

## GODALMING JOINT BURIAL COMMITTEE

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8 April 2011

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held at **Nightingale Cemetery** at 5.00 pm and then after at Godalming Council Chamber on THURSDAY, 14 APRIL 2011.

**\*\*\*Please note the change of venue from that announced at the last meeting\*\*\***

Andy Jeffery  
Deputy 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 10 February 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

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

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 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. BURIAL STATISTICS

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

#### 6. WASTE DISPOSAL AT NIGHTINGALE CEMETERY

Members to consider a request from Skillway relating to the disposal of floral tributes etc from Nightingale Cemetery (copy letter attached for the information of Members). If a 660-Litre Dumpy Bin was provided and collection scheduled fortnightly the annual costs would be in the region of £250. However, the Cemetery Manager feels that the provision of an additional bin at Nightingale Cemetery would be unsightly; as such he has discussed the issue with Skillway who would be willing to allow the continued use of their larger capacity dumpy bin if this committee was willing to make an equivalent contribution to their waste disposal costs. This is a pragmatic solution that achieves the aim whilst maintaining the visual integrity of the cemetery.

7. PEST CONTROL

Members to note that the Pest Control contract for Eashing Cemetery has been rolled forward into 2011/12 at an annual cost of £800. Members should also note that following an inspection at Nightingale Cemetery it is recommended that Pest Control management is undertaken in respect to vertebrate species at an annual cost of £700.

8. GROUND MAINTENANCE CONTRACTS

Due to the Cemetery Manager's post being vacant during Q2 & Q3 the ground maintenance contracts agreed in 2007, which expired in October 2010, were rolled over until October 2011 under the same specification with a cost increase of 4%. Members to consider and agree the timetable for conducting a tender exercise for awarding ground maintenance contracts at Eashing and Nightingale Cemeteries:

1. Cemetery Manager to prepare specification documents for consideration by the Joint Burial Committee on 23 June 2011.
2. On acceptance of contract specification documents, Cemetery Manger to prepare and distribute tender packs.
3. Tender bids to be presented to the Joint Burial Committee on 13 October 2011 for award of contracts.

9. NIGHTINGALE CEMETERY STEPS

Members to consider a report from the Cemeteries Manager (attached for the information of Members).

10. INSTALLATION STANDARDS OF MEMORIALS

Members to consider a report from the Cemeteries Manager (attached for the information of Members).

11. MARKETING OF EASHING AND NIGHTINGALE CEMETERIES

Members to consider a proposal to increase the marketing activity of the Godalming Joint Burial Committee by providing an online presence independent, but complementary, to the Godalming Town Council's website (attached for the information of Members).

12. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 21 June 2011 at 5.30 pm in the Council Chamber.

13. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. COMMERCIAL MATTERS.

14. EMBANKMENT AT REAR OF NIGHTINGALE CEMETERY

Members to consider a confidential oral report from the Cemeteries Manager.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE