

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 28 JUNE 2012**

- * Councillor Wilson – Chairman
- * Councillor A Bott – Vice Chairman
- * Councillor Thomson
- * Councillor Lister
- * Councillor Wheatley
- * Councillor Noyce
- 0 Councillor Long (Busbridge Parish Council)
- * 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 12 April 2012, having been previously circulated, were signed by the Chairman as a true record.

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved.

3. **DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS**

Members declared no Personal or Prejudicial Interest in relation to any item on the agenda for this meeting, which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

4. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS**

The Finance Officer reported payments totalling £22,515.85 since the last meeting.

Cash balances held at 20 June 2012

	£
Current Account at 20 June 2012	17,969.24
Business Premium Account	111,162.41

A schedule of the accounts paid and vouchers was tabled for the information of Members. 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 FOR THE 12 MONTHS ENDING 31 MARCH 2012**

Members RECEIVED and ADOPTED Annual Accounts for Godalming Joint Burial Committee for the year ended 31 March 2012.

Members noted that overall expenditure exceeded income by £511 (copy of the Annual Accounts are attached to the record minutes).

6. AUDIT SUB COMMITTEE REPORT

Members RECEIVED the Chairman's report of the Audit Sub-Committee from the Responsible Finance Officer, which met on 21 June 2012, including the Internal Audit undertaken on the 22 May 2012.

7. INTERNAL AUDIT

Members noted that the Internal Audit was conducted on 22 May 2012 and that the outcome was reported to the Audit Sub Committee on 21 June 2012.

Members RECEIVED the report (a copy of the Internal Auditor's Report is attached to the record minutes) and noted that there were no recommendations contained therein requiring action by the Godalming Joint Burial Committee.

8. ANNUAL RETURN (INCLUDING ANNUAL GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2012

Members CONSIDERED and APPROVED the Annual Return Section 1 - Statement of Accounts for Godalming Joint Burial Committee noting that the value of the Committee's assets had been restated last year and remained the same for this year as advised.

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

Members considered Section 2 - Annual Governance Statement and at this point considered the answers recommended by the Audit Sub-Committee to the questions contained in the Annual Governance Statement. Members accepted the advice of the Audit Sub-Committee and agreed the answers with reference to the supporting evidence – copy of the answers attached to the record minutes.

Members AUTHORISED the Chairman to complete and sign the Annual Governance Statement.

Members also noted that Section 4 – the Annual Internal Audit Report to Godalming Joint Burial Committee contained a summary of the Internal Audit Report (Minute No. 7-12 above refers).

Copy of the Annual Return for the Year ending 31 March 2012 is attached to record minutes.

9. MONITORING REPORT

Members received the monitoring report for Godalming Joint Burial Committee dated 31 May 2012 and noted that all income and expenditure was as expected for this time of year.

10. BURIAL STATISTICS

Members noted the burial statistics for the previous quarter and for the twelve months ending 30 June 2012 (copy attached to the record minutes).

11. EASHING CEMETERY CHAPEL

Members noted that the asbestos survey conducted at Eashing Cemetery Chapel had found no trace of asbestos material. Members further noted that it appeared that there would be no building regulation charges as the proposed work involved the provision of accessible W.C. facilities. Members were informed that the surveyor had prepared the

tender documents for the renovation works at Eashing Chapel and on the grounds that the likely cost of the work was likely to be less than £50,000 tenders had been sought from 3 contractors (as required by Financial Regulation 12). The deadline for receipt of tenders was 13.00 on 9 July 2012 and the tenders would be opened at 16.00 on 10 July and passed to the Surveyor to produce a tender report to be presented at the next meeting of this committee.

12. GROUNDS MAINTENANCE UPDATE

Members received a report on the current of grounds maintenance at each cemetery.

13. JUBILEE TREE

Members considered the issue of replanting following the removal of a significant number of trees from Eashing Cemetery and noted that in due course a programme of removal and replacement would be required for both cemeteries. However, in the meantime Members agreed that a significant specimen tree should be planted at Eashing Cemetery to commemorate the Diamond Jubilee. A position in the unconsecrated section had been identified, as had a suitable species of tree - Liquidambar styraciflua '*Worplesdon*' AGM. The cost of £400 (including transport and planting) for a tree of 20–25cm girth and 4–5 metres height from a local trade nursery would be contained within the budget for tree maintenance.

14. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 13 September 2012 at 5.00 pm at Nightingale Cemetery and thereafter in the Council Chamber.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE