

# **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

8 November 2013

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 14 NOVEMBER 2013 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)  
Mrs Westwood (Busbridge Parish Council)

## **AGENDA**

1. **MINUTES**

The Chairman to sign as a correct record the Minutes of the Extraordinary meeting held on 8 October 2013.

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 Town Council and its Committees and are welcome.

5. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2014 AND DRAFT BUDGET FOR THE FINANCIAL YEAR 2014/15

Members to consider the Joint Burial Committee Revised Estimates for the Local Government Financial Year 2013/14 and to consider the Committee's draft budget for the financial year 2014/15 and the Committee's Reserves.

Revised Estimates

Members to note that based on the draft revised estimates there is an anticipated underspend of £5,818 against the budgeted figure of -£500.

Income

The number of interments and purchase of memorial rights has been maintained at the same level as at this time last year. Income from the purchase of burial rights at Nightingale Cemetery has not continued at the pace of last year but has still retained a high level of interest and also the sale of natural burials. This means the purchase income has increased by £12,250. The tenancies at both cemetery lodges have continued and therefore that income has remained constant.

Expenditure

Expenditure has been in line with the budget for the financial year 2013/14. However, a cost of £3,000 has been included in the expenditure for Nightingale cemetery lodge as there is a need to install secondary glazing before the winter. In addition £3,500 has also been included for the sowing of the wild seeded area.

Budget 2012/13

The draft budget for next year has been calculated incrementally at a rate of 0%. However, where there are known factors a higher inflationary figure has been used to provide a more realistic assessment of anticipated expenditure. This is very early in the budgeting process and not all the necessary information is currently available. This is particularly true of the level of National Non Domestic Rates which will not be announced until December.

Godalming Joint Burial Committee's Fees & Charges were agreed by the Committee at its meeting (Minute 36-10 refers). Income for 2014/15 has therefore been calculated based on these charges and anticipated demand for next year as it is felt that fees and charges for interments are on par with Guildford Crematorium and therefore competitive at this time.

A conservative estimate of demand has been made reflecting the activity in the current year. Nonetheless it has been possible to produce a draft budget (copy attached for the information of Members) where the Joint Burial Committee's precept requirement does not increase - i.e. a requirement of £61,415 against £61,415 last year; this is an increase of 0% over last year's budget. Pro rata (to the number of Band D Equivalent properties in each parish). This calculation is based on last year's Band D figure, and will be revised when more up to date information becomes available, though it is not anticipated that a significant change will result. A copy of the draft Estimates and Projection of Anticipated Reserves for the years 2013/14 and 2014/15 are attached for the information of Members.

Reserves 2013/14

Members will see from the Movement in Balances that over the current year the anticipated reserves will have increased as at 31 March 2014 and reflect a healthy financial position. All agreed projects and transfers through the year have been accounted for and as the revised estimates stand at the moment a saving of £9,318 can be transferred to the revenue reserve

at the end of this current year. The earmarked reserves for 2013/14 will therefore increase to provide an estimated overall reserve of £96,041\* as at 31 March 2014, however, in the draft budget for 2014/15 a transfer of £2,247 will be required from the revenue reserve to support the budget for 2014/15. The balance of the revenue reserve will be approximately 33.3% of the precept and therefore below the prudent level recommended of 50%. However, there are sufficient earmarked reserves to compensate.

6. BURIAL STATISTICS

Members to note the statistics for the previous quarter and for the twelve months ending 30 September 2013, which are attached for the information of Members. Additionally Members may wish to note that during October there has been 1 inhumation at Nightingale, 3 inhumations (including 1 in the natural burial area) and two interment of ashes at Eashing Cemetery.

7. NIGHTINGALE LODGE

Members will be aware that Nightingale Cemetery Lodge is a grade II listed building of a solid wall construction built predominantly of Bargate stone with single-glazed lead light windows in all rooms, with the exception of one single-glazed wooden casement window. The construction of the lodge means that it has poor thermal efficiency and is not energy efficient for the tenant. Solid wall construction coupled with the grade listing of the building is problematic in reducing heat loss through the walls, however, the heat loss through the windows can be addressed by use of a secondary glazing system. Such a system would assist the current tenant in reducing energy costs and make the Lodge more attractive to any future tenant. To date a single quote has been received for works required to secondary glaze all habitual rooms plus the kitchen and bathroom of the lodge. As the Cemetery Manager is waiting on a secondary quote, he will verbally report on the quotes received and will recommend that Members authorise the lowest quote for works to be conducted as soon as practicable. The cost of the works to be taken from Nightingale Lodge budget line as indicated within the revised estimates.

Members are asked to agree the installation of secondary glazing at Nightingale Cemetery Lodge, the cost not to exceed £2,200.

8. STORM DAMAGE

Members to note that during the recent storm both cemeteries suffered tree damage. Nightingale lost a silver birch; the toppling of this tree caused no other damage, obstruction or pose a danger to users of the cemetery, therefore, it was agreed with the grounds maintenance contractor that this would be removed on their next scheduled visit. In Eashing Cemetery a large bough from a cedar and a small hazel tree have been removed to enable unfettered access for a funeral. The costs for all tree work has been met from the horticulture budget.

9. POPPIES

Members indicated that they may wish to have poppies sown in the cemeteries as an act of remembrance as part of the commemoration of the start of the First World War. The contractor for Nightingale Cemetery has indicated that this could be done in May of next year for flowering in June and could be part of the package of wild flower sowing already taking place in the cemetery. Work is already underway in Nightingale Cemetery to encourage wild flowers to grow in the designated areas, which so far have produced longer grass and very little else. This work is designed to allow the flowers to grow without being 'choked' by the grass, poppies will be included in the seed mix used.

Members to indicate how they wish officers to proceed.

10. NIGHTINGALE CEMETERY – RESEEDING OF THE NEW GRAVE AREA

The cost of removing 10cm of earth and replacing with topsoil and seeding the area around the graves located in Section X has been estimated by the contractors at £3,500. The area in question was shown to Members on their last inspection and it was explained that the stony ground has been caused by hard core of the old carriageway still being present in the soil. The cost of £3,500 to replace 10cm of earth with topsoil could increase if more earth has to be removed and/or more topsoil has to be imported. The Cemeteries Manager recommends that the work is limited to the areas between the new graves and that the area at the foot of the graves is left undisturbed as a natural pathway. The cost of this work has been accounted for within the revised estimates.

Members are asked to authorise the reseedling of the new grave area at Nightingale Cemetery at a cost of £3,500.

11. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 27 January 2014 at 5.30 pm in the Council Chamber.

12. 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 Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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