

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
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4 September 2015

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 10 SEPTEMBER 2015 at 5.30 pm. The meeting will be preceded by an inspection of **Nightingale Cemetery** at 5.00 pm.

Louise P Goodfellow
Clerk to the Committee

Committee Members: 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)

AGENDA

1. **MINUTES**

The Chairman to sign as a correct record the Minutes of the meeting held on 18 June 2015.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

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. **CONCLUSION OF EXTERNAL AUDIT & APPROVAL OF ANNUAL RETURN**

Members to receive the completed Annual Return for the financial year ending 31 March 2015 and the accompanying report from the External Auditor for Godalming Joint Burial Committee (copies attached for the information of Members).

The external audit for the year ending 31 March 2015 was completed on 19 August 2015 and received on 2 September 2015, there were no matters which came to the auditor's attention which gave the auditor cause for concern that relevant legislation and regulatory requirements have not been met. The Notice of Conclusion of Audit will be displayed on the Town Council's Notice Board for at least 14 days as required by the Accounts and Audit Regulations 2011.

One minor issue is drawn to the Committee's attention by the auditor – that the annual return does not add up by £1.

The Clerk & RFO explains that the figures on the Annual Return are generated by the financial software which automatically rounds all figures to the nearest pound as required by the Annual Return. However, the total figure reported by the software is the rounded total of all preceding figures unrounded rather than the total of the rounded figures. (If necessary the Clerk will demonstrate what she means at the meeting.) The Clerk advises that no specific action is required on this point until the 2015/16 Annual Return is completed at which juncture, if the rounding error persists, then she will discuss with the internal auditor how best to present the figures from the software in the Annual Return.

6. SIGNING OF BANK RECONCILIATIONS

The Committee to consider the monthly bank reconciliations since the last meeting of the Committee and authorise the Chairman to sign them

7. BUDGET MONITORING

Members to consider a budget monitoring report for the financial year 2015/16 to 31 August 2015 – the report to be table at the meeting.

8. ELECTRONIC AGENDAS

Members to consider an oral report from the Clerk.

9. NIGHTINGALE CEMETERY CHAPEL

Members will note from the attached bat survey that there are restrictions on when works may be carried out on the roof of the Chapel Buildings. Consideration was given to starting this work in October, however, in consultation with the roofing contractor it was felt that, as the half term was only one week, it would be better to delay this work until the 2016 Easter holidays. This delay will reduce the risk to our tenants and meet the mitigation requirements stipulated in the bat report. Members should note that both the roofing contractor and the builders' merchants have agreed to hold the tendered price.

10. NIGHTINGALE CEMETERY WILD FLOWER AREA

Members will have noted from their visits to Nightingale Cemetery that although the wild flower/wildlife areas were increased this year the results did not have the same visual impact as in 2014. The cemetery manager has noted this and will be working with the grounds contractor to resolve this issue.

11. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 30 June 2015 are attached for Members information together with figures for the extant quarter.

12. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 12 November 2015 at 5.30pm in the Council Chamber.

13. 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