

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 27 JUNE 2013**

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

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

1. MINUTES

The Minutes of the meeting held on the 21 March 2013, having been previously circulated, were signed by the Chairman as a true record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved. Members noted that Councillor S Bott was in attendance at the meeting as Chairman of the Audit Committee.

3. 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.

4. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £41,566.05 since the last meeting.

Cash balances held at 13 June 2013

Current Account	£7,820.87
Business Premium Account	£121,409.50

A schedule of the accounts paid was tabled for the information of Members. The vouchers relating to these payments were also be 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.

5. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2013

Members RECEIVED and ADOPTED the Annual Accounts for Godalming Joint Burial Committee for the year ended 31 March 2013.

Members noted that overall expenditure exceeded income by £28,295; this deficit was as predicted at revised estimate time and was the net requirement for works to Eashing Chapel.

6. AUDIT COMMITTEE REPORT

Members RECEIVED the report of the Audit Committee, which met on 13 June 2013, including the Committee's work on Internal Audit undertaken on the 20 May 2013 and the Annual Governance Statement.

7. INTERNAL AUDIT

Members noted that the Internal Audit report for Godalming Joint Burial Committee was conducted on 20 May 2013 by Mulberry and Co.

Members RECEIVED and ADOPTED the reports (a copy of the Internal Auditor's Report and Section 4 – Annual Internal Audit report 2012/13 are attached to the record minutes) and considered the recommendations contained therein.

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

Members considered and APPROVED the Annual Return Section 1 - Statement of Accounts for Godalming Town Council.

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

Members then considered 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. Members accepted the Audit Committee's recommended answers to the questions set out in Section 2 and agreed the evidence in support of those answers. Answers set out below:

	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.

Once satisfied with the answers required by the Annual Governance Statement Members APPROVED Section 2 - Annual Governance Statement and authorised the Chairman to complete the statement and sign it.

Copy of the completed Annual Return attached to the record minutes.

9. MONITORING REPORT

Members received the monitoring (cost centre) report for Godalming Joint Burial Committee up to 31 May 2013.

10. BURIAL STATISTICS

Members noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 March 2013 (copy attached to record minutes).

11. GUILDFORD BOROUGH COUNCIL - REVIEW OF BEREAVMENT SERVICES

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

12. CRIME PREVENTION & ANTI-SOCIAL BEHAVIOUR DETERRENT

Members agreed the purchase of two "Mosquito" units with vandal resistant cages to be placed in strategic locations around the Eashing chapel buildings at a cost of £1,470 to install and an annual maintenance contract of £88 per annum. 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. 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.

13. MUSEUM EXHIBITION

Members considered the proposal to stage an exhibition on the social history of burial at Godalming Museum in 2014 and AGREED that:

- a. they wished to proceed with the exhibition;
- b. up to £3,000 may be spent on the expenses of staging the exhibition, funds to be taken from revenue reserves; and
- c. the title of the exhibition should be "memento mori"

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

There were no announcements.

THE COMMITTEE RESOLVED 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 received a confidential oral report.

17. NIGHTINGALE CEMETERY LODGE

Members received a confidential oral report and authorised the Clerk to have Nightingale Lodge valued and to call an extraordinary meeting of the Committee when she had received that valuation report.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE