

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
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I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 20 NOVEMBER at 5.30 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 4 September 2014.

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.

Members of the Public have the right to attend all meetings of the Godalming Joint Burial Committee and are welcome.

5. EXTERNAL AUDIT

Members to receive the reports from the External Auditor for Godalming Joint Burial Committee for the financial year ending 31 March 2014 (copies attached for the information of Members).

The external audit for the year ending 31 March 2014 was received on 23 September 2014, there were no matters which came to the auditor's attention which required the issuing of a separate additional arising report. The Notice of Conclusion of Audit has been displayed on the Town Council's Notice Board for at least 14 days as required by the Accounts and Audit Regulations 2011.

6. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2014 AND BUDGET FOR THE YEAR ENDING 31 MARCH 2015

Members are asked to consider the budget papers attached for the information of Members. The budget is presented in a slightly different format from previous years and it is hoped that this will provide greater clarity. For the first time the budget includes a Statement of Variation which summarises the differences between the 2014/15 base budget and the 2014/15 Revised Estimates and the differences between the 2014/15 base budget and the proposed 2015/16 base budget.

Members are asked to note that while the total sum to be recharged to the constituent authorities remains unchanged at £64,572 the allocation of this sum between the two authorities (currently £61,415 to Godalming Town Council and £3,157 to Busbridge Parish Council) is only provisional. The allocation can only be confirmed once Waverley Borough Council releases the 2014 Band D equivalent figures for each parish.

Members are asked to agree the Revised Estimates for 2014/15 showing a small deficit of £898 and the Budget for 2015/16 showing a deficit of £2,358. Both deficits to be charged to the revenue reserve.

7. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 30 September 2014 are attached for the information of Members.

8. MANAGEMENT OF WILDLIFE

In January 2010 this committee was approached by a neighbour of the cemetery, other residents and a representative of the Surrey Wildlife Trust regarding a proposal to set aside two sections of Nightingale Cemetery as managed wildlife areas. Following a presentation and discussions it was agreed that, subject to finalisation of the proposed areas, satisfactory signage and other information being provided by the Surrey Wildlife Trust and an ongoing review of the project, two areas were to be set aside for wildlife management (map attached for the information of Members – Map 1) (Minute 60-2010 refers).

Having received a letter from the residents who made the original proposal (attached for the information of Members), the Cemeteries Manager has prepared a report for Members on the subsequent actions relating to the management of Wildlife in the Joint Burial Committee's Cemeteries (attached for Members Information)

The position adopted in January 2010 by this committee remains valid. Therefore, the Cemeteries Manager recommends that Members widen the scope of their original agreement, which was based on Nightingale Cemetery, and agree that, where practicable, areas at both Eashing and Nightingale Cemeteries are set-aside as managed wildlife areas.

The management of these areas being an operational matter and will vary as operational requirements dictate.

9. NIGHTINGALE CEMETERY – OLD MORTUARY BUILDING

Members will be aware that the Old Mortuary Building at nightingale Chapel is part of the Skillway workshops and is used in part as the organisations administrative office and in part as a pottery and craft workshop. It has become apparent that the damp course for this building has failed and that significant works are required to protect the future fabric of the building. Investigations are ongoing regarding the best solution, however members should note that preliminary estimates are in the region of £6,000 - £10,000. As indicated in the revised estimates, allowance has been made for this work with the potential expenditure funded from additional income of sales of burial plots at Nightingale Cemetery. Due to the time required to complete the necessary works and the term dates of Skillway, the most logical time to undertake the work would be over the 2015 Easter holiday period. As such, and because the next meeting of this committee is 10 days before the suggested start date, Members are requested to approve expenditure for this work up to the budgeted £10,000, observing the requirements of Godalming Town Council Financial Regulation 12.1 (h)(c) and 12.1(i) to accept the most appropriate quote based on the professional advice of Godalming Town Council's surveyor.

10. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 27 March 2015 at 5.30 pm in the Council Chamber.

11. 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 disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the Codes of Conduct adopted by Godalming Town Council & Busbridge Parish Council).

As required by the Localism Act 2011 and the adopted Codes of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

| Agenda No. | Subject | Disclosable Pecuniary Interest | Non-Pecuniary Interest | Reason |
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Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.