

**MINUTES AND REPORT OF THE MEETING OF  
GODALMING JOINT BURIAL COMMITTEE  
HELD ON 23 MARCH 2017**

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

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

36. MINUTES

The Minutes of the meeting held on the 10 November 2016, having been previously circulated, were signed by the Chairman as a true record.

37. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

38. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

39. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £58,360.05 since 11 November 2016.

Cash balances held at 23 March 2017:

Current Account	£26,383.51
Business Deposit Account	£117,644.82

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chairman should sign the schedule of accounts paid.

40. 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.

41. BUDGET MONITORING

Members considered the budget monitoring report to 28 February 2017. Members noted that all expenditure and income for the year to date is broadly in line with Revised Estimates. Nightingale revenues have covered the cost of creating the new Garden of Remembrance and barring any unforeseen items, officers expect the Committee to break even.

Members further noted that due to a re-configuration of the chart of accounts future monitoring reports will be in a different format.

42. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the twelve months ended the 31 December 2016 as well as those for the current quarter to 10 March 2017, which had previously been circulated (copy attached to record minutes).

43. INTERNAL AUDIT

Members considered a report from the Godalming Town Council's Internal Auditor Mulberry & Co - an internal audit conducted on 18 November 2016 and noted that there were no issues of concern raised.

44. TREES

Members approved the required tree works for Nightingale and Eashing Cemetery which should be funded from the revenue budget. Members further approved investigating using the space emerging from the removal of the tree at the entrance as a memorial garden, design to be part of a Godalming in Bloom competition (subject to this Committees approval of design). Members further agreed that following this work and in line with national guidance, a full formal ground-based tree survey will be conducted over the summer of this year, to be funded from the revenue budget.

45. VEHICULAR ACCESS ON GRASSED AREAS – EASHING CEMETERY

Members agreed to the levelling of the waste ground in front of the Eashing Chapel buildings to improve visual amenity of the cemetery. Members further agreed that the spoil from this work should be used for the construction of earthen bunds and that further wooden posts should be installed as required to protect grassed areas. Members authorised costs of £12,500 for this project be funded from the Revenue Reserve.

46. RISK ASSESSMENT

Members reviewed the Financial Risk Assessment and agreed its contents (copy attached to record minutes).

47. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 15 June 2017 at 5.00pm at Nightingale Cemetery and thereafter at 6.00pm in the Council Chamber.

48. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE