

## **GODALMING JOINT BURIAL COMMITTEE**

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I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 27 JUNE 2013 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)  
Mrs Westwood (Busbridge Parish Council)

### **AGENDA**

1. **MINUTES**

The Chairman to sign as a correct record the Minutes of the meeting held on 21 March 2013.

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 Town Council and its Committees and are welcome.

5. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2013 REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2013

The Final Accounts are attached for the information of Members; Members are asked to note that the overall expenditure exceeded income by £28,295; this deficit is as predicted at revised estimate time. The impact can be seen on the summary of details of movement and balances for 2012/13 and 2013/14 respectively.

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 followed the revised estimates prepared in October 2012. £18,700 of Nightingale plots were sold during the year which supported the budget.

Expenditure

The main expenditure through the year was to refurbish the chapel building and interior at Eashing cemetery. Although not all the invoices have been received the final cost, approximately £66,000, has been contained within the 2012-13 budget. The additional income received from the sale of Nightingale plots, has offset the additional expenditure leaving the outcome as predicted without having to use the reserves as proposed.

Transfers of £10,500 as agreed in the revised estimates were made from the revenue budget to the earmarked reserves through the year providing a revenue reserve of £11,742 and earmarked reserves of £61,481 at 31 March 2013 (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 2013.

6. AUDIT COMMITTEE REPORT

TO RECEIVE the report of the Audit Committee, which met on 13 June 2013, including the Internal Audit undertaken on the 20 May 2013 and the Annual Governance Statement.

7. INTERNAL AUDIT

Members to note that the Internal Audit report for Godalming Joint Burial Committee was conducted on 20 May 2013 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 – Annual Internal Audit report 2012/13 are attached for the information of Members) and consider the recommendations contained therein.

8. ANNUAL RETURN (INCLUDING ANNUAL GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2013

Members are asked to consider and approve the Annual Return Section 1 - Statement of Accounts for Godalming Town Council.

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 further 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 Sub-Committee as recorded in the minutes of the Sub-Committee and reported to the P&M Committee on 14 March 2013 (Minutes 398-12 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 significant financial effect on the ability of the council to conduct its business or on its finances.	YES	The specific risk analysis – considered by Audit Sub-Committee on Committee on 07 March 2013 (Minute 379-12 & 398-12 refer).
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 Sub Committee's work programme. All previously reported to P&M Committee on 21 February 2013 (Minute 363-12 refers) and JBC Committee (Minute 6-12 refers)

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 JB Committee on 21 March 2013 (Minute 39-12 refers). Also assurances in the Internal Audit Reports
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	Minute 26-12 refers
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.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	This Council manages no trust funds.

## 9. MONITORING REPORT

Members to receive the monitoring (cost centre) report for Godalming Joint Burial Committee up to 31 May 2013 (monitoring report attached for the information of Members).

This report gives an indication of the actual income and expenditure as at 31 May 2013.

As a basic monitoring calculation, the profile for each budget should increase by one twelfth each month and the corresponding income and expenditure relating to each budget should reflect this. Most budgets at the current time should, therefore, reflect two twelfths of the annual budget. However, some budgets have different profiles and are paid at different times, these can be quarterly, or annually and therefore the income and expenditure will reflect this.

Comments are only made where the budget is not performing as expected or it is anticipated that Members would find it helpful to have further information.

### Income

The Precept has been received. Also 70% of the purchase rights budget have already been received this year which is most encouraging. All other income is behaving as expected.

### Expenditure

Currently all expenditure budgets are as expected at this time of year. The retention payment towards the work on the chapel carried forward from last year has still to be signed off and paid.

10. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 31 March 2013 are attached for the information of Members. A total of 31 plots were sold during 2012/13, which is an increase of 48% on the previous year. During the same period, inhumations increased by 18.5% although the interment of cremated remains reduced by 42%. That said, at the time of writing this report, the first quarter of 2013/14 has seen a fivefold increase in interments of cremated remains over the same quarter in 2012/13.

11. GUILDFORD BOROUGH COUNCIL - REVIEW OF BEREAVMENT SERVICES

Subsequent to Members' decision to write to the Chief Executive of Guildford Borough Council regarding future burial provision within that borough (Minute No 47-13 refers), we have been informed, by letter dated 4 April 2013, that Guildford Borough Council are currently undertaking a review of current and future burial needs and have indicated that as part of this review would welcome the opportunity to discuss our offer regarding Eashing Cemetery. Officers await further contact from Guildford's review team.

12. CRIME PREVENTION & ANTI-SOCIAL BEHAVIOUR DETERRENT

Members will be aware that a number of local teenagers congregate at Eashing Cemetery in the chapel building area. Both the local neighbourhood police team and the Cemeteries Manager engage with the young people who gather in this area of the cemetery – the archway offers a convenient, sheltered meeting point – and mostly those who use this area are respectful of the environment (notwithstanding an inability to dispose of litter in the bins), however, there have been a few incidences of criminal and anti-social behaviour. These incidents have included broken windows, graffiti and other minor damage.

A number of practical measures have already been taken, such as reducing the size of the laurel hedges at the rear of the chapel and clearance of undergrowth in the enclosed areas to the front of the chapel in order to provide a more open vista. However, this in itself has not removed the problem. Locking the cemetery gates is an impractical solution unless Members wish to engage the services of a private security company to lock up the cemetery at night and open again in the morning; other cheaper options that have been tried have proved to be ineffective. Additionally, due to the porous nature of the boundary on two sides, locking the cemetery gates does not prevent access. Indeed the open gate policy does allow for 'drive by' checks by the police and Cemetery Manager. Therefore, in consultation with the neighbourhood team the company that supplies the security system at Nightingale Cemetery Lodge was invited to review the area and offer possible solutions.

The system suggested comprises of two Mosquito units with vandal resistant cages that would be placed in strategic locations around the chapel buildings. These devices emit a pulsed high frequency tone which disperses groups or individuals on the basis of annoyance and irritation. The device takes between 5 and 15 minutes to take effect and those exposed to it will only endure it for a short period before leaving the area. It is suggested that the devices will be timer controlled, which may be over-ridden by authorised members of staff, for example, before, during and after a service and then set again afterwards. These devices have been used successfully in other areas to disperse groups of teenagers from the vicinity so reducing vandalism and damage to property. It also ensures that visitors to this peaceful area do not feel intimidated by teenage groups.

The cost of this system would be £1,470 to install and would also require an annual maintenance contract of £88 per annum. If Members are minded to proceed with this system then a second competitive quote will be obtained. That expenditure to be funded from the chapel reserve with ongoing costs from revenue.

13. MUSEUM EXHIBITION

Following discussions between the Chairman of this committee and Godalming Museum a provisional date of 15 April to 24 May has been set for a Joint Burial Committee sponsored exhibition. Whilst the aim of the exhibition is to promote Godalming's cemeteries this needs to be achieved in a broader context, the Cemeteries Manager has held initial discussions with the Museum's Curator regarding the criteria for exhibitions and has conducted initial research in order to formulate an outline proposal (attached for Members consideration). As such members are requested to:

- a. Agree that, in order for the Museum to confirm its 2014 program, this committee wishes to proceed with the exhibition.
- b. Approve expenditure of up to £3,000 in order to stage the exhibition, funds to be taken from revenue reserves.
- c. Agree the title and the general concept of the exhibition.

14. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 29 August 2013 at 5.00 pm at Nightingale Cemetery and thereafter in the Council Chamber.

15. ANNOUNCEMENTS

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

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. COMMERCIALY SENSITIVE MATTERS.

16. FUTURE CEMETERY PROVISION

Members to receive a confidential oral report.

17. NIGHTINGALE CEMETERY LODGE

Members to receive a confidential oral report.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

## GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.