

GODALMING JOINT BURIAL COMMITTEE

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20 June 2014

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 26 June 2014 at 5.30 pm. The meeting will be preceded by an inspection of **Eashing Cemetery** at 5.00 pm.

Louise P Goodfellow
Clerk to the Committee

Committee Members:

Councillor Wilson – Chairman	
Councillor A Bott – Vice Chairman	
Councillor Thomson	
Councillor Lister	
Councillor Wheatley	
Councillor Noyce	
Councillor Long	(Busbridge Parish Council)
Cllr Westwood	(Busbridge Parish Council)

AGENDA

1. **TO ELECT A CHAIRMAN**

To receive nominations for the Chairman of the Committee and to elect said Chairman.

2. **TO ELECT A VICE-CHAIRMAN**

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

3. **MINUTES**

The Chairman to sign as a correct record the Minutes of the meeting held on 27 March 2014.

4. **APOLOGIES FOR ABSENCE**

5. **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.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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.

7. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2014

The Final Accounts are attached for the information of Members; Members are asked to note that the overall expenditure exceeded income by £17,980; this underspend, exceeds the revised estimates by £12,162. The impact can be seen on the summary of details of movement and balances for 2013/14 increasing the General reserve to £29722.

The income and expenditure account (copy attached for the information of Members) shows the detailed variances to budget, significant variances to note are as follows:

Income

The income exceeded the revised estimates prepared in October 2013 by £9,000. The increase was due to the higher number of plots sold at both cemeteries. Eashing to the value of £3,000 and Nightingale to the value of £6,000.

Expenditure

There were no major refurbishment projects undertaken this year. Expenditure followed the revised estimates with a saving of £3,000 overall. Savings were made from underspends in both the professional fees and Nightingale lodge budgets.

Transfers of £13,500 as agreed in the revised estimates were made from the revenue budget to the earmarked reserves through the year making the total of earmarked reserves, £74,981 at 31 March 2014. In addition the surplus of £17,980 has been added to the revenue reserve providing a total of £29,722. Members may wish to consider part, or all of this sum to be transferred to the Earmarked Reserve for the Chapel roof repairs, because the roof is need of being repaired/replaced very shortly. This will be a costly exercise and therefore it would be prudent to ensure sufficient funds are available for this eventuality as soon as possible. (copy of the Detailed Movement of Funds attached for the information of Members).

Members are asked to RECEIVE and ADOPT the Annual Accounts for Godalming Joint Burial Committee for the year ended 31 March 2014.

8. AUDIT COMMITTEE REPORT

TO RECEIVE the report of the Audit Committee, which met on 12 June 2014, including the work programme, the Internal Audit undertaken on the 2 June 2014 and the Annual Governance Statement.

9. INTERNAL AUDIT

Members to note that the Internal Audit report for Godalming Joint Burial Committee was conducted on 2 June 2014 by Mulberry and Co as reported in item 6.

Members are asked to RECEIVE and ADOPT the reports (a copy of the Internal Auditor's Report and Section 4 of the Annual Return– Annual Internal Audit report 2013/14 are attached for the information of Members) and consider the recommendations contained therein.

10. ANNUAL RETURN (INCLUDING ANNUAL GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2014

Members are asked to consider and approve the Annual Return Section 1 - Statement of Accounts for Godalming Joint Burial Committee and Section 4 – Annual Internal Audit Report.

Upon approving Section 1, Members are asked to authorise the Chairman to sign Section 1 - Statement of Accounts for Godalming Joint Burial Committee.

Members are also asked to complete and approve Section 2 - Annual Governance Statement, so that the Annual Return may be forwarded to the External Auditor, BDO Stoy Hayward, to enable the external audit to proceed.

When satisfied with the answers required by the Annual Governance Statement Members are asked to authorise the Chairman to complete the statement and sign it.

	Question <i>Godalming Joint Burial Committee</i>	Recommended Answer	Evidence
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES	Assurances from the Internal Auditor and officers (the Town Clerk & the Responsible Finance Officer)
2	We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Detailed evidence from the work programme of the Audit Committee as recorded in the minutes and reported to the JBC on 27 March 2014 (Minute 415-13 refer). Also assurances in the Internal Audit Reports
3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a	YES	The specific risk analysis – considered by Audit Committee on Committee on 27 th March 2014 (Minute 417-13 & 418-13 refer) and JBC 54-13

	significant financial effect on the ability of the council to conduct its business or on its finances.		
4	We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	Relevant notices displayed as per the Accounts and Audit Regulations.
5	We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Risk Assessments all available for inspection in the Council's offices and on-going programme of risk analysis as part of the Audit Committee's work programme. on 6 th March 2014 (Minute 381-13 refers) All previously reported to P&M Committee and JBC Committee (Minute 54-13)
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	YES	Review of the effectiveness of internal audit undertaken by the JBC Committee on 27 th March 2014 (Minute 55-13 refers). Also assurances in the Internal Audit Reports minute Audit Committee 386-13.
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	JBC Minute 33-13, 53-13
8	We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	Annual provision made in reserves for liability in respect of Memorials and Memorial inspections. See annual statement of accounts.

11. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending March 31 2014 are attached for the information of Members. Plot sales and interments in 2014 were in line with expectation. At the time of this agenda, sales have increased by 100% from the 3 year average for the first quarter, along with a 50% increase in inhumations.

12. MUSEUM EXHIBITION

The Museum exhibition 'Memento Mori' which was held at Godalming Museum between 15 April and 24 May proved to be a popular exhibition with many favourable comments having been made. The exhibition raised awareness of the Joint Burial Committee and Godalming Cemeteries with a number of advance purchases being made as a direct result of the purchaser's attendance at the exhibition. In addition to the purchases already made a number of other enquiries have been made from individuals who are considering pre-purchasing a plot. The unknown factor is to what extent the exhibition raised awareness in those who currently are not in a position to pre-purchase but who may now choose to be buried in Godalming at some future date.

13. EASHING CEMETERY CHAPEL

Members to receive an oral briefing from the cemetery manager regarding Eashing Cemetery Chapel.

14. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 4th September 2013 at 5.30 pm in the Council Chamber.

15. 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

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

16. TRINITY TRUST TEAM – EASHING CHAPEL BUILDINGS

Members to receive a confidential report from the Clerk – report attached for the information of Members.

17. PLANNING APPLICATION FOR HOUSING DEVELOPMENT ADJACENT TO EASHING CEMETERY

Members may be aware that a planning application was been submitted to Waverley Borough Council (and then withdrawn) for the development of 119 affordable dwellings on the field adjacent to the NW boundary of the cemetery. Members to consider a confidential report from Officers - report attached for the information of Members.

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.