

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 22 NOVEMBER 2012**

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

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

22. MINUTES

The Minutes of the meeting held on the 13 September 2012, having been previously circulated, were signed by the Chairman as a true record.

23. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved.

24. 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.

25. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £35,506.94 since the last meeting.

Cash balances held at 31 October 2012:

	£
Current Account	33,289.70
Business Premium Account	111,232.46

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.

26. EXTERNAL AUDIT FOR THE FINANCIAL YEAR 2011/12

Members received and approved the Annual Return and the External Auditor's (BDO Stoy Hayward) report relating to Godalming Joint Burial Committee accounts for the year 2011/12 (copy attached to the record minutes).

27. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2012 AND DRAFT BUDGET FOR THE FINANCIAL YEAR 2012/13

Members considered the Joint Burial Committee's Revised Estimates for the Local Government Financial Year 2012/13 and the Committee's draft budget for the financial year 2013/14 and the Committee's Reserves.

Revised Estimates

Members noted that the draft revised estimates show an anticipated overspend of £25,907 against the original budget. This overspend results from the work (£60,000) currently being undertaken on Eashing Chapel and partly funded from increased income. The estimated overspend will be funded from the general reserve.

Budget 2013/14

The draft budget for next year was calculated assuming an increase of 0%. Except where known factors required a higher inflationary figure. The Godalming Joint Burial Committee's Fees and Charges for 2013 were still to be agreed, however, for the purposes of preparing the budget these were assumed to remain the same as for 2012. A conservative estimate of demand was made. Taking these factors into account the draft budget showed a total increase of 0% over last year's budget i.e. a requirement of £64,572 against £64,572 last year. Pro rata (to the number of Band D Equivalent properties in each parish) this requirement represented a charge of £62,088 to Godalming Town Council Budget and £2,484 to Busbridge Parish Council. This calculation was based on last year's Band D equivalent figure, and will be revised when more up to date information becomes available. A copy of the draft budget and a projection of anticipated reserves for the years 2012/13 and 2013/14 is attached to the record minutes.

Reserves 2013/14

Members noted that over the current year the anticipated reserves will have decreased to £69,611 as at 31 March 2013. It was noted that the general reserve is now on the low side as it should be 50% of the precept but since there are sufficient earmarked reserves to compensate the reserves were still healthy overall.

Resolutions

Members AGREED the Joint Burial Committee Revised Estimates for the Local Government Financial Year 2012/13.

Members AGREED a 0% increase in the base budget requirement giving the Constituent Authorities clarity about the JBC's requirement for 2013/14; being £62,088 from Godalming Town Council and £2,484 from Busbridge Parish Council (based on the current Band D equivalent figures).

28. RE-PURCHASE OF TWO BURIAL PLOTS AT EASHING CEMETERY

Members AGREED to the re-purchase of two Eashing Cemetery burial plots brought in 1997. These plots were originally purchased for £100 each and Members approved the repurchase at the price paid, less an administration fee of £50, giving a total re-purchase cost of £150.

29. BURIAL STATISTICS

Members noted the burial statistics for the previous quarter and for the twelve months ending 30 September 2012.

30. REPORT FROM CEMETERIES MANAGER

Members considered a report from the Cemeteries Manager and noted the following:

Jubilee Tree – The Mayor of Godalming and the Chairman of this committee had, with the assistance of children from Green Oak School, unveiled a plaque dedicating a Liquidamber (Worplesdon) tree at Eashing Cemetery to Her Majesty on the occasion of her Diamond Jubilee,.

Remembrance Day – on 9 November a changed Remembrance Day ceremony was conducted. Five classes from Green Oak School each adopted a specific war grave and held a service of remembrance at that grave. The Cemeteries Manager laid poppy crosses at the war graves not attended by the school children and Reverend Hunt conducted a service to commemorate them. The Mayor of Godalming and the Chairman of this Committee were also in attendance.

Media and Marketing – An advertisement had been placed in the Surrey Royal British Legion diary at a cost of £600, resulting so far in the purchase of two plots at Nightingale Cemetery. The cemeteries were also featured in the Godalming Town Council's pages of Round & About Magazine at no cost to the Joint Burial Committee, and this generated sales of three Nightingale Plots and two enquiries relating to the Natural Burials area. The Joint Burial Committee website has had 711 unique visitors since its launch with 605 of those being from the UK. The USA, Canada and Australia being the other significant countries, which is probably related to genealogy research. Within the UK the highest number of views has been from London, followed by Guildford and then Godalming.

Eashing Chapel Restoration – A pre-contract meeting was held on 25 September and work commenced on 8 October. To date alterations to the contract had increased the base cost by £10,983, keeping the overall costs within the budget set by this committee.

Members noted that a further pressure on the budget had been identified. On commencement of the works it quickly became apparent that a larger proportion of the lime plaster inside the chapel needed chopping out and replacing than had originally been allowed for and that the rear elevation wall was absorbing moisture. Scaffold was erected to the rear elevation and an inspection by the surveyors, contractors and Cemeteries Manager found that previous re-pointing repairs to the external lime mortar had been carried out incorrectly. There was a need to both re-point large areas of original correct lime mortar as well as to remove the incorrect cement mortar used on previous repairs and replace with the correct mortar. Additionally, the ivy that has been allowed to cover the building has damaged areas of lead work and the roofline soakers have also failed. Members noted that repairs to these areas have commenced; failure to rectify them now would quickly result in damage to the internal re-decoration.

It is anticipated that the chapel work will be complete in the next 4 weeks. The Rector of Godalming has been requested to seek a date towards the end of February when the Bishop of Guildford is available to re-dedicate the chapel.

31. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 21 March 2013 at 5.30 pm in the Council Chamber.

32. ANNOUNCEMENTS

There were no announcements.

33. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday,

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE