

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

3 November 2017

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 9 NOVEMBER 2017 at 5.30 pm.

Andy Jeffery
Acting 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 14 September 2017.

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**

Acting Responsible Finance Officer 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. ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2017

Members to note the Annual Return for the Financial Year Ended 31 March 2017 (copy of the Annual Return attached for the information of Members).

Members to note that the External Auditor has completed its review and have signed off Section 3 – External Report 2016/17 Certificate. No exceptions were found.

7. BUDGET MONITORING

Members to consider the attached budget monitoring report for the first seven months of the current financial year – to 31 October 2017. Members are asked to note that all expenditure and income for the year to date is broadly in line with that expected at this time of year aside from Rates, previously identified. The Acting Responsible Finance Officer will answer any question of detail at the meeting but offers the opinion that there is nothing in the budget monitoring report that gives cause for concern.

8. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2018 AND THE BUDGET FOR 2019

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

Members are asked to note that while the total sum to be recharged to the constituent authorities remains unchanged at £64,572, the allocation of this sum between the two authorities (currently £61,696 to Godalming Town Council and £2,876 to Busbridge Parish Council) is only provisional. The allocation can only be confirmed once Waverley Borough Council releases the 2017 Band D equivalent figures for each parish.

Members are asked to agree the Revised Estimates for 2017/18 showing a deficit of £1,289 and the Budget for 2018/19 showing a deficit of £328. Both amounts to be charged to the revenue reserve.

9. NON-DOMESTIC RATES

Members to receive an oral update from the Acting Clerk regarding non-domestic rates for Eashing and Nightingale Cemeteries

10. BURIAL STATISTICS

Statistics for the twelve months ending 31 March 2017 and year to date 4 November 2017 are attached for the information of Members.

11. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 22 March 2018 at 5.30pm in the Council Chamber.

12. ANNOUNCEMENTS

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

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

40-20/6

RECEIVED
- 9 MAY 2017
RECEIVED
30 OCT 2017

Joint Committees

Return for the financial year ended 31 March 2017

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

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

Completing your return

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

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

Send the return, together with your bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to us, BDO LLP, by the due date.

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

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

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

Additional information can be found on our extranet
(<https://bdoextranet.bdo.co.uk/sites/councils/pages/default.aspx>.)

Section 1 – Governance statement 2016/17

We acknowledge as the members of

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

Our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

		Agreed		'Yes'
		Yes	No*	Means that the body:
1	We approved the accounting statements prepared in accordance with the guidance notes within this Return.	✓		Prepared its accounting statements and approved them.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.	✓		Has only done what it has the legal power to do and has complied with general accepted good practice
4	We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces and has dealt with them properly.
5	We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
6	We took appropriated action on all matters raised during the year in reports from internal audit and external reviews.	✓		Responded to matters brought to its attention by internal and external reviewers.
7	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		Disclosed everything it should have about its business activity during the yea including events taking place after the year-end if relevant.

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

Min 7-17

Date

15/06/2017

Signed by:

Chair

SIGNATURE REQUIRED

Signed by:

Clerk

SIGNATURE REQUIRED

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

Section 2 – Accounting Statements 2016/17 for

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

	Year ending		Notes and guidance Please round all figures to nearest £1. Do not leave any boxes blank and reports £0 or Nil balances. All figures must agree to underlying financial records.
	31 March 2016 £	31 March 2017 £	
1 Balances brought forward	171 980	190 013	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	64 572	64 504	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body. Excluding any grants received.
3 (+) Total other receipts	57 000	79 530	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	994	441	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan Interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	102 545	201 854	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	190 013	131 752	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	189 230	124 876	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	935 961	935 961	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)

I certify that for the year ended 31 March 2017 the accounting statements in the return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

RCYong

Date

05/06/2017

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

15/06/2017

and recorded as minute reference:

min 8-17

Signed by Chair of meeting approving these accounting statements:

[Signature]

Section 3 – External Report 2016/17 Certificate

We present the findings from our review of the return for the year ended 31 March 2017 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 2017; 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.~~]

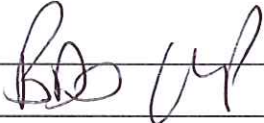
We have not subject the information contained in our report to checking or verification procedures except to the extent expressly stated above and this engagement does not constitute an audit or a review and, as such, no assurance is expressed. Had we performed additional procedures, an audit or a review,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

22/10/17

Section 4 – Annual internal audit report 2016/17 to

Enter name of reporting body here:

GODALMING JOINT BURIAL COMMITTEE

The Joint Committee's internal audit service provider, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with the Joint Committee's needs and planned coverage.

On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Joint Committee.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. The Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.	✓		
C. The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ None
G. Salaries to employees and allowances to members were paid in accordance with the body approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the Joint committee (list and other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit:

MARK MULDERBY BA(Hons) FCCA CIA

Signature of person who carried out the internal audit:

M Mulderby

Date:

05/06/2017

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/2017 return

1. Make sure that your return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation provided to us. Returns containing unapproved or unexplained amendments will be returned and may incur additional costs.
2. Use the checklist provided below. Use a second pair of eyes, perhaps a member of the committee or the Chair, to review your return for completeness before sending it to us.
3. Do not send us any information not specifically asked for. Doing so is not helpful. However, you must notify us of any change of Clerk, Responsible Financial Officer or Chair.
4. Make sure that the copy of the bank reconciliation or letter confirming the balance held on your behalf which you send with the return covers all your bank balances. If the joint committee holds any short-term investments, note their value on the bank reconciliation. We must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8.
5. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. We want to know that you understand the reasons for all variances. Include a complete analysis to support your explanation.
6. If we have to review unsolicited information, or receive an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which we will make a charge.
7. Make sure that your accounting statements add up the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
8. Do not complete section 3. We will complete it at the conclusion of our work.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxed have been completed?	✓
	All information has been sent with this return?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 2	Approval by the body confirmed by the signature of Chair of meeting approving the accounting standards?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 agrees to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Section 4	All red boxed completed by internal audit and explanations provided?	✓

Month No : 7

Committee Report

	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	229	500	271		271	45.8 %
4102 Property Maintenance	0	500	500		500	0.0 %
4103 Maintenance Contracts	0	500	500		500	0.0 %
4310 Administration Charge	27,000	27,270	270		270	99.0 %
4313 Professional Fees - Other	0	2,000	2,000		2,000	0.0 %
4314 Audit Fees	800	400	-400		-400	200.0 %
4315 Insurance	4,551	4,560	9		9	99.8 %
4321 Bank Fees	114	210	96		96	54.1 %
4326 Website	364	400	36		36	91.0 %
4327 Publicity Advertising	805	1,150	345		345	70.0 %
4900 Miscellaneous	20	400	380		380	5.0 %
Administration & Overheads :- Expenditure	33,883	37,890	4,007	0	4,007	89.4 %
1001 Precept - Godalming TC	61,696	61,696	0			100.0 %
1002 Precept - Busbridge PC	2,876	2,876	0			100.0 %
1300 Interest	152	340	-188			44.7 %
Administration & Overheads :- Income	64,724	64,912	-188			99.7 %
Net Expenditure over Income	-30,841	-27,022	3,819			
Administration & Overheads :- Expenditure	33,883	37,890	4,007	0	4,007	89.4 %
Income	64,724	64,912	-188			99.7 %
Net Expenditure over Income	-30,841	-27,022	3,819			
Eashing						
411 Eashing - Cemetery						
4015 Grave Digging	725	0	-725		-725	0.0 %
4103 Maintenance Contracts	800	750	-50		-50	106.7 %
4131 Rates	4,147	1,326	-2,821		-2,821	312.7 %
4141 Water Service	90	300	210		210	29.8 %
4162 Waste Removal	608	920	312		312	66.0 %
4171 Grounds Maintenance	29,306	42,700	13,394		13,394	68.6 %
4172 Memorial Inspection	0	2,000	2,000		2,000	0.0 %
4301 Equipment	210	200	-10		-10	105.2 %
Eashing - Cemetery :- Expenditure	35,886	48,196	12,310	0	12,310	74.5 %
1100 Interment	4,620	8,000	-3,380			57.8 %
1101 Monument	1,650	2,000	-350			82.5 %

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1102	Purchase of Grave Space	7,750	6,000	1,750			129.2 %
1400	Miscellaneous	673	0	673			0.0 %
	Eashing - Cemetery :- Income	14,693	16,000	-1,307			91.8 %
	Net Expenditure over Income	21,193	32,196	11,003			
413	Eashing - Chapel						
4102	Property Maintenance	18	0	-18		-18	0.0 %
4103	Maintenance Contracts	248	100	-148		-148	247.8 %
4111	Energy Costs	263	500	237		237	52.5 %
4161	Cleaning	0	475	475		475	0.0 %
4162	Waste Removal	100	0	-100		-100	0.0 %
	Eashing - Chapel :- Expenditure	628	1,075	447	0	447	58.5 %
1200	Rent	70	350	-280			20.0 %
	Eashing - Chapel :- Income	70	350	-280			20.0 %
	Net Expenditure over Income	558	725	167			
415	Eashing - Lodge						
4102	Property Maintenance	60	550	490		490	10.9 %
4103	Maintenance Contracts	0	100	100		100	0.0 %
4171	Grounds Maintenance	518	0	-518		-518	0.0 %
4301	Equipment	287	0	-287		-287	0.0 %
	Eashing - Lodge :- Expenditure	865	650	-215	0	-215	133.2 %
1200	Rent	9,450	16,200	-6,750			58.3 %
	Eashing - Lodge :- Income	9,450	16,200	-6,750			58.3 %
	Net Expenditure over Income	-8,585	-15,550	-6,965			
	Eashing :- Expenditure	37,380	49,921	12,541	0	12,541	74.9 %
	Income	24,213	32,550	-8,337			74.4 %
	Net Expenditure over Income	13,167	17,371	4,204			

Nightingale**421 Nightingale - Cemetery**

4103	Maintenance Contracts	700	750	50		50	93.3 %
4131	Rates	200	184	-16		-16	108.5 %
4141	Water Service	58	300	242		242	19.4 %
4171	Grounds Maintenance	10,229	15,450	5,221		5,221	66.2 %
	Nightingale - Cemetery :- Expenditure	11,187	16,684	5,497	0	5,497	67.0 %

Month No : 7

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1100	Interment	350	0	350			0.0 %
1101	Monument	500	0	500			0.0 %
1102	Purchase of Grave Space	1,800	0	1,800			0.0 %
	Nightingale - Cemetery :- Income	2,650	0	2,650			
	Net Expenditure over Income	8,537	16,684	8,147			
423	Nightingale - Chapel						
4102	Property Maintenance	0	600	600		600	0.0 %
4103	Maintenance Contracts	341	100	-241		-241	341.0 %
	Nightingale - Chapel :- Expenditure	341	700	359	0	359	48.7 %
1200	Rent	5,000	5,000	0			100.0 %
	Nightingale - Chapel :- Income	5,000	5,000	0			100.0 %
	Net Expenditure over Income	-4,659	-4,300	359			
425	Nightingale - Lodge						
4103	Maintenance Contracts	0	250	250		250	0.0 %
4161	Cleaning	40	0	-40		-40	0.0 %
4301	Equipment	329	0	-329		-329	0.0 %
	Nightingale - Lodge :- Expenditure	369	250	-119	0	-119	147.7 %
1200	Rent	7,350	12,600	-5,250			58.3 %
	Nightingale - Lodge :- Income	7,350	12,600	-5,250			58.3 %
	Net Expenditure over Income	-6,981	-12,350	-5,369			
	Nightingale :- Expenditure	11,897	17,634	5,737	0	5,737	67.5 %
	Income	15,000	17,600	-2,600			85.2 %
	Net Expenditure over Income	-3,103	34	3,137			

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

2016/17 Actual		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Notes 4 - Budget preparation 2018/19
Premises Related Expenditure					
73,749	Repairs, alteration & maintenance of buildings	4,200	4,200	4,280	2% Increase
196	Energy costs	500	550	550	2% Increase
	0 Rents	0	0	0	
1,500	Rates	1,510	4,346	4,430	Revised = actual Add 2% for 2018/19
(638)	Water services	600	500	500	
	130 Fixtures and fittings				
3,107	Cleaning & domestic supplies	1,395	1,500	1,530	2% Increase
87,568	Grounds maintenance costs ¹	60,150	66,150	61,250	See memo below
4,472	Premises insurance	4,560	4,551	4,650	Revised = actual Add 2% for 2018/19
12,500	Contribution to premises-related provisions ²	10,000	10,000	5,000	
Transport Related Expenditure					
176	Car allowances	500	500	500	No change
Supplies & Services					
263	Equipment, furniture and materials	200	827	200	2017/18 Replaced washing machines in both lodges
	0 Printing, stationery & general office expenses	0	0	0	
3,677	Services				
	0 Professional Fees	2,000	2,000	2,000	No major planned maintenance for 2017/18 or 2018/19
	0 Audit fees	400	800	800	2017/18 Actual, assumed no increase in 2018/19
27,000	Admin fees	27,270	27,000	27,500	Add 1% for payroll increases
208	Bank charges	210	250	250	
	0 Communications & computing computers	0	0	0	
	0 website	400	400	400	
795	publicity	1,000	1,000	1,000	No change
Expenses					
20	Grants & Subscriptions	150	150	150	No change
	0 Contributions to provisions	1,000	1,000	0	To be transferred to Letting fees reserves; 2018/19 nil as reserve at sufficient level
71	Miscellaneous expenses	400	400	400	No change

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

2016/17 Actual		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Notes 4 - Budget preparation 2018/19
	Income				
0	Other grants etc	0	0	0	No longer to receive War Memorial Commission
(79,220)	Customer & client receipts ³	-50,150	-54,923	-50,150	See memo below
(311)	Interest	-340	-340	-340	No change
(135,504)	Recharges ⁴	-64,572	-69,572	-64,572	See memo below
<u>-240</u>	Net Expenditure (to/from revenue reserve)	<u>1,383</u>	<u>1,289</u>	<u>328</u>	

Memoranda

1. Grounds Maintenance

Eashing Maintenance Contract	41,200	41,200	42,000	Add 2% for 2018/19
Nightingale Maintenance Contract	15,450	17,500	15,750	2017/18 Tree Works; Add 2% for 2018/19
Tree Maintenance	1,500	5,450	1,500	2017/18 Compliance works, 2018/19 back to normal levels
Memorial Inspection	2,000	2,000	2,000	As previously agreed
	<u>60,150</u>	<u>66,150</u>	<u>61,250</u>	

2. Contribution to premises-related provisions

Nightingale Lodge Mtce Fund	1,000	1,000	0
Eashing Lodge Mtce Fund	1,000	1,000	0
Nightingale Cemetery Mtce Fund	1,000	1,000	0
Eashing Cemetery Mtce Fund	1,000	1,000	0
Drives	2,000	2,000	0
Chapels	2,000	2,000	3,000
Boundary Repairs	2,000	2,000	0
Tree Works	0	0	2,000
	<u>10,000</u>	<u>10,000</u>	<u>5,000</u>

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

2016/17 Actual		2017/18 Budget £	2017/18 Revised Estimate £	2018/19 Budget £	Notes 4 - Budget preparation 2018/19
3. Customer & client receipts					
-11,190	Eashing Cemetery				
	Purchases	-6,000	-7,750	-6,000	Assume historic level of activity & no fee increase
-8,970	Interments	-8,000	-8,000	-8,000	ditto
-3,050	Memorials	-2,000	-2,000	-2,000	ditto
-5,140	Chapel Hire	-350	-70	-350	Assume chapel to be used 5 times
-26,800	Lodge Rent	-16,200	-16,200	-16,200	Assume no change of tenant
	Nightingale Cemetery				
	Purchases	0	-1,800	0	Treat all Nightingale income as windfall & pick up at revised estimate
	Interments	0	-350	0	ditto
	Memorials	0	-500	0	
	Chapel Rent	-5,000	-5,000	-5,000	Did not invoice in 2014/15 so invoice twice in 2016/17
	Lodge Rent	-12,600	-12,600	-12,600	Assume no change of tenant
-1,223	Miscellaneous Income	0	-653	0	
-56,373		-50,150	-54,923	-50,150	
4. Recharges - Allocation between Constituent Authorities					
-61,521	Godalming Town Council	-61,696	-61,696	-61,696	2018/19 allocation between Godalming & Busbridge are provisional - TBC January 2018
-3,051	Busbridge Parish Council	-2,876	-2,876	-2,876	ditto
Recharges - Transfers from Earmarked Reserves					
	EMR Tree Maintenance	0	-5,000	0	Upfront tree works done before start of rolling maintenance programme
-64,572		-64,572	-69,572	-64,572	

Band D equivalent number 2017/18

Godalming	9,058.0	9,058.0	
Busbridge	422.3	422.3	
	9,480.3	9,480.3	0

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17
Statements of Variation

Variation between 2017/18 Base Budget & 2017/18 Revised Estimate

	£
2017/18 Budget (Net)	1,383
Less additional income (Nightingale Cemetery)	-2,650
Less additional income (Eashing Cemetery)	-1,750
Add Cost of Tree Works	6,000
Add increase in Rates	2,836
Add new washing machines	627
Less transfer from reserves re tree works	-5,000
Less roundings & minor adjustments	-63
2017/18 Revised Estimate (Net)	<u>1,383</u>

Variation between 2017/18 Base Budget & 2018/19 Base Budget

	£
2017/18 Budget (Net)	1,383
Less roundings & minor adjustments inc inflation	1,625
Add increase in Rates	2,920
Less reduction in transfer to reserves as levels sufficient	-6,000
Add increase to Audit Fees	400
2018/19 Budget (Net)	<u>328</u>

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

ACTUAL 2016/17
Godalming Joint Burial Committee
Actual Reserves at March 31 2017

	Balance b/f 1 April 2016 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2017 £
1 Revenue Surplus	81,526	-239			81,765
2 Railings and Boundaries	18,000		4,500		22,500
3 Nightingale and Eashing Drive repairs	14,883		2,000		16,883
4 Memorials/Memorial inspections	14,027		0	3,000	11,027
5 Nightingale Lodge Maintenance Fund	15,071		0		15,071
6 Nightingale Cemetery Maintenance Fund	5,000		1,000		6,000
7 Eashing Cemetery Maintenance Fund	6,000		1,000		7,000
8 Letting Fees & Voids	4,000		1,000		5,000
9 Chapels Building Fund	14,000		2,000	68,000	-52,000
10 Eashing Lodge Maintenance Fund	8,000		1,000		9,000
11 Tree Maintenance	5,000		0		5,000
12 Consolidated Stock	4,506		0		4,506
	190,013	-239	12,500	71,000	131,752

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

BUDGET 2017/18
Godalming Joint Burial Committee
Projection of Reserves to March 31 2018

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2018 £
1 Revenue Surplus	11,709	1,383			10,326
2 Railings and Boundaries	22,500		4,500		27,000
3 Nightingale and Eashing Drive repairs	16,883		2,000		18,883
4 Memorials/Memorial inspections	10,000		0		10,000
5 Nightingale Lodge Maintenance Fund	16,071		1,000		17,071
6 Nightingale Cemetery Maintenance Fund	6,000		1,000		7,000
7 Eashing Cemetery Maintenance Fund	7,000		1,000		8,000
8 Letting Fees & Voids	5,000		1,000		6,000
9 Chapels Building Fund	16,000		2,000		18,000
10 Eashing Lodge Maintenance Fund	9,000		1,000		10,000
11 Tree Maintenance	5,000		0		5,000
12 Consolidated Stock	0		0		0
	125,163	1,383	13,500	0	137,280

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

REVISED ESTIMATE 2017/18
Godalming Joint Burial Committee
Projection of Reserves to March 31 2018

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Transfers betw Reserves	Balance c/f 31 March 2018 £
1 Revenue Surplus	81,765	1,289			-40,994	39,482
2 EMR Boundaries	22,500		2,000		-4,500	20,000
3 EMR Driveways	16,883		2,000			18,883
4 EMR Memorial Inspections	11,027		0			11,027
5 EMR Nightingale Lodge	15,071		1,000			16,071
6 EMR Nightingale Cemetery	6,000		1,000			7,000
7 EMR Eashing Cemetery	7,000		1,000			8,000
8 EMR Letting Fees	5,000		1,000			6,000
9 EMR Chapels	-52,000		2,000		50,000	0
10 EMR Eashing Lodge	9,000		1,000			10,000
11 EMR Tree Maintenance	5,000		0	5,000		0
12 EMR Consolidated Stock	4,506		0		-4,506	0
	131,752	1,289	11,000	5,000	0	136,463

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

BUDGET 2018/19
Godalming Joint Burial Committee
Projection of Reserves to March 31 2019

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2018 £
1 Revenue Surplus	39,482	328			39,154
2 EMR Boundaries	20,000				20,000
3 EMR Driveways	18,883				18,883
4 EMR Memorial Inspections	11,027				11,027
5 EMR Nightingale Lodge	16,071				16,071
6 EMR Nightingale Cemetery	7,000				7,000
7 EMR Eashing Cemetery	8,000				8,000
8 EMR Letting Fees	6,000				6,000
9 EMR Chapels	0		3,000		3,000
10 EMR Eashing Lodge	10,000				10,000
11 EMR Tree Maintenance	0		2,000		2,000
	136,463	328	5,000	0	141,135

GODALMING JOINT BURIAL COMMITTEE
Final Statistics as at 31 March 2017 and Curret Year Statistics to 4 November 2017

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	1	0	1	0	0	0	1	1	2	1	0	1	3	1	4
31-Mar-18															

(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-13	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Sep-13	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
31-Dec-13	3	1	4	0	0	0	0	0	0	1	1	2	4	2	6
31-Mar-14	1	0	1	0	0	0	1	0	1	0	0	0	2	0	2
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	0	0	1	0	1
31-Mar-18															

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
31-Mar-08	11	6	17	1	0	1	1	4	5	1	0	1	14	10	24
31-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	7	0	7	0	0	0	3	3	6	4	2	6	14	5	19

PLOTS SOLD

Quarter Ending

Quarter Ending	Eash	Natural	N'gale	Total	Year End Total
30-Jun-12	1	2	3	6	
30-Sep-12	4	2	5	11	
31-Dec-12	3	0	3	6	
31-Mar-13	6	1	1	8	31
30-Jun-13	1	0	5	6	
30-Sep-13	3	0	4	7	
31-Dec-13	4	1	5	10	
31-Mar-14	4	0	1	5	28
30-Jun-14	4	0	6	10	
30-Sep-14	3	0	2	5	
31-Dec-14	1	1	2	4	
31-Mar-15	6	0	9	15	34
30-Jun-15	5	0	3	8	
30-Sep-15	4	1	0	5	
31-Dec-15	4	0	1	5	
31-Mar-16	2	0	1	3	21
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	0	1	0	1	
31-Mar-18	0	0	0	0	12

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.