

## **GODALMING JOINT BURIAL COMMITTEE**

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18 March 2016

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 24 MARCH 2016 at 5.30 pm.

Louise P Goodfellow  
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 12 November 2015.

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.

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

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.

6. BUDGET MONITORING

Members to consider a budget monitoring report for the financial year 2015/16 to 29 February 2016 – the report is attached for the information of Members and shows that expenditure and income to date are within budget and broadly on target.

7. APPROVAL OF INTERNAL AUDIT

Members to consider the report of the Internal Auditor (attached for the information of Members).

8. EXTERNAL AUDIT

Members to consider letter from BDO (attached for the information of Members).

9. MEMORIAL INSPECTION

Members to note that the 100% inspection, including recording (including photographic records) of the memorials and monuments within the consecrated area of Eashing Cemetery has been completed. This has taken longer than originally anticipated due to the workforce being re-deployed on higher priority JBC & GTC work during the January to March period. Inspection and recording of the memorials in the unconsecrated section of Eashing Cemetery is due to commence week beginning 21 March.

10. NIGHTINGALE CHAPEL ROOF

Members to note that work on re-roofing Nightingale Cemetery Chapels is due to commence week beginning 21 March and is expected to last three weeks, subject to any constraints imposed by the Surrey Wildlife Trust bat officers. The scope of the works has been reduced with the requirement to form drainage around the old mortuary building omitted from the schedule (see below). The outhouse of Nightingale Cemetery Lodge is also due to be re-roofed as part of these works.

The contractors are required to salvage as many of the original ridge tiles as they are able, with close matched alternatives being used as replacements if required. The new roofing tiles are Tudor red tiles as required by WBC Historic Buildings Officer and are as close to the original tile colour as it has been possible to achieve. Members should note that the roof of the chapels will be much 'brighter' than currently exists and may attract comment. The roof will weather over time to resemble the appearance of the existing roof.

Within the existing specification it was anticipated to provide a warm roof system i.e an insulated roof system. Unfortunately, due to restraints imposed by the bat mitigation requirements and the Historic Buildings Officer, this has had to be omitted from the schedule. It is anticipated that we will have to investigate alternative internal insulation methods. Any such requirement will be reported to this committee following the completion of the current works.

9. NIGHTINGALE CEMETERY 'OLD MORTUARY' BUILDING

Members will recall that the old mortuary building at Nightingale cemetery was experiencing issues associated with penetrating damp. The cause of the damp had been investigated and was believed to be associated with the accumulation of soil around the building which had

built up over the years so that it above the old mortuary's damp course level. The clearance of the soil and the creation of a drainage area around the building was originally included in the work package to be undertaken during the re-roofing works. However, the deterioration of the building over the winter period was such that it had become unusable by the tenant. As such the cemetery manager omitted the works from the re-roofing and associated works contract and ordered the works as a separate undertaking. By doing so the tenant has been able to resume using this space. The overall costs of the works being contained within the original budget.

10. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 18 March 2016 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, 16 June 2016 at 5.00pm at Eashing Cemetery and thereafter 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