

# GODALMING JOINT BURIAL COMMITTEE

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4 February 2011

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 10 FEBRUARY 2010 at 5.30 pm.

Louise P Goodfellow  
Clerk to the Committee

Committee Members: Councillor Wilson – Chairman  
Councillor Wheatley – Vice Chairman  
Councillor PMA Rivers  
Councillor RA Gordon-Smith  
Councillor Thomson  
Councillor Connolly  
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 11 November 2010.

### 2. APOLOGIES FOR ABSENCE

### 3. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

To receive from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

#### Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the meeting

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

the existence and nature of that interest when s/he addresses the meeting on that business.

- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

#### Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

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

The 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.

#### 5. MONITORING REPORT

Members to receive the monitoring report for the Joint Burial Committee up to 31 December 2010.

This report gives an indication of the actual income and expenditure as at 31 December 2010.

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 three quarters 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**

As already seen through the year the income is very much on track. Income from the purchase of burial rights continues to increase especially for Nightingale Cemetery. Prices for burials and the purchase of burial rights have increased with effect from 1 January

2011, however, this report only includes the income received up until 31 December 2010 and does not reflect these changes.

## **Expenditure**

Most expenditure is behaving as expected. The revaluation of both cemeteries has now taken place and a separate report regarding this follows on the current agenda.

In the absence of a Cemeteries Manager it has been agreed with the ground maintenance contractors that they will roll their contracts on for a further year to enable the new Cemeteries Manager adequate time to acquaint himself with the work and what is required from the contract before renewing.

The professional fees budget is overspent but that is because of the recent costs incurred for the boundary dispute and the ensuing legal support required at that time.

Currently, the income exceeds expenditure by £33,447 with only the final quarter of the year remaining. This reflects a higher balance than estimated and indicates that at the end of the financial year the revised estimate calculation will be exceeded and that the Joint Burial Committee's finances appear very healthy for the ensuing year.

## 6. RISK ASSESSMENTS

Members to consider the risk assessment for the two Cemeteries (attached for the information of Members) noting in particular those items highlighted in red, where the answer to the question "Are existing controls adequate?" is "No". Immediate action is required to address those issues.

Members also to note the inspection form (also attached for the information of Members) that will be completed by all staff members that have occasion to visit either Cemetery. Members might like to consider completing the form on any occasion that they visit one of the Cemeteries. Completed forms will be filed in the office and issues recorded will be addressed by the Cemeteries Manager.

## 7. AUDIT SUB COMMITTEE

In accordance with recommendations highlighted by the Auditor and to clarify the difference between the risk assessments of Godalming Town Council and the Joint Burial Committee, Members are asked to receive the reports and recommendations from the Audit Sub Committee for the year 2010-11. These reports include the risk assessments undertaken by the Audit Sub Committee on behalf of the Joint Burial Committee (copies of all minutes and risk assessments relating to 2010-11 are attached for the information of Members).

## 8. INSURANCE PROPERTY VALUATIONS

As agreed at the last meeting of the Joint Burial Committee, all the property at both Eashing and Nightingale Cemeteries has now been re-valued by Barrett Corp & Harrington Ltd for Insurance purposes. The revised amounts have been updated in the JBC Asset register. The total cost for the valuations was £1,200 and the increased cost to the Insurance policy for the remainder of the year is £61.05. Due to the increase of the valuations there will be a marginal increase to the cost of insurance for next year's budget.

The revised valuations are as follows:

	Previous Valuation £	Current Valuation £
Nightingale	1,218,483	1,477,000
Eashing	1,310,252	1,383,000

9. NIGHTINGALE CEMETERY LODGE ALARM

Following the recent attempted burglary the tenant at Nightingale Cemetery Lodge has requested that the Committee consider installing a burglar alarm at the property. A survey of the property has been undertaken and a quote obtained. The cost is likely to be in the region of £900 with on-going maintenance costs of £135 a year. These costs can be contained within the existing budget and the Clerk recommends that this enhancement to the lodge house should proceed.

Members' views are sought.

10. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 31 December 2010 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, 14 April 2011 at 5.00 pm 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