

# 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

21 October 2011

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 27 OCTOBER 2011 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 29 September 2011.

### 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

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

Members to consider the Joint Burial Committee Revised Estimates for the Local Government Financial Year 2011/12 and to consider the Committee's draft budget for the financial year 2012/13 and the Committee's Reserves.

#### Revised Estimates

Members to note that based on the draft revised estimates there is an anticipated overspend of £6,967 against the budgeted figure of £1.

#### Income

The number of interments and purchase of memorial rights have not been at the same level as at this time last year; therefore adjustments to anticipated income have been made to reflect this. Income from the purchase of burial rights at Nightingale Cemetery has not continued at the pace of last year and this means a £3000 reduction to the estimated income from this source. Refunds have also been made to purchasers of Natural burial plots amounting to £1800 through the year further reducing income. These reductions in income are the main contributory factors to the predicted overspend. However, 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 2010/11. Two refunds during the year; one a refund in water rates amounting to £1236 reported to the last meeting of this Committee and the second a rebate of National Non Domestic Rates of £550 (because to the government granted double transitional relief for small businesses). The cost of transcribing the plot register details on to computer and non-tear paper has also been accounted for as agreed. The Pest Control budget has increased as there is now a provision for pest control at Nightingale cemetery as well as Eashing.

## 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 largest expenditure item – the grounds maintenance contract for both cemeteries. A full appraisal of the tenders submitted has yet to be completed – though early indications are that the existing budget is sufficient to cover potential costs. Also, the level of National Non Domestic Rates will not be announced until December.

Godalming Joint Burial Committee's Fees and Charges for 2012 were agreed by the Committee at its last meeting (Minute 36-10 refers). Income for 2012/13 has therefore been calculated based on these charges and anticipated demand for next year. A conservative estimate of demand has been made reflecting the fact that activity in the current year has been less than anticipated.

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 £64,572 against £64,572 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 requirement represents a charge of £62,088 to Godalming Town Council Budget and £2,484 to Busbridge Parish Council. 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 2011/12 and 2012/13 are attached for the information of Members.

## Reserves 2012/13

Members will see from the Movement in Balances that over the current year the anticipated reserves will have increased to £88,562\* as at 31 March 2012 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 transfer of £6,967 will be required from the revenue reserve to support the expenditure at the end of the current year. The earmarked reserves for 2012/13 will increase to provide an estimated overall reserve of £98,058\* as at 31 March 2013, however, in the draft budget for 2012/13 a further transfer of £5,004 from the revenue reserve is required to balance the 2012/13 budget. This transfer brings the balance of the revenue reserve to just below 50% of the precept and therefore below the prudent level recommended. However, there are sufficient earmarked reserves to compensate.

\* If agreed the proposal to replace the fencing at Eashing Cemetery (see item 6 below) will reduce these figures to £79,562 and £89,058 respectively.

## Recommendations

It is recommended that Members agree Joint Burial Committee Revised Estimates for the Local Government Financial Year 2011/12.

It is further recommended that Members agree a 0% increase in the base budget requirement giving the Constituent Authorities clarity about the JBC's requirement for 2012/13; being £62,088 from Godalming Town Council and £2,484 from Busbridge Parish Council. Members are asked to note that since there are details that still need to be finalised the final budget will be brought to the next meeting of the Committee so that the detailed income and expenditure budgets for next year may be agreed.

### 6. BOUNDARY FENCING AT EASHING CEMETERY

In accordance with Minute 41-11, the Cemetery Manager has sought three quotes to take down the existing fencing along both boundary lines adjacent to the rear gardens of Ockford Ridge and to replace that fencing with 1.8m close board fencing (to be installed between concrete posts using concrete gravel boards with top capping and to clear all arisings from site on completion). All quotes are from locally based (Bramshott, Shalford and Godalming) commercial fencing contractors who have local authority contract experience.

Contractor A £12,115

Contractor B £12,374 (recommended and quoted for 2m high fencing – indicated that cost would be slightly less for 1.8m high fencing)

Contractor C £13,841

It is recommended that (unless Members wish to install a 2m fence) Contractor A should be asked to proceed with the work. It is further recommended that an additional provision of £200 should be made in order to provide temporary "heras" fencing for properties with young children or dogs if temporary fencing is required between the removal of the existing fence and the replacement of the new fence. The total cost of £12,315 to be funded from utilising the £4,500 set aside in reserves for "railings and boundaries", the £4,500 allocated in the current year for that same purpose and £3,315 from the Cemeteries maintenance budget.

### 7. VISUAL APPEARANCE OF NIGHTINGALE CEMETERY

Having previously considered two areas of works that impact on the visual appearance of Nightingale Cemetery, Members requested that additional quotes be sought for the required works (Minute No 33-11 refers). As reported on 29 September a quote of £2,011 had been received for the restoration and conservation of these areas. A quote has been provided by a local stonemason (an example of his work being the stone doorframes recently restored at 11 Wharf Street) and is £130–£230 depending on degree of damage discovered when the undergrowth is removed. Members should bear in mind that the first quote provided is for a restoration and conservation of the structures whereas the second quote is a restoration of the structures only ie. a reassembly of the pieces.

Members' views are sought.

### 8. CLEARANCE OF FLY TIPPING AT EASHING CEMETERY

At their meeting of 29 September (Minute 41-11 refers) Members requested further information on costs relating to clearance of fly-tipped waste from Eashing Cemetery. This further information will be tabled at the meeting.

9. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 12 January 2012 at 5.30 pm in the Council Chamber.

10. 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 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]<sup>2</sup> [a prejudicial interest]<sup>3</sup> in<sup>4</sup> 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** \_\_\_\_\_

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

<sup>2</sup> 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.

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

<sup>4</sup> State item under consideration.