to Busbridge Parish Council but is 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 2019/20 showing a surplus of £560 and the Budget for 2020/21 showing a surplus of £535. Both amounts to be charged to the Revenue reserve.

13. THE SOCIAL FUND (CHILDREN'S FUNERAL FUND FOR ENGLAND) REGULATIONS 2019 NO. 1064 – ITEM FOR NOTE

Members will wish to be made aware that following a national campaign aimed at alleviating some of the stress suffered by bereaved parents, carers and relatives of children under the age of 18 associated with the cost of burial or cremation, the government has introduced the Children's Funeral Fund for England (separate arrangements already existed in Scotland and Wales). The fund removes the responsibility for meeting the cost of a burial from those who are faced with the task of arranging a funeral for a child under the age of 18 by providing a mechanism for burial authorities and funeral directors to be able to recover their reasonable costs.

Unfortunately, Godalming Joint Burial Committee has had to make its first claim against the fund; Officers are monitoring the claim and will report to Members if any issue with the process is experienced.

14. BURIAL STATISTICS – ITEM FOR NOTE

Statistics for the period to 31 October 2019 are attached for the information of Members.

15. RBS CEMETERY RECORD SYSTEM – DATA ENTRY – ITEM FOR NOTE

Data entry of the historic burial records is continuing to progress, to date 22 October 2019:

Nightingale Cemetery 5587/5587 interment records have been entered into RBS system;
Eashing Cemetery 1106/8007 interment records have been entered into the RBS system.

The transfer of interment records from manuscript to digital records for Nightingale Cemetery is now complete. The next stage is to conduct a sample test to verify the accuracy of the digital maps. Once this stage has been achieved the intention is to link the RBS data system with the digital mapping system to enable identification of the area to be subjected to a faculty request. Further reports and items for decision will be brought before Members prior to faculty application.

Transfer of the historic interment records for Eashing Cemetery continue to be undertaken by the RFO on an ad-hoc basis. At this stage further resource is not considered either necessary or practical.

16. COMMUNICATIONS ARISING FROM THIS MEETING

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

17. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 26 March 2020 at 5.45pm in the Council Chamber.

18. 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

Section 3 – External Report 2018/19 Certificate

We present the findings from our review of the return for the year ended 31 March 2019 in respect of:

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

Respective responsibilities of the Joint Committee and the reviewer

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on various governance matters in accordance with generally accepted good practice

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

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

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

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

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

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

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

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

Reviewer signature



BDO LLP

2/19/19

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>401 Administration & Overheads</u>										
1001 Precept - Godalming TC	0	0	0	27,418	27,418	0	54,836			50.0%
1002 Precept - Busbridge PC	0	0	0	1,640	1,640	1	3,279			50.0%
1300 Interest	89	85	(4)	624	170	(454)	340			183.7%
Administration & Overheads :- Income	89	85	(4)	29,682	29,228	(454)	58,455			50.8%
4013 Other Staff Expenses	0	125	125	0	250	250	500	500		0.0%
4103 Maintenance Contracts	0	40	40	0	240	240	500	500		0.0%
4202 Car Allowances	0	0	0	140	0	(140)	0	(140)		0.0%
4301 Equipment	22	0	(22)	1,520	0	(1,520)	0	(1,520)		0.0%
4310 Administration Charge	0	0	0	14,840	14,841	1	29,682	14,842		50.0%
4313 Professional Fees - Other	0	1,000	1,000	3,296	6,000	2,704	12,000	8,704		27.5%
4314 Audit Fees	400	0	(400)	619	200	(419)	800	181		77.4%
4315 Insurance	0	0	0	3,698	4,870	1,172	4,870	1,172		75.9%
4321 Bank Fees	8	21	13	89	126	37	250	161		35.5%
4326 Website	0	200	200	364	200	(164)	400	36		91.0%
4327 Publicity Advertising	0	95	95	930	570	(360)	1,150	220		80.9%
4900 Miscellaneous	0	30	30	75	180	105	400	325		18.8%
Administration & Overheads :- Indirect Expenditure	430	1,511	1,081	25,572	27,477	1,905	50,552	0	24,980	50.6%
Net Income over Expenditure	(341)	(1,426)	(1,085)	4,110	1,751	(2,359)	7,903			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>411 Eashing - Cemetery</u>										
1100 Interment	1,050	733	(317)	5,000	4,398	(602)	8,800			56.8%
1101 Monument	230	183	(47)	1,380	1,098	(282)	2,200			62.7%
1102 Purchase of Grave Space	2,700	550	(2,150)	6,650	3,300	(3,350)	6,600			100.8%
1400 Miscellaneous	23	0	(23)	883	0	(883)	0			0.0%
Eashing - Cemetery :- Income	4,003	1,466	(2,537)	13,913	8,796	(5,117)	17,600			79.1%
4014 Sexton Duties	0	0	0	16	0	(16)	0	(16)		0.0%
4015 Grave Digging	0	0	0	373	0	(373)	0	(373)		0.0%
4102 Property Maintenance	236	40	(196)	572	240	(332)	620	48		92.2%
4103 Maintenance Contracts	0	0	0	800	750	(50)	750	(50)		106.7%
4111 Energy Costs	35	0	(35)	35	0	(35)	0	(35)		0.0%
4131 Rates	0	0	0	5,167	4,750	(417)	4,750	(417)		108.8%
4141 Water Service	7	75	68	(13)	150	163	300	313		(4.4%)
4162 Waste Removal	500	122	(378)	1,733	732	(1,001)	1,470	(263)		117.9%
4163 Domestic Supplies	10	0	(10)	10	0	(10)	0	(10)		0.0%
4171 Grounds Maintenance	1,813	3,000	1,187	15,125	18,000	2,875	36,500	21,375		41.4%
4172 Memorial Inspection	0	165	165	0	990	990	2,000	2,000		0.0%
4301 Equipment	0	0	0	59	0	(59)	0	(59)		0.0%
Eashing - Cemetery :- Indirect Expenditure	2,600	3,402	802	23,876	25,612	1,736	46,390	0	22,514	51.5%
Net Income over Expenditure	1,403	(1,936)	(3,339)	(9,963)	(16,816)	(6,853)	(28,790)			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>413 Eashing - Chapel</u>										
1200 Rent	70	0	(70)	140	70	(70)	140			100.0%
Eashing - Chapel :- Income	70	0	(70)	140	70	(70)	140			100.0%
4102 Property Maintenance	0	0	0	489	0	(489)	0		(489)	0.0%
4103 Maintenance Contracts	57	0	(57)	176	90	(86)	180		4	97.7%
4111 Energy Costs	0	140	140	223	265	42	565		342	39.4%
4161 Cleaning	0	44	44	64	264	200	530		466	12.1%
4163 Domestic Supplies	142	0	(142)	142	0	(142)	0		(142)	0.0%
4301 Equipment	44	0	(44)	118	0	(118)	0		(118)	0.0%
Eashing - Chapel :- Indirect Expenditure	243	184	(59)	1,212	619	(593)	1,275	0	63	95.0%
Net Income over Expenditure	(173)	(184)	(11)	(1,072)	(549)	523	(1,135)			
<u>415 Eashing - Lodge</u>										
1200 Rent	1,350	1,350	0	8,100	8,100	0	16,200			50.0%
Eashing - Lodge :- Income	1,350	1,350	0	8,100	8,100	0	16,200			50.0%
4102 Property Maintenance	0	125	125	0	250	250	500		500	0.0%
4103 Maintenance Contracts	0	0	0	0	0	0	100		100	0.0%
4301 Equipment	350	0	(350)	350	0	(350)	500		150	70.0%
Eashing - Lodge :- Indirect Expenditure	350	125	(225)	350	250	(100)	1,100	0	750	31.8%
Net Income over Expenditure	1,000	1,225	225	7,750	7,850	100	15,100			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>421</u> Nightingale - Cemetery										
1100 Interment	0	0	0	1,350	0	(1,350)	0			0.0%
1101 Monument	0	0	0	450	0	(450)	0			0.0%
1102 Purchase of Grave Space	(1,550)	0	1,550	3,850	0	(3,850)	0			0.0%
1200 Rent	0	0	0	1,050	0	(1,050)	0			0.0%
Nightingale - Cemetery :- Income	(1,550)	0	1,550	6,700	0	(6,700)	0			
4014 Sexton Duties	0	0	0	32	0	(32)	0		(32)	0.0%
4015 Grave Digging	0	0	0	325	0	(325)	0		(325)	0.0%
4102 Property Maintenance	0	0	0	32	0	(32)	0		(32)	0.0%
4103 Maintenance Contracts	0	0	0	700	750	50	750		50	93.3%
4131 Rates	0	0	0	249	250	1	250		1	99.5%
4141 Water Service	12	50	38	76	100	24	200		124	38.0%
4171 Grounds Maintenance	0	1,350	1,350	4,285	8,100	3,815	16,230		11,945	26.4%
4172 Memorial Inspection	0	0	0	159	0	(159)	0		(159)	0.0%
Nightingale - Cemetery :- Indirect Expenditure	12	1,400	1,388	5,858	9,200	3,342	17,430	0	11,572	33.6%
Net Income over Expenditure	(1,562)	(1,400)	162	842	(9,200)	(10,042)	(17,430)			
<u>423</u> Nightingale - Chapel										
1200 Rent	0	5,000	5,000	0	5,000	5,000	5,000			0.0%
Nightingale - Chapel :- Income	0	5,000	5,000	0	5,000	5,000	5,000			0.0%
4102 Property Maintenance	0	150	150	0	300	300	600		600	0.0%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4103 Maintenance Contracts	268	0	(268)	387	0	(387)	100		(287)	386.9%
Nightingale - Chapel :- Indirect Expenditure	268	150	(118)	387	300	(87)	700	0	313	55.3%
Net Income over Expenditure	(268)	4,850	5,118	(387)	4,700	5,087	4,300			
<u>425 Nightingale - Lodge</u>										
1200 Rent	1,050	1,050	0	5,250	6,300	1,050	12,600			41.7%
Nightingale - Lodge :- Income	1,050	1,050	0	5,250	6,300	1,050	12,600			41.7%
4102 Property Maintenance	0	0	0	692	0	(692)	50		(642)	1383.1%
4103 Maintenance Contracts	0	0	0	0	0	0	250		250	0.0%
4161 Cleaning	0	0	0	40	0	(40)	0		(40)	0.0%
4171 Grounds Maintenance	0	0	0	1,546	0	(1,546)	0		(1,546)	0.0%
Nightingale - Lodge :- Indirect Expenditure	0	0	0	2,277	0	(2,277)	300	0	(1,977)	759.0%
Net Income over Expenditure	1,050	1,050	0	2,973	6,300	3,327	12,300			
Grand Totals:- Income	5,012	8,951	3,939	63,785	57,494	(6,291)	109,995			58.0%
Expenditure	3,903	6,772	2,869	59,532	63,458	3,926	117,747	0	58,215	50.6%
Net Income over Expenditure	1,109	2,179	1,070	4,253	(5,964)	(10,217)	(7,752)			
Movement to/(from) Gen Reserve	1,109			4,253						

Godalming Joint Burial Committee Proposed Grass Cutting and Trimming Contract(s) from 1 April 2020. – Schedule of Works

1. Eashing Cemetery, Franklyn Road, Godalming, Surrey

	Location	Requirement	Timing	Indicative Requirement*	Unit of Quote	£ (exc. VAT)
Cemetery Area	Marked with a green cross lines @ 30,000m ²	Cut grass and strim around graves and on untended graves. The grass is not normally picked up. The grass strips bordering the Main Drive and the grid system pathways should be cut to define areas. Each cut to be completed within 3 days.	1 x February 2 x March (2 nd cut being week preceding Mothering Sunday) 1 x every three weeks April - November	15 cuts p.a	Per cut	

2. Nightingale Cemetery, Deanery Road, Farncombe, Godalming, Surrey

	Location	Requirement	Timing	Indicative Requirement*	Unit of Quote	£
Cemetery Area	Marked with a green cross lines @ 17,000m ²	Cut grass and strim around graves and on untended graves. The grass is not normally picked up. Cut to be completed within 2 days.	1 x February 2 x March (2 nd cut being week preceding Mothering Sunday) 1 x every three weeks April - November	20 cuts p.a.	Per cut	

Please indicate, if appropriate, the % discount if awarded both cemetery contracts (Eashing and Nightingale).

*The precise number of units (cuts etc.) required for each area will be determined in the light of the total contract price and discussions with the successful contractor(s).

Proposed Schedule Area

EASTING CEMETERY

Flaxman Road
Godalming
BU7 2LD

Glass Cutting in
Glass Zone = @ 30,000 m²

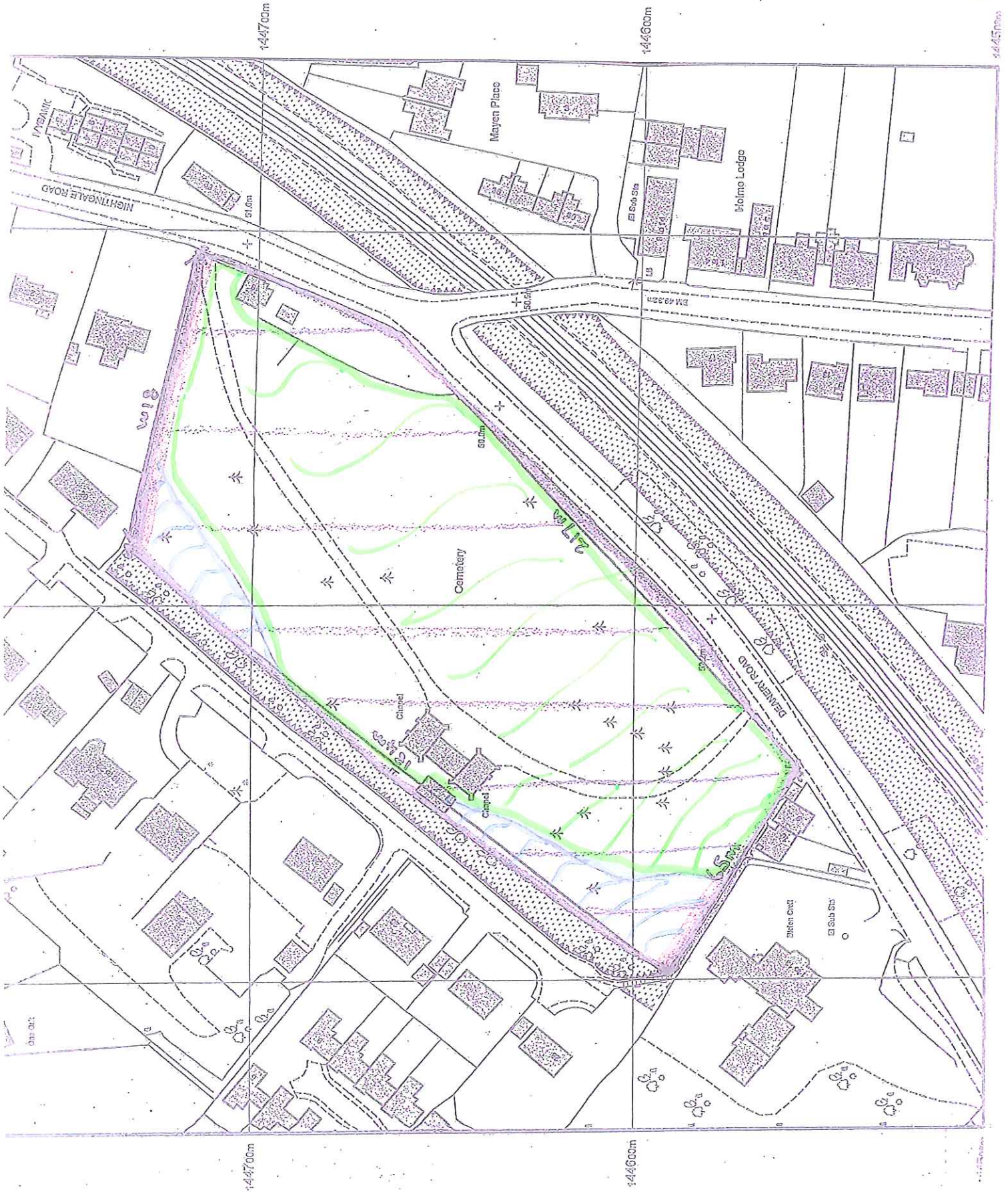


Proposed
Schedule Area,

NIGHTINGALE
CEMETERY

DENVER ROAD
EASEMENT
EUT ZHP

GLASS CUTTING
IN EASEMENT
= @ 17,000m²



Godalming Joint Burial Committee Cemeteries and Godalming Town Council Community Open Spaces – Existing Schedule of Works

1. Eashing Cemetery, Franklyn Road, Godalming, Surrey

	Location	Requirement	Timing	Indicative Requirement	Notes
Garden Areas	Two areas marked with a red border (Garden of Remembrance and Chapel Gardens)	Cut grass using pedestrian mower that has a collection box and a roller to produce a stripped finish. Edges will be maintained at the same time as the lawn is cut. Garden to be weeded and tidied. Arisings to be composted, except for last cut of the year, which is to remain on the ground. Light fertilization and aeration to take place in Spring and Autumn, with seeding as required.	Once a week between March and November plus 2 winter cuts	38 cuts p.a.	To be transferred to in-house team
	All hedges in the Cemetery within the red borders.	Trim hedges to a maximum of 2.5 metres. Take away arisings.	May, August, November	3 Trims p.a.	To be transferred to in-house team
		Additional Gardening Services - planting, weeding, leaf collection, de-icing of path and drive	As required	As required	To be transferred to in-house team
	Two areas marked with a Red Border and the Main Drive	Collect and take away leaves	November and December	2 collections	To be transferred to in-house team
Cemetery Area	Marked with a blue border	Cut grass and strim around graves and on untended graves. The grass is not normally picked up. The grass strips bordering the Main Drive should be cut with a pedestrian mower using a collection device. Each cut to be completed within 3 days.	Once a fortnight between March and November plus once a year in December.	20 cuts	Contractor requirement – see proposed schedule
Sward Area	Marked with a yellow border	Cut to a height of three inches. Take away arisings after 3 days.	Twice a year in June and October	2	To be transferred to in-house team
		To flay bracken within meadow area	2 x per year between May and October	2	To be transferred to in-house team
Green Burial Area	Marked with a green border	Box cut designated grave areas and access route as required for burials (minimum 3 days' notice of requirement)	As required	As required	To be transferred to in-house team

Godalming Joint Burial Committee Cemeteries and Godalming Town Council Community Open Spaces – Existing Schedule of Works

		Cut Pathway through Green Burial Area with a pedestrian mower using a collection device	Once a fortnight between March and November plus once a year in December on the same schedule as the main cemetery cut.	20 cuts	To be transferred to in-house team
--	--	---	---	---------	------------------------------------

Godalming Joint Burial Committee Cemeteries and Godalming Town Council Community Open Spaces – Existing Schedule of Works

2. Nightingale Cemetery, Deanery Road, Farncombe, Godalming, Surrey

	Location	Requirement	Timing	Indicative Requirement	Notes
Cemetery Area	Marked with a blue border.	Cut grass and strim around and on graves. Cut to be completed within 2 days.	Once a fortnight between March and November, plus once in December	20 cuts p.a.	Contractor requirement – see proposed schedule
	All hedges bordering the Cemetery, marked in red on the map.	Trim hedges to a maximum of 2.5 metres. Take away arisings. (Hedge one cemetery footpath boundary adjacent to Bicton croft to be cut on both sides).	May, August, November	3 trims p.a.	To be transferred to in-house team
	Weeding and cutting back of vegetation from Pavement and Railings bordering Deanery and Nightingale Road	Weeding from wall section of Nightingale Lodge and footpath/railing cemetery frontage including herbicide spraying. Pruning of trees and shrubs overhanging public footpath	Weeding and spraying May, August, November Pruning Autumn	Weeding 3 x pa Spraying 3 x pa Pruning 1 x pa	To be transferred to in-house team
	Additional Gardening Services - planting, weeding, leaf collection, de-icing of path and drive	As required	As required	Per person per hour	To be transferred to in-house team

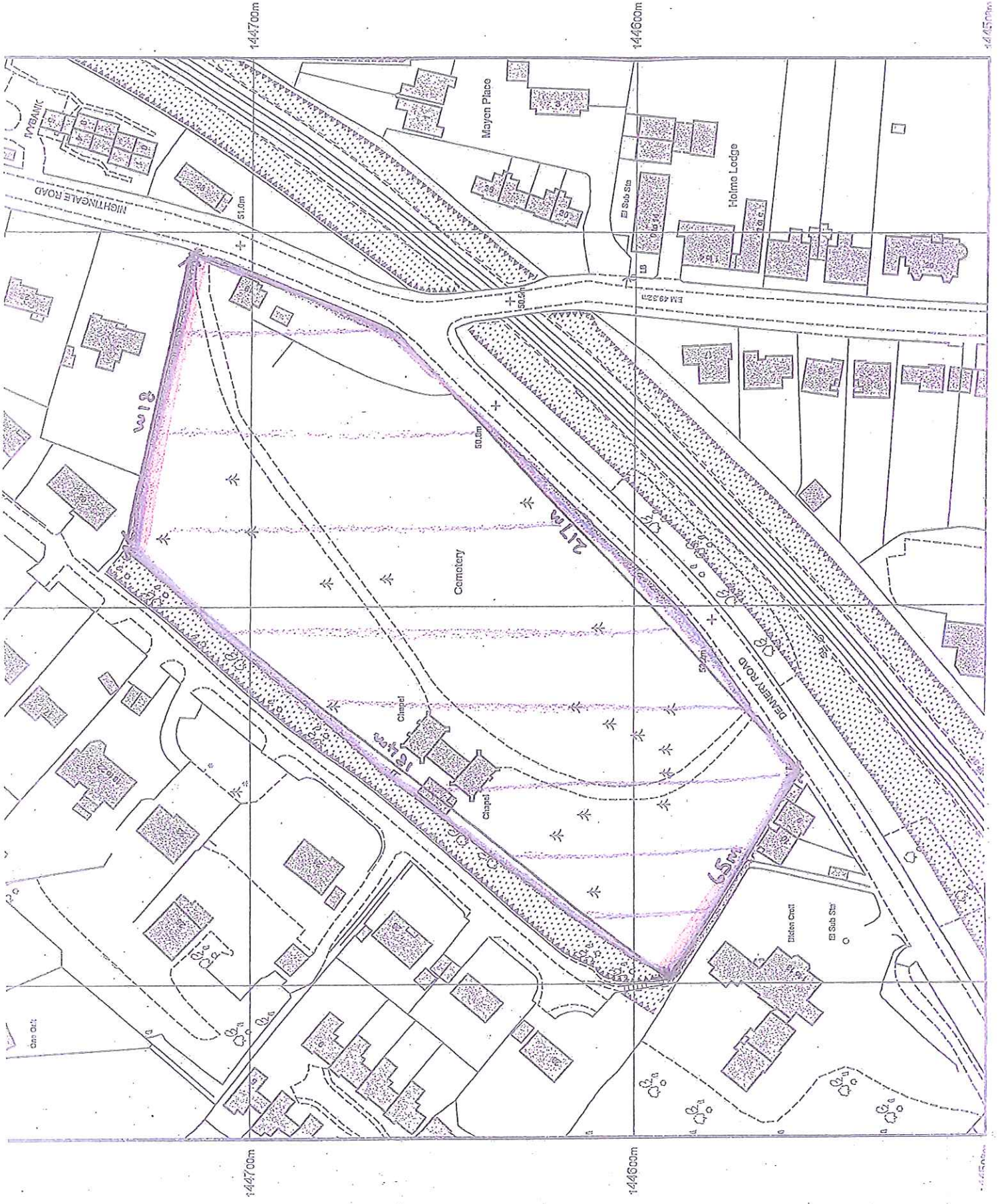
Please indicate, if appropriate, the % discount if awarded both cemetery contracts (Eashing and Nightingale).

EXISTING Schedule Area.

EASHING CEMETERY



EXISTING
SHEAK AREA
NIGHTINGALE
CEMETERY



10. CEMETERY GROUNDS MAINTENANCE

Eashing and Nightingale Cemeteries' Maintenance Plan 2020/2021

Eashing Cemetery:

- 1) Boundaries – establish a clear maintenance margin around the boundary of the cemetery. There are a number of overhanging trees with low branches and areas of deep overgrowth, which encourages boundary creep and fly tipping from neighbours.
- 2) Tree care – crown lift trees to create clear views across the cemetery and establish a tree planting plan for the future. Removal of self-seeded trees and overgrown ivy adjacent to grave memorials.
- 3) Bracken – establish an effective control program. The current control plan has not been effective and a further robust plan needs to be established to enable the encroachment of bracken.

Biology

Bracken is a perennial with an extensively branched rhizome system that constitutes a formidable reserve of growth potential. There are two types of rhizome, long thick storage organs that branch and run deep underground but produce no fronds and short thinner, shallower rhizomes on each of which a single frond is borne each growing season.

On deep soils the rhizomes may extend to a depth of more than a metre. Rhizomes grow particularly strongly in the autumn when large numbers of frond buds are initiated.

Bracken is considered a human health hazard due to the carcinogenic spores. It also provides a habitat favoured by sheep ticks that transmit Lyme disease. Few birds breed in bracken and it is said to have limited wildlife value. Spores are probably only important in colonizing new sites. Spores may persist in the soil and can remain viable for up to 10 years.

Management

Bruising the unfurling bracken fronds with a 'bracken bruiser' is one control technique (Soil Association 2002). The damage causes the stems to bleed and this weakens them. It is best carried out after late May, preferably in late June/early July but before August crushing with a roller twice a year for 3 years is also said to be successful.

Cutting is less effective than crushing because the cut surfaces heal more rapidly. It can take more than 10 years to get bracken under control.

Chemical controls are available which would allow quicker control, however they are subject to specific licencing

Further reading –

<https://www.gardenorganic.org.uk/sites/www.gardenorganic.org.uk/files/organic-weeds/pteridium-aquilinum.pdf>

- 4) Wild flowers - establish a section of UK native wild flower meadow using the wild flower earth method adjacent to the memorial garden. Wild flowers would only be able to be established in bracken free locations.

- 5) Grass cutting and trimming – monitor contractors' maintenance schedule and undertake additional cuts to main open areas and pathways between graves as and when required. Undertake the mowing of the memorial garden and the chapel gardens as and when required.

Nightingale Cemetery:

- 1) Boundaries – establish a clear maintenance margin to the sides and the rear of the cemetery. There are a number of fallen trees over the boundary fence.
- 2) Tree care – crown lift trees to facilitate mowing to the boundary fence and remove self-seeded trees from around the front fence lines and re-establish hedge area around The Lodge House garden.
- 3) Create a topsoil storage area for the topping up of sunken graves. This would give a clearly defined area for the grave diggers to place the soil rather than dumping in a heap along the hedgerow. Excess soil could be moved to Eashing Cemetery topsoil area if required.
- 4) Control horsetail weed along boundary fence.

Machinery and facility requirements:

- 1) Maintenance yard – create a maintenance storage yard for safe machinery and material storage behind existing cemetery workshop, and thus facilitate the proposed improvement works of the cemeteries.
- 2) Green waste and soil storage area – create a suitable green waste processing area and topsoil storage area. Green waste is to be processed into a useable compost for the enrichment of the soil for tree planting and turf improvement in the memorial garden. Top soil is to be utilized in the levelling of the graves and needs to be kept segregated from composted green waste. Installation of suitable moveable bays would aid in the containment of the compost and soils. An evergreen hedge to be planted around to screen the compost area.
- 3) Utility tractor - a road legal compact utility tractor with loader, mid mount mower with collector.

Loader – to enable material movement and aid green waste management.

Mid mount mower and collector – mowing of large open spaces, maintenance margin and collection of wild flower meadow arisings.

- 4) Compact tipping trailer with removable high sides – bulk material movements around cemetery e.g. green waste/soil.
- 5) Tractor mounted flail mower – mowing down of bracken and long grasses.
- 6) Tractor mounted hedge cutter – maintaining boundary hedges.
- 7) Zero turn mower – mowing between graves.

Godalming Joint Burial Committee
Revised Estimates 2018/19 and Budget 2019/20

2018/19 Actual		2019/20 Budget £	2019/20 Revised Estimate £	2020/21 Budget £	
	Employees				
10,123	Indirect employee expenses				
	Premises Related Expenditure				
21,788	Repairs, alteration & maintenance of buildings	4,400	4,820	4,820	
442	Energy costs	565	1,080	1,200	2020/21 £100pm with two staff now based there
0	Rents	0	0	0	
4,813	Rates	5,000	5,450	6,000	2020/21 Add 10% increase
449	Water services	500	315	420	2020/21 EC £20pm & NC £15pm
0	Fixtures and fittings				
2,063	Cleaning & domestic supplies	2,000	3,300	3,300	Bins 52 empties @ £22; Skips 4 @ £310; Suspended Solids 4 @ £105; Other £496
41,488	Grounds maintenance costs ¹	54,730	41,000	42,600	See memo below
4,729	Premises insurance	4,870	3,700	3,800	Revised = actual Add 3% for 2019/20
5,000	Contribution to premises-related provisions ²	3,000	3,000	5,000	
	Transport Related Expenditure				
	Public transport				
211	Car allowances	500	500	500	No change
	Supplies & Services				
5,242	Equipment, furniture and materials	500	20,500	9,000	2019/20 £10k (Min 50-19) and further £10k virement from Ground Mtce; 2020/21 £9k Equipment
0	Printing, stationery & general office expenses	0	0	0	
10,655	Services				
555	Professional Fees	12,000	13,700	2,000	Entering NC records into RBS £6k, linking records to map £7.7k
	Audit fees	800	800	800	
27,500	Admin fees	29,682	29,680	29,680	New recharge structure for 2019/20
217	Bank charges	250	250	250	
0	Communications & computing	0	0	0	
364	computers	400	400	400	
	website	400	400	400	
815	publicity	1,000	1,000	1,000	No change

Godalming Joint Burial Committee
Revised Estimates 2018/19 and Budget 2019/20

2018/19 Actual		2019/20 Budget	2019/20 Revised Estimate	2020/21 Budget	
		£	£	£	
0	Grants & Subscriptions	150	150	150	No change
0	Contributions to provisions	0	0	0	
1,716	Miscellaneous expenses	400	400	400	No change
Income					
0	Government Grants				
	Other grants etc	0	0	0	No longer to receive War Memorial Commission
(85,963)	Customer & client receipts ³	(51,540)	(61,290)	(51,540)	See memo below
(470)	Interest	(340)	(1,200)	(600)	No change
(64,572)	Recharges ⁴	(68,115)	(68,115)	(58,115)	See memo below
(12,838)	Net Expenditure (to/from revenue reserve)	752	(560)	1,065	

Memoranda

1. Grounds Maintenance

Eashing Maintenance Contract	35,000	25,000	27,500	2020/21 15 cuts @ £1500 plus £5,000 for other works 2019/20 includes £2.5k Laurel Removal Min 49-19; 2020/21 20 cuts @ £330 plus £5,000 for other works
Nightingale Maintenance Contract	16,230	12,500	11,600	
Tree Maintenance	1,500	1,500	1,500	
Memorial Inspection	2,000	2,000	2,000	
	54,730	41,000	42,600	

2. Contribution to premises-related provisions

EMR Chapels	0	0	2,500
EMR Cemeteries	0	0	0
EMR Lodges	3,000	3,000	2,500
	3,000	3,000	5,000

Godalming Joint Burial Committee
Revised Estimates 2018/19 and Budget 2019/20

2018/19 Actual		2019/20 Budget £	2019/20 Revised Estimate £	2020/21 Budget £	
3. Customer & client receipts					
(11,190)	Eashing Cemetery	(6,600)	(9,500)	(6,600)	Assume historic level of activity & 10% average fee increase
(8,970)		(8,800)	(8,800)	(8,800)	ditto
(3,050)		(2,200)	(2,200)	(2,200)	ditto
(5,140)		(140)	(140)	(140)	Assume chapel to be used 2 times
(26,800)		(16,200)	(16,200)	(16,200)	Assume no change of tenant
	Nightingale Cemetery				
	Purchases	0	(3,850)	0	Treat all Nightingale income as windfall & pick up at revised estimate
	Interments	0	(1,350)	0	ditto
	Memorials	0	(450)	0	ditto
	Chapel Hire	(5,000)	(5,000)	(5,000)	Assume no change of tenant
	Lodge Rent	(12,600)	(12,600)	(12,600)	Assume no change of tenant
(1,223)	Miscellaneous Income	0	(1,200)	0	
<u>(56,373)</u>		<u>(51,540)</u>	<u>(61,290)</u>	<u>(51,540)</u>	
4. Recharges - Allocation between Constituent Authorities					
(61,521)	Godalming Town Council	(54,836)	(54,836)	(54,836)	Allocation between Godalming & Busbridge are provisional - TBC January 2020
(3,051)	Busbridge Parish Council	(3,279)	(3,279)	(3,279)	ditto
Recharges - Transfers from Earmarked Reserves					
	EMR Cemeteries	(10,000)	(10,000)		
	EMR Chapels	0	0	0	
<u>(64,572)</u>		<u>(68,115)</u>	<u>(68,115)</u>	<u>(58,115)</u>	
	Band D equivalent number 2019/20				
	Godalming	9,240.7	9,240.7	9,240.7	
	Busbridge	552.6	552.6	552.6	
		<u>9793.3</u>	<u>9793.3</u>	<u>9793.3</u>	

Godalming Joint Burial Committee
Revised Estimates 2018/19 and Budget 2019/20

Variation between 2019/20 Base Budget & 2019/20 Revised Estimate

	£
2019/20 Budget (Net)	752
Less additional income (Nightingale Cemetery)	-5,650
Less additional income (Eashing Cemetery)	-4,100
Add Professional Fees	1,700
Add Equipment	20,000
Less Grounds Maintenance	-13,730
Less Insurance	-1,170
Add increase in waste disposal costs	1,300
Less roundings & minor adjustments	338
2019/20 Revised Estimate (Net)	<u>-560</u>

Variation between 2018/19 Base Budget & 2019/20 Base Budget

	£
2019/20 Budget (Net)	752
Less roundings & minor adjustments inc inflation	593
Less reduction in Grounds Maintenance	-12,080
Add reduction in transfer from reserves (net)	12,000
Add increase in waste disposal costs	1,300
Less reduction in Professional Fees - Nightingale	-10,000
Add increase to Equipment budget	8,500
Add increase in Rates	1,000
Less reduction in Insurance	-1,000
2019/20 Budget (Net)	<u>1,065</u>

Godalming Joint Burial Committee
Revised Estimates 2018/19 and Budget 2019/20

ACTUAL 2018/19
Godalming Joint Burial Committee
Actual Reserves at March 31 2019

	Balance c/f 31 March 2018 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2019 £
1 Revenue Surplus	38,657	12,837			51,494
2 EMR Boundaries	20,000	-20,000			0
3 EMR Driveways	18,883	-18,883			0
4 EMR Memorial Inspections	15,027				15,027
5 EMR Nightingale Lodge	16,071	-16,071			0
6 EMR Nightingale Cemetery	7,000	-7,000			0
7 EMR Eashing Cemetery	8,000	-8,000			0
8 EMR Letting Fees	6,000	-6,000			0
9 EMR Chapels	20,000		3,000		23,000
10 EMR Eashing Lodge	10,000	-10,000			0
11 EMR Tree Maintenance	5,000	-5,000			0
12 EMR Lodges	0	32,071			32,071
13 EMR Cemeteries	0	58,883	2,000		60,883
	164,638	12,837	5,000	0	182,475

BUDGET 2019/20
Godalming Joint Burial Committee
Projection of Reserves to March 31 2020

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2020 £
1 Revenue Surplus	51,494	560			52,054
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	23,000		3,000		26,000
4 EMR Lodges	32,071				32,071
5 EMR Cemeteries	60,883			10,000	50,883
	182,475	560	3,000	10,000	176,035

Godalming Joint Burial Committee
Revised Estimates 2018/19 and Budget 2019/20

REVISED ESTIMATE 2019/20
Godalming Joint Burial Committee
Projection of Reserves to March 31 2020

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2020 £
1 Revenue Surplus	51,494	560			52,054
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	23,000		3,000		26,000
4 EMR Lodges	32,071				32,071
5 EMR Cemeteries	60,883			10,000	50,883
	182,475	560	3,000	10,000	176,035

BUDGET 2020/21
Godalming Joint Burial Committee
Projection of Reserves to March 31 2020

	Balance b/f 1 April 2019 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2020 £
1 Revenue Surplus	52,054	-1,065			50,989
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	26,000		2,500		28,500
4 EMR Lodges	32,071		2,500		34,571
5 EMR Cemeteries	50,883				50,883
	176,035	-1,065	5,000	0	179,970

GODALMING JOINT BURIAL COMMITTEE
Final Statistics as at 30 September 2019 and Curret Year Statistics to 31 October 2019

INTERMENTS

(a) Eashing

Quarter Ending

30-Jun-15
30-Sep-15
31-Dec-15
31-Mar-16
30-Jun-16
30-Sep-16
31-Dec-16
31-Mar-17
30-Jun-17
30-Sep-17
31-Dec-17
31-Mar-18
30-Jun-18
30-Sep-18
31-Dec-18
31-Mar-19
30-Jun-19
30-Sep-19
31-Dec-19
31-Mar-20

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
1	1	2	0	0	0	1	0	1	2	4	6	4	5	9
4	1	5	0	0	0	0	0	0	1	1	2	5	2	7
4	0	4	0	0	0	0	0	0	3	0	3	7	0	7
3	0	3	0	0	0	2	0	2	1	0	1	6	0	6
3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
3	0	3	0	0	0	1	1	2	1	1	2	5	2	7
8	1	9	0	0	0	3	1	4	1	0	1	12	2	14
3	0	3	0	0	0	2	1	3	1	2	3	6	3	9
3	0	3	0	0	0	1	2	3	1	2	3	5	4	9
1	0	1	0	0	0	0	0	0	2	0	2	3	0	3
2	0	2	0	0	0	1	0	1	2	2	4	5	2	7
0	0	0	0	0	0	1	0	1	2	1	3	3	1	4
1	3	4	0	0	0	2	1	3	2	0	2	5	4	9
5	3	8	0	0	0	0	0	0	1	0	1	6	3	9
4	2	6	0	0	0	1	2	3	1	2	3	6	6	12
4	0	4	0	0	0	2	2	4	0	0	0	6	2	8
3	1	4	0	0	0	1	1	2	0	1	1	4	3	7
0	2	2	0	0	0	0	1	1	3	0	3	3	3	6
0	0	0	0	0	0	0	0	0	2	0	2	2	0	2

(b) Nightingale

Quarter Ending

30-Jun-15
30-Sep-15
31-Dec-15
31-Mar-16
30-Jun-16
30-Sep-16
31-Dec-16
31-Mar-17
30-Jun-17
30-Sep-17
31-Dec-17
31-Mar-18
30-Jun-18
30-Sep-18
31-Dec-18
31-Mar-19
30-Jun-19
30-Sep-19
31-Dec-19
31-Mar-20

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
1	1	2	0	0	0	0	0	0	0	2	2	1	3	4
0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
0	1	1	0	0	0	0	0	0	0	1	1	0	2	2
1	1	2	0	0	0	0	0	0	0	0	0	1	1	2
1	1	2	0	0	0	1	0	1	0	0	0	2	1	3
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	0	0	0	1	0	1	0	0	0	2	0	2
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	0	0	0	0	0	0	0	1	1	1	1	2
2	1	3	0	0	0	0	0	0	0	0	0	2	1	3
2	1	3	0	0	0	0	0	0	0	0	0	2	1	3
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
3	1	4	0	0	0	0	0	0	0	0	0	3	1	4
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total

Year Ending

31-Mar-08
31-Mar-09
31-Mar-10
31-Mar-11
31-Mar-12
31-Mar-13
31-Mar-14
31-Mar-15
31-Mar-16
31-Mar-17
31-Mar-18
31-Mar-19
31-Mar-20

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
11	6	17	0	0	0	1	4	5	2	0	2	14	10	24
14	10	24	0	0	0	2	1	3	0	1	1	16	12	28
16	10	26	0	0	0	4	5	9	5	2	7	25	17	42
15	7	22	0	0	0	9	5	14	3	0	3	27	12	39
10	4	14	2	0	2	2	5	7	8	3	11	22	12	34
16	6	22	0	0	0	4	1	5	6	0	7	27	7	34
10	10	20	0	0	0	5	2	7	5	1	6	20	13	33
19	11	30	0	0	0	3	1	4	7	4	11	29	16	45
16	6	22	0	0	0	4	0	4	7	7	14	27	13	40
19	5	24	0	0	0	8	3	11	3	5	8	30	13	43
9	0	9	0	0	0	4	2	6	7	6	13	20	8	28
19	10	29	0	0	0	5	5	10	4	2	6	28	17	45
6	4	10	0	0	0	1	2	3	5	1	6	12	7	19

PLOTS SOLD

Quarter Ending

2012/13
2013/14
2014/15
2015/16
2016/17
2017/18
30-Jun-18
30-Sep-18
31-Dec-18
31-Mar-19
30-Jun-19
30-Sep-19
31-Dec-19
31-Mar-20

Eash	Natural	N'gale	Total	Year End Total
14	5	12	31	31
12	1	15	28	28
14	1	19	34	34
15	1	5	21	34
13	9	2	24	24
11	8	6	25	25
8	0	0	8	
8	1	2	11	
5	0	0	5	
3	0	2	5	29
2	2	3	7	
3	0	1	4	
2	0	0	2	
			0	13

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.