

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

22 June 2012

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 28 JUNE 2012 at 5.30 pm. The meeting will be preceded by an inspection of **Eashing Cemetery** at 5.00 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 meeting held on 12 April 2012.

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. FINAL ACCOUNTS FOR THE 12 MONTHS ENDING 31 MARCH 2012

The Final Accounts are attached for the information of Members. Members are asked to note that the overall expenditure exceeded income by just £511; this deficit is £10,425 less than the deficit predicted at the revised estimate stage; the impact of this improvement can be seen on the summary of details of movement and balances for 2011/12 and 2012/13 respectively.

The attached income and expenditure account shows the detailed variances to budget, significant variances to note are as follows:

Income

After a slow start to the year and after the revised estimates were calculated sales of plots in the natural burials area increased providing an increase in income of £3,000.

Expenditure

Savings have been made through the year, the main impact being in relation to cemetery maintenance, other contributory factors were tree maintenance, horticulture and professional fees.

Transfers of £16,000 as agreed in the revised estimates were made from the revenue budget to the earmarked reserves through the year providing a revenue reserve of £40,037 and earmarked reserves of £50,981 (copy of the Detailed Movement of Funds attached for the information of Members).

Members are asked to RECEIVE and ADOPT the Annual Accounts for Godalming Joint Burial Committee for the year ended 31 March 2012.

7. AUDIT SUB COMMITTEE REPORT

TO RECEIVE the Chairman's report of the Audit Sub-Committee, which met on 21 June 2012, including the Internal Audit undertaken on the 22 May 2012.

8. INTERNAL AUDIT

Members to note that the internal audit was conducted on 22 May 2012 and that the outcome from the internal audit was reported to the Audit Sub Committee on 21 June 2012.

Members are asked to RECEIVE the report (a copy of the Internal Auditor's Report is attached for the information of Members) and consider the recommendations contained therein.

9. ANNUAL RETURN (INCLUDING ANNUAL GOVERNANCE STATEMENT) FOR THE YEAR ENDING 31 MARCH 2012

Members are asked to consider and approve the Annual Return Section 1 - Statement of Accounts for Godalming Joint Burial Committee.

Upon approving Section 1, Members are asked to authorise the Chairman to sign Section 1 - Statement of Accounts for Godalming Town Council.

Members are further asked to complete and approve Section 2 - Annual Governance Statement, so that the Annual Return may be forwarded to the External Auditor, BDO Stoy Hayward, to enable the external audit to proceed. The Committee will be aware that the Audit Sub-Committee has considered the answers required by the Annual Governance Statement and will wish to take the observations of its Sub-Committee into account when completing the statement.

When satisfied with the answers required by the Annual Governance Statement Members are asked to authorise the Chairman to complete the statement and sign it.

Members are also asked to note that Section 4 – the Annual Internal Audit Report to Godalming Joint Burial Committee contains a summary of the Internal Audit Report considered at agenda item 8 above.

10. MONITORING REPORT

Members to receive the monitoring report for Godalming Joint Burial Committee dated 31 May 2012.

This report gives an indication of the actual income and expenditure as at 31 May 2012 and reflects the format of the new accounting package.

As a basic monitoring calculation, the profile for each budget should increase by one twelfth each month and the corresponding income and expenditure relating to each budget should reflect this. Most budgets at the current time should, therefore, reflect just over one sixth of the annual budget. However, some budgets have different profiles and are paid at different

times, these can be quarterly, or annually and therefore the income and expenditure will reflect this.

Comments are only made where the budget is not performing as expected or it is anticipated that Members would find it helpful to have further information.

Income

The information in the monitoring report reflects actual income received and is currently on track. 50% of the precept has been received and the income received from sales of plots has shown a healthy return so far. However, it must be borne in mind that this fluctuates very much throughout the year and the current recession has had and will continue to have an influence over this.

Expenditure

All expenditure is behaving as expected for this time in the financial year.

11. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 30 June 2012 are attached for the information of Members.

12. EASHING CEMETERY CHAPEL

Members to note that the asbestos survey conducted at Eashing Cemetery Chapel found no trace of asbestos material. Additionally, it appears that as the proposed work involves the provision of accessibility W.C. facilities there will be no building regulation charges. Members will wish to be aware that the surveyor has prepared the tender documents for the renovation works at Eashing Chapel and in anticipation that the cost of the work is likely to be quoted between £5,000 and £50,000 tenders have been sought from 3 contractors as required by Standing Orders financial regulation 12. The deadline for receipt of tenders to be 13.00 on 9 July 2012. Tenders will be opened at 16.00 on 10 July and passed to the Surveyor to produce a tender report to be presented at the next meeting of this committee.

13. GROUNDS MAINTENANCE UPDATE

General grounds maintenance is ongoing and the new contractors for Nightingale Cemetery are establishing themselves and new working methods. The grass cutting at Nightingale is now in line with the methods used at Eashing ie a mix of rotary and box mowing as well as strimming as opposed to the previous contractor who only used trimmers. This new approach is aimed at revitalising the grass and reducing the moss content. Despite the early balanced weather in March, the wet weather, interspersed with short periods of fine weather since, has meant that the grass growth has been more vigorous than normal for this time of year and the wetness of the cut grass is detrimental to the visual appearance of the cemeteries. The nettles on the bank behind St Marks Church are being treated and when eradicated will be sown with a wildflower mix. As the ground on the Eashing Cemetery boundary recovers from last autumn's tree work further minor works will be undertaken to encourage wildflower growth.

Skillway have changed their logo and are replacing their information boards, the oak window frames and support pillars of Nightingale Chapel are being treated and the gutters are being cleared. Following a report from Skillway that one of the benches at Nightingale Cemetery had tipped, all 4 benches have now been bolted down.

14. JUBILEE TREE

As Members are aware, a considerable number of trees have been removed from Eashing Cemetery and other visually important trees in both cemeteries are at the stage when a programme of removal and replacement will be required. However, in the meantime it has been suggested that a significant specimen tree could be planted at Eashing Cemetery to commemorate the Diamond Jubilee. A position in the unconsecrated section has been identified, as has a suitable species of tree.

Liquidambar styraciflua '*Worplesdon*' AGM: The Royal Horticulture Society describes the Liquidambar as: deciduous trees grown for their alternate, maple-like leaves which take on brilliant and long-lasting autumn colour. 'Worplesdon' was developed at Merrist Wood and is a broad-crowned medium-sized deciduous tree with five-lobed, maple-like leaves, which turn to deep orange and yellow in autumn. It is a hardy, long-lived, low maintenance, drought resistant tree that can be grown in any facing aspect and in full sun. Requiring well drained acid or neutral soil of loam, clay or sand it is a bushy tree with green and yellow flowers in the Spring with green foliage in the Spring and Summer changing to dark orange and dark yellow in Autumn and will eventually grow to 25 metres; it is for the foliage that this tree is prized. It is normally grown either as a specimen tree in grass, or as the centrepiece to a glade. The cost of £400 (including transport and planting) for a tree of 20 – 25cm girth and 4 – 5 metres height from a local trade nursery can be contained within the budget for tree maintenance. Images of this tree will be tabled at the meeting.

15. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 13 September 2012 at 5.00 pm at Nightingale Cemetery and thereafter in the Council Chamber.

16. 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 Member¹ 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]² [a prejudicial interest]³ in⁴ 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 _____

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

² 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.

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

⁴ State item under consideration.