

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 10 FEBRUARY 2011**

* Councillor Wilson (Chairman)
* Councillor Wheatley (Vice Chairman)
* Councillor Long (Busbridge Parish Council)
0 Councillor PMA Rivers
* Councillor RA Gordon-Smith
0 Councillor Thomson
* Councillor Westwood (Busbridge Parish Council)
* Councillor Connolly

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

59. MINUTES

The Minutes of the meeting held on the 11 November 2010, having been previously circulated, were signed by the Chairman as a true record.

60. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved.

61. 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.

62. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £11,572.21 since the last meeting.

Cash balances held at

Current Account	£26,379.97
Business Premium Account	£52,821.41

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.

63. MONITORING REPORT

Members noted the contents of a financial monitoring report for the Joint Burial Committee for the financial year 2010/11 up to 31 December 2010, noting that the Joint Burial Committee's finances appear very healthy for the ensuing year.

64. RISK ASSESSMENTS

Members considered the risk assessment for the Committee's two Cemeteries noting in particular those items where the existing controls are deemed to be inadequate. Members agreed that immediate action was required to address those issues. The Cemeteries Manager to action all such items and bring reports back to this Committee as necessary.

Members also noted a new health & safety inspection form that would be completed by all staff members that have occasion to visit either Cemetery. Members noted that they might like to consider completing the form on any occasion that they visit one of the Cemeteries. Completed forms would be filed in the office and issues recorded would be addressed by the Cemeteries Manager.

65. AUDIT SUB COMMITTEE

In accordance with recommendations highlighted by the External Auditor, Members formally received the reports and recommendations from the Godalming Town Council Audit Sub Committee for the year 2010/11. These reports include the risk assessments specifically undertaken by the Audit Sub Committee on behalf of the Joint Burial Committee.

66. INSURANCE PROPERTY VALUATIONS

Members noted that all the property at both Eashing and Nightingale Cemeteries had now been re-valued and the revised amounts have been included in the JBC Asset register. The total cost of undertaking the valuations was £1,200 and the consequent increased insurance premium for the remainder of the year is £61.05. Members noted that there would also be a marginal increase to the cost of insurance in next year's budget.

The revised valuations were as follows:

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

67. NIGHTINGALE CEMETERY LODGE ALARM

Members agreed that a burglar alarm should be installed at Nightingale Cemetery Lodge at a cost £900 with on-going maintenance costs of £135 a year, these costs to be contained within the existing budget.

68. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 December 2010, which had previously been circulated (copy attached to record minutes).

69. 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.

70. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE