

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 10 SEPTEMBER 2015**

* Councillor Wheatley – Chairman
0 Councillor Gordon-Smith – Vice Chairman
L 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

18. MINUTES

The Minutes of the meeting held on the 18 June 2015, having been previously circulated, were signed by the Chairman as a true record.

19. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

20. 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.

21. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £53,874.36 since 19 June 2015.

Cash balances held at 10 September 2015

Current Account	£64,043.64
Business Deposit Account	£137,161.07

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.

22. CONCLUSION OF EXTERNAL AUDIT & APPROVAL OF ANNUAL RETURN

Members received and approved 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 to record minutes).

Members noted that the external audit for the year ending 31 March 2015 was completed on 19 August 2015 and the report 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.

Members further noted that one minor issue was drawn to their attention by the auditor – that the annual return does not add up by £1. Members accepted the Clerk & RFO's explanation on this point; 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.

Members also noted that no specific action was required on this point until the 2015/16 Annual Return was completed at which juncture, if the rounding error persisted, then she would discuss with the internal auditor how best to present the figures from the software in the Annual Return.

23. SIGNING OF BANK RECONCILIATIONS

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

24. BUDGET MONITORING

Members considered a budget monitoring report for the financial year 2015/16 to 31 August 2015 and noted that expenditure for the year to date was below that expected and income was above that anticipated giving a projected underspend overall.

25. ELECTRONIC AGENDAS

Members considered an oral report from the Clerk and indicated that paper agendas for the Joint Burial Committee should continue to be served, that there was no need to prepare electronic agendas and that the matter would be reviewed from time to time.

26. NIGHTINGALE CEMETERY CHAPEL

Members noted that the planned work on Nightingale Cemetery Chapel roof would be delayed until the 2016 Easter holidays. This delay would reduce the risk to our tenants and meet the mitigation requirements stipulated in the bat report. Members noted that both the roofing contractor and the builders' merchants had agreed to hold the tendered price.

27. NIGHTINGALE CEMETERY WILD FLOWER AREA

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

28. BURIAL STATISTICS

Members noted burial statistics for the previous quarter and for the twelve months ending 30 June 2015.

29. 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.

30. ANNOUNCEMENTS

There were no announcements.