

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 29 SEPTEMBER 2011**

*	Councillor Wilson – Chairman
*	Councillor A Bott – Vice Chairman
*	Councillor Thomson
*	Councillor Lister
0	Councillor Wheatley
*	Councillor Noyce
*	Councillor Long (Busbridge Parish Council)
0	Councillor Westwood (Busbridge Parish Council)

* Present # Absent & No Apology Received 0 Apology for Absence L Late

25. MINUTES

The Minutes of the meeting held on the 23 June 2011, having been previously circulated, were signed by the Chairman as a true record.

26. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved.

27. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor Thomson declared a personal & prejudicial interest, on the grounds that she is a resident of Shadyhanger, in Agenda Item 13. Councillor Thomson left the Chamber when that agenda item was debated.

Councillor Lister declared a personal interest, on the grounds that she is a volunteer at the Watts Gallery, in Agenda Item 9. Councillor Lister remained in the Chamber when that agenda item was debated.

28. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £13,814.59 since the last meeting.

Cash balances held at 31 August 2011

Current Account	£11,714.22
Business Premium Account	£107,976.35

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.

29. MONITORING REPORT

Members received the monitoring report for the Joint Burial Committee Income & Expenditure up to 31 August 2011.

30. BURIAL STATISTICS

Members received the burial statistics for the previous quarter and for the twelve months ending 30 September 2011 (statistics attached to the record minutes).

31. FEES AND CHARGES

Members considered proposed fees and charges for the year beginning 1 January 2012 and agreed the schedule attached to the record minutes.

32. PLOT REGISTER RE-WRITE

Members noted that in June 2011 they had agreed to employ a temporary member of staff to undertake the transcription and data entry of the Cemetery Plot Registers (Minute No. 14-11 refers). Unfortunately, the work to produce the new register required unforeseen, and extensive cross-referencing of source documents and was considerably more time consuming than had originally been envisaged. This meant that only the Eashing consecrated plot register covering 8768 entries had been completed – the completed register was tabled for Members' inspection.

The unconsecrated plot record, consisting of approximately 3000 records, had yet to be completed and Members agreed to the further employment of a temporary member of staff for a maximum of 8 weeks at a total cost of £1,400, to complete the task.

33. VISUAL IMPRESSION OF NIGHTINGALE CEMETERY

Members considered the works required to two damaged terracotta memorials in Nightingale Cemetery. Both memorials are historically significant and impact upon the visual appearance of the cemetery. Members received quotes for the restoration of these memorials from a specialist company recommended by the curator of the Watts Gallery and noted that the cost of this repair work could be contained within the grounds maintenance budget. However, while accepting that the work should be done, Members declined to accept these quotes and asked the Cemeteries Manager to obtain competitive quotes and bring the matter back before the Committee.

34. CYPRESS TREES – EASHING CEMETERY

Members recalled that in June they agreed to a watering programme for the cypress trees at Eashing cemetery and that, if the trees still failed, decisions regarding re-planting should be brought to this committee in October (Minute No. 18-11 refers). Members noted that the trees continued to deteriorate and have been removed and resolved to defer consideration of any replacement trees until 2012 after a full assessment of all planting requirements at the cemetery has been conducted.

35. GROUND MAINTENANCE CONTRACTS UPDATE

Members to note that as instructed by Minute No. 16-11 invitation to tender for the Joint Burial Committee and Town Council grounds' maintenance contracts was advertised in Horticulture Week trade magazine. Twenty expressions of interest were received and the Pre-Qualification and Tender documents were issued on 8 August. The close for bidders to submit a tender bid is 12 Noon on 28 September 2011. Therefore, the Facilities Manager will provide Members with a verbal update regarding the number of bids received.

36. WATER RATE REBATE

Members noted that, during a review of services, the Cemeteries Manager discovered that the Joint Burial Committee was being charged for wastewater. Wastewater charges are levied against 90% of the supplied water, however, since 2001 neither Cemetery has been connected to mains drainage, the accuracy of previous bills was challenged. Subsequent investigation resulted in the wastewater element being removed from JBC bills and the JBC being issued total refunds of £1,263.51. The removal of wastewater charges should also mean future water bills being approximately £100pa lower based on current rates.

37. NIGHTINGALE CEMETERY STEPS

Members noted that at its meeting of 15 September 2011 the Policy & Management Committee of Godalming Town Council declined to fund the repairs required to make the Nightingale Cemetery steps safe for continued use. Therefore pursuant to this committee's previous decision (Minute 17-11) works have been put in hand to close these steps by 1 October 2011.

Members considered the required remedial work on the embankment and approved the repairs to the banking based on the quotes received for the combined steps and embankment works. On the assumption that the costs of repair to the banking would be in the order of 35% of the total quoted Members considered three quotes (all excluding VAT):

Contractor A	£4,270
Contractor B	£4,620
Contractor C	£5,530

Contractor A is a sole trader and not VAT registered. Although not yet validated, we have been advised that they have undertaken work for Waverley Borough Council.

Contractor B is an established civil engineering company that have been working in Surrey since 1966.

Contractor C is an established civil engineering company that has previously undertaken work for the Town Council.

Members noted that any contract would be subject to the contractor providing a satisfactory method statement and health & safety statement. Members agreed that, based on reputation, price and level of supervision required, Contractor B should be asked to undertake the work. The cost of £6,000 cost (£4,620 plus contingency) will be met from within the Grounds Maintenance Budget.

38. RE-PURCHASE OF TWO NIGHTINGALE BURIAL PLOTS

Members agreed to re-repurchase of a Nightingale Cemetery burial plot brought in 2010 at a price of £550. The current owners' circumstances have changed and they are moving away from the area. The purchase price in 2010 was £900 and to date £600 of that sum has been paid; the amount to be repaid is £600 less an administration fee of £50.

39. DAMP AT NIGHTINGALE CEMETERY LODGE

Members noted that the tenant of Nightingale Lodge reported the appearance of damp within the kitchen and tower area of The Lodge. Subsequent investigation confirmed the presence of rising damp within these areas. Remedial work to correct this problem needs to be conducted in two phases, the first, which has been arranged for 24 October 2011, is the insertion of a chemical damp proof course into the affected walls. The cost of this work is £293 and is to be conducted by Alpine Preservations Ltd of Farncombe and is guaranteed for 20 years from completion. The second phase of the damp treatment requires the removal of the internal wall plaster 1.2 metres from the floor level on the

affected walls, which would also require the removal of kitchen base units, worktops sink etc as well as radiators and other associated pipe work, and re-plastering the walls using a 'tanking system'. Such levels of disruption involved in the second phase of works need to be carefully managed around our tenant. Members agreed that following the chemical injection, the degree to which the internal plasterwork dries is monitored in order to determine whether the second phase of work could be deferred and scheduled between the end of this current tenancy and the start of the next. Indicative costs are in the region of £1,300 but competitive quotes will be obtained closer to the time.

40. INSULTATED CURTAINS AT NIGHTINGALE LODGE

Members noted that arrangements are in hand, to supply thermal lined curtains and blinds for Nightingale Cemetery Lodge.

41. FUTURE WORKS

Members considered a report from the Cemetery Manager concerning future works required at Nightingale and Eashing Cemeteries. Members agreed the following:

- To ask the Cemetery Manager to take quotes for the clearing of fly-tipped waste from the Eashing Cemetery and to bring those quotes back to the Committee;
- To ask the Cemetery Manager to take quotes for re-fencing work on two boundaries of Eashing Cemetery and to bring those quotes back to the Committee;
- To ask the Cemetery Manager to take quotes for the services of an arboriculturist to produce a tree-planting plan for Eashing Cemetery and to bring those quotes back to the Committee;
- To authorise the instruction of a Surveyor to provide a condition and feasibility report for the restoration of the Chapel Building and provision of lavatory facilities at Eashing Cemetery; and
- To authorise the Cemetery Manager to obtain quotes for the re-painting of Nightingale Cemetery railings and deer gates for presentation to this meeting in February 2012.

42. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 27 October 2011 at 5.30 pm in the Council Chamber.

43. ANNOUNCEMENTS

There were no announcements.