

# GODALMING JOINT BURIAL COMMITTEE

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

6 January 2012

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 12 JANUARY 2012 at 5.30 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)  
Councillor Westwood (Busbridge Parish Council)

## AGENDA

### 1. MINUTES

The Chairman to sign as a correct record the Minutes of the Extraordinary meeting held on 8 December 2011.

### 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

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. GROUNDS MAINTENANCE CONTRACT

For Members' information Hardings Management Ltd, who Members selected for the Nightingale Cemetery grounds maintenance contract (Minute No. 61-11 refers), has declined to accept the contract, therefore, in accordance with Members' instructions (Minute No. 61-11 refers) the contract was offered to The Landscape Group who has accepted the Nightingale Contract.

#### 6. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2011/12 AND PROPOSED BUDGET FOR 2012/13

Members to consider the Godalming Joint Burial Committee Revised Estimates for the Local Government Financial Year 2011/12 and to consider the Committee's draft budget for the financial year 2012/13 and the Committee's Reserves.

#### Revised Estimates

Members to note that based on the draft revised estimates there is an anticipated overspend of £10,936 against the budgeted figure of £1.

## Income

The number of interments and purchases of memorial rights have not been at the same level as at this time last year; therefore adjustments to anticipated income have been made to reflect this. Income from the purchase of burial rights at Nightingale Cemetery has not continued at the pace of last year and this means a £3,000 reduction to the estimated income from this source. Refunds have also been made to purchasers of natural burial plots amounting to £1,800 through the year further reducing income. These reductions in income are the main contributory factors to the predicted overspend. However, the tenancies at both cemetery lodges have continued and therefore that income has remained constant.

## Expenditure

Expenditure has been in line with the budget for the financial year 2010/11. Two refunds during the year; one a refund in water rates amounting to £1,236 reported to the last meeting of this Committee and the second a rebate of National Non Domestic Rates of £550 (this was due to the Government granting double transitional relief for small businesses). The cost of transcribing the plot register details onto computer and no-tear paper has also been accounted for as agreed. The Pest Control budget has increased as there is now a provision for pest control at Nightingale Cemetery as well as Eashing.

## Budget 2012/13

The draft budget for next year has been calculated incrementally at a rate of 0%. However, where there are known factors, a higher inflationary figure has been used to provide a more realistic assessment of anticipated expenditure. Now that the full appraisal of the tenders for the grounds maintenance contract for both cemeteries has been agreed the revised figures have been included in the budget. The level of National Non Domestic Rates will not be announced until mid-January so after liaison with Waverley Borough Council a provision for a 5% increase has been added to the budget.

Godalming Joint Burial Committee's Fees & Charges for 2012 have been agreed (Minute 36-10 refers). Income for 2012/13 has therefore been calculated based on these charges and anticipated demand for next year. A conservative estimate of demand has been made reflecting the fact that activity in the current year has been less than anticipated.

Nonetheless it has been possible to produce a budget (copy attached for the information of Members) where the Godalming Joint Burial Committee's precept requirement does not increase - ie. a requirement of £64,572 against £64,572 last year; this is an increase of 0% over last year's budget. Pro rata this requirement represents a charge of £62,088 to Godalming Town Council's budget and £2,484 to Busbridge Parish Council. A copy of the draft Estimates and Projection of Anticipated Reserves for the years 2011/12 and 2012/13 are attached for the information of Members.

## Reserves 2012/13

Members will see from the Movement in Balances that over the current year the anticipated reserves will have reduced to £75,593 as at 31 March 2012 but still reflects a healthy financial position. All agreed projects and transfers through the year have been accounted for and as the revised estimates stand at the moment a transfer of £10,936 will be required from the revenue reserve to support the expenditure at the end of the current year. The earmarked reserves for 2012/13 will increase to provide an estimated overall reserve of £84,034 as at 31 March 2013. This transfer brings the balance of the revenue reserve to below 50% of the precept and therefore below the prudent level recommended by Audit. However, there are sufficient earmarked reserves to compensate.

Members to agree the Godalming Joint Burial Committee's Revised Estimates for the Local Government Financial Year 2011/12 and to agree the Committee's budget for the financial year 2012/13.

## 7. REVIEW OF THE EFFECTIVENESS OF THE SYSTEMS OF AUDIT

In accordance with the Accounts and Audit (England) Regulations 2011 all bodies are required to undertake a review of the effectiveness of the internal audit annually by 31 March each year.

The five areas that must be covered are:

- Scope of Internal Audit  
Has the scope of the internal audit been discussed with the Internal Auditor to ensure that all the relevant risks are covered?
- Independence  
Is the Internal Auditor sufficiently independent, objective and unbiased?
- Competence  
Does the Internal Auditor have sufficient knowledge to be able to carry out the audit?
- Relationships  
Are the relevant responsibilities of Members, Clerk and RFO clearly defined?
- Planning & Reporting  
Is the body aware of a timetable of when the internal and external audits will take place and when the reports from these will be expected?

### Internal Audit Process

Is the work of the Internal Audit reviewed regularly?

Are the reports on the work of the Internal Auditor presented to the committee?

Are the reviews and risk assessments undertaken from the Work Programme by the Audit Sub Committee on behalf of the Joint Burial Committee reported to the committee?

Are the Annual reports from the Internal Auditor presented to the committee?

### External Audit Process

Are the Annual reports from the External Auditor presented to the committee?

Does the committee ensure that recommendations from the External Auditor are implemented?

Does the committee receive regular reports from the Audit Sub Committee relating to its recommendations and the agreed Work Programme?

Mark Mulberry of Mulberry & Co was appointed as the Internal Auditor for the financial year 2010/2011 and following a successful outcome has been reappointed for the current year.

BDO Stoy Hayward has been and continues to be the External Auditor for Godalming Town Council and Godalming Joint Burial Committee. As BDO is appointed by the Audit Commission to undertake the external audit for both Godalming Town Council and the

Godalming Joint Burial Committee there is currently no facility to change provider if the Council so desired.

8. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 31 December 2011 are attached for the information of Members.

9. NIGHTINGALE RAILINGS

Members previously authorised the Cemeteries Manager to obtain quotes for the re-painting of Nightingale Cemetery railings and deer gates (Minute No. 41-11 refers). To date a single quote has been obtained for cleaning down all iron work by jet washing, spot priming all bare metal and spraying one grey undercoat and one black gloss top coat. The quote received is £3,230. Under financial regulations the Cemeteries Manager is required to obtain a second quote for this work. However, in order for this work to be completed before the start of the next cutting season, it is requested that if Members wish this work to proceed they authorise expenditure based on the lower of the two required quotes. Funding would be contained within the 2012/13 budget.

Additionally for Members information, the hinge on the left hand main cemetery gate has corroded to the point where the gate cannot be shut; a blacksmith is being sought who can repair cast iron work.

10. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 12 April 2012 at 5.00 pm at Eashing Cemetery and thereafter in the Council Chamber.

11. 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

## GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member<sup>1</sup> of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S.81 Local Government Act 2000 and the Codes of Conduct adopted by Godalming Town Council & Busbridge Parish Council).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest]<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> the following matter:-

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

**Please use the form below to state in which agenda items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Godalming Town Council's Code of Conduct paragraph 12(2)).**

Agenda No.	Subject	Personal	Prejudicial	Reason	Speak?	
					Yes	No

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

<sup>2</sup> A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

<sup>3</sup> A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgment of the public interest.

<sup>4</sup> State item under consideration.