

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 24 MARCH 2016**

- * Councillor Wheatley – Chairman
- * Councillor Gordon-Smith – Vice Chairman
- * Councillor A Bott
- * Councillor Noyce
- * Councillor Williams
- * Councillor Gray
- * Councillor Long (Busbridge Parish Council)
- * Councillor Westwood (Busbridge Parish Council)

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

43. MINUTES

The Minutes of the meeting held on the 12 November 2015, having been previously circulated, were signed by the Chairman as a true record.

44. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

45. 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.

46. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £17,397.51 since 13 November 2015.

Cash balances held at 24 March 2016

Current Account	£28,492.05
Business Deposit Account	£167,333.98

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. 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.

47. SIGNING OF BANK RECONCILIATIONS

The Committee considered the tabled monthly bank reconciliations since the last meeting of the Committee and authorised the Chairman to sign them.

48. BUDGET MONITORING

Members considered a budget monitoring report for the financial year 2015/16 to 29 February 2016 and noted that that expenditure and income to date are within budget and broadly on target.

49. APPROVAL OF INTERNAL AUDIT

Members considered the report of the Internal Auditor and noted the Clerk's comments on actions to be taken to address the issues raised in the report – noting that these were actions for Godalming Town Council rather than Godalming Joint Burial Committee.

50. EXTERNAL AUDIT

Members considered a letter from BDO and agreed that BDO should continue to have an annual review of the Committee's accounts as set out in the letter. (Letter attached to the record minutes.)

51. MEMORIAL INSPECTION

Members noted that the 100% inspection, including recording (including photographic records) of the memorials and monuments within the consecrated area of Eashing Cemetery has been completed. This has taken longer than originally anticipated due to the workforce being re-deployed on higher priority JBC & GTC work during the January to March period. Inspection and recording of the memorials in the unconsecrated section of Eashing Cemetery is due to commence week beginning 21 March.

52. NIGHTINGALE CHAPEL ROOF

Members noted that work on re-roofing Nightingale Cemetery Chapels is due to commence week beginning 21 March and is expected to last three weeks, subject to any constraints imposed by the Surrey Wildlife Trust bat officers. The scope of the works has been reduced with the requirement to form drainage around the old mortuary building omitted from the schedule. The outhouse of Nightingale Cemetery Lodge is also due to be re-roofed as part of these works.

Within the existing specification it was anticipated to provide a warm roof system i.e an insulated roof system. Unfortunately, due to restraints imposed by the bat mitigation requirements and the Historic Buildings Officer, this has had to be omitted from the schedule. It is anticipated that officers will have to investigate alternative internal insulation methods. Any such requirement will be reported to this committee following the completion of the current works.

53. NIGHTINGALE CEMETERY 'OLD MORTUARY' BUILDING

Members recalled that the old mortuary building at Nightingale cemetery was experiencing issues associated with penetrating damp. The cause of the damp had been investigated and was believed to be associated with the accumulation of soil around the building which had built up over the years so that it was above the old mortuary's damp course level. The clearance of the soil and the creation of a drainage area around the building was originally included in the work package to be undertaken during the re-roofing works.

Members noted that the deterioration of the building over the winter period was such that it had become unusable by the tenant. As such the cemetery manager omitted the works from the re-roofing and associated works contract and ordered the works as a separate undertaking. By doing so the tenant has been able to resume using this space. The overall costs of the works being contained within the original budget.

54. BURIAL STATISTICS

Members considered statistics for the previous quarter and for the twelve months ending 18 March 2016 (attached to the record minutes).

55. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 16 June 2016 at 5.00pm at Eashing Cemetery and thereafter in the Council Chamber.

56. ANNOUNCEMENTS

There were no announcements.