

# 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

2 December 2011

I HEREBY SUMMON YOU to attend an **EXTRAORDINARY JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 8 DECEMBER 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 27 October 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 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 2011/12 AND BUDGET 2012/13

Members to note that as there are still amounts and calculations required relating to the detailed income and expenditure budget for the financial year 2012/13 this item will be brought to the next meeting on 12 January 2012 to be finalised.

#### 6. INTERNAL AUDIT REVIEW, AUDIT WORKPLAN AND LETTER OF ENGAGEMENT

The interim Internal Audit was conducted on 1 November 2011 by Mark Mulberry (copy attached for the information of Members). In addition to this, the Internal Audit Workplan, for the year 2012/13 was submitted by the Internal Auditor for approval for the financial year 2012/13 (copy attached for the information of Members).

Members to receive and consider the Interim Audit report, Audit Workplan for Godalming Joint Burial Committee and note that at the Godalming Town Council's Policy & Management Committee meeting on 17 November 2011 it was agreed that the Chairman of the Policy & Management Committee would sign the Letter of Engagement for the ensuing year when it was received on behalf of the Godalming Joint Burial Committee and Godalming Town Council.

7. EXTERNAL AUDIT FOR THE FINANCIAL YEAR 2011/12 AND THE REPORT FROM THE AUDIT SUB COMMITTEE

Members to receive the Annual Return and the External Auditor's (BDO Stoy Hayward) report relating to Godalming Joint Burial Committee accounts for the year 2011/12 (copies attached for the information of Members).

In addition, Members to receive the draft minutes of the Audit Sub Committee meeting held on the 3 October 2011 and the Extraordinary meeting held on the 3 November 2011.

Members' attention is specifically drawn to the fact that there is a significant change to the regulations of The Accounts and Audit (England) Regulations 2011, which came into force on 31 March 2011.

Therefore, this Committee is asked to consider the following recommendation from the Audit Sub Committee.

In order to fulfil its duties under The Accounts and Audit (England) Regulations 2011 Godalming Joint Burial Committee should consider the Audit Sub Committee's findings from its review of the effectiveness of the systems of internal control at a meeting of the Joint Burial committee by 31 March each year. Specifically this will mean that this item will be reviewed at the meeting of the Joint Burial Committee on 12 January 2012.

8. AWARD OF GROUNDS MAINTENANCE CONTRACTS

Members to consider attached report.

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.