

**MINUTES AND REPORT OF THE EXTRAORDINARY MEETING OF  
GODALMING JOINT BURIAL COMMITTEE  
HELD ON 8 DECEMBER 2011**

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

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

54.    MINUTES

The Minutes of the meeting held on the 27 October 2011, having been previously circulated, were signed by the Chairman as a true record.

55.    APOLOGIES FOR ABSENCE

Apologies for absence were received and approved.

56.    DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Members declared no Personal or Prejudicial Interest in relation to any item on the agenda for this meeting, which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

57.    ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £6,454.00 since the last meeting.

Cash balances held at 30 November 2011

Current Account	£6,362.47
Business Premium Account	£98,044.39

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.

58.    REVISED ESTIMATES 2011/12 AND BUDGET 2012/13

Members noted 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.

59. INTERNAL AUDIT REVIEW, AUDIT WORKPLAN AND LETTER OF ENGAGEMENT

Members noted that the interim Internal Audit was conducted on 1 November 2011 by Mark Mulberry and that the Internal Audit Workplan, for the year 2012/13 was submitted by the Internal Auditor for approval for the financial year 2012/13. Members considered the Interim Audit report and the Audit Workplan for Godalming Joint Burial Committee and agreed that it was content that, in accordance with the decision of the Godalming Town Council's Policy & Management Committee meeting on 17 November 2011, the Chairman of that committee signed the Letter of Engagement on behalf of the Godalming Joint Burial Committee and Godalming Town Council on 26 November 2011.

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

Members received the Annual Return and the External Auditor's (BDO Stoy Hayward) report relating to Godalming Joint Burial Committee accounts for the year 2011/12, Members also received 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 was specifically drawn to the fact that a significant change to the regulations of The Accounts and Audit (England) Regulations 2011 came into force on 31 March 2011. As a result the Committee was asked to consider an Officers' recommendation that based on the generality of the Audit Sub Committees' discussions, and 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. Members accepted this recommendation and agreed that this item will be reviewed at the meeting of the Joint Burial Committee on 12 January 2012.

61. AWARD OF GROUNDS MAINTENANCE CONTRACTS

Members accepted Officers' recommendations for the awarding of the Grounds Maintenance Contracts and agreed to continue with the practice of splitting the Grounds Maintenance Contracts between two companies. Members thanked Officers for managing the tender process and instructed the Cemeteries Manager, subject to satisfactory pre-contract negotiations, to award the following contracts:

Nightingale Cemetery – Hardings Management Ltd  
Eashing Cemetery – G Burley & Sons Ltd  
Godalming Town Council Open Spaces – G Burley & Sons Ltd

Additionally Members agreed that if pre-contract negotiations with Hardings Management Ltd are unsatisfactory then the company identified as Company B is to be offered the contract for Nightingale Cemetery.

62. 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.

63. ANNOUNCEMENTS

There were no announcements

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE