

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
Bridge Street
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4 November 2016

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 10 NOVEMBER 2016 at 5.30 pm.

Louise P Goodfellow
Clerk to the Committee

Committee Members: Councillor Wheatley – Chairman
Councillor Gordon-Smith – Vice Chairman
Councillor A Bott
Councillor Noyce
Councillor Williams
Councillor Gray
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 8 September 2016.

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.

5. **SIGNING OF BANK RECONCILIATIONS**

The Committee to consider the tabled monthly bank reconciliations since the last meeting of the Committee and authorise the Chairman to sign them.

Members of the Public have the right to attend all meetings of the Godalming Joint Burial Committee and are welcome.

6. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2017 AND BUDGET FOR THE YEAR ENDING 31 MARCH 2018

Members are asked to consider the budget papers attached for the information of Members.

Members are asked to note that while the total sum to be recharged to the constituent authorities remains unchanged at £64,572 the allocation of this sum between the two authorities (currently £61,589 to Godalming Town Council and £2,983 to Busbridge Parish Council) is only provisional. The allocation can only be confirmed once Waverley Borough Council releases the 2016 Band D equivalent figures for each parish.

Members are asked to agree the Revised Estimates for 2016/17 showing a small profit of £150 and the Budget for 2017/18 showing a deficit of £1,383. Both amounts to be charged to the revenue reserve.

7. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 30 September 2016 are attached for the information of Members.

8. CREATION OF NEW PLOTS FOR CREMATED REMAINS AT EASHING CEMETERY

Members to receive an oral update from the Cemeteries Manager on the progress of works.

9. CEMETERY FEES & CHARGES

The current cemetery fees and charges came into force in January 2012 following Members' review in September 2011. Since that time the Consumer Price Index has risen by 7%; as such officers recommend that Members consider a modest increase of some fees & charges. Attached for the information of Members is the list of fees & charges, showing the recommended increases. Members are requested to indicate whether they wish to approve the proposed increase to cemetery fees & charges.

Members will also be aware that fees require setting for the new cremated remains plots at Eashing. Officers previously recommended a fee of £440, to include exclusive Rights of Burial for 50 years, interment fee, grave preparation and memorial stone permit. To provide a comparative cost, Members may wish to know that an interment of cremated remains for a period of 50 years in a Sanctum 2000 Memorial Vault at Guildford Crematorium currently costs £3,665 (including a wooden casket required for interment in a vault and an 80 letter inscription).

10. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 23 March 2017 at 5.30pm in the Council Chamber.

11. 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
Revised Estimates 2015/16 and Budget 2016/17

ACTUAL 2015/16
Godalming Joint Burial Committee
Actual Reserves at March 31 2016

	Balance b/f 1 April 2015 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2016 £
1 Revenue Surplus	81,449	-77			81,526
2 Railings and Boundaries	13,500		4,500		18,000
3 Nightingale and Eashing Drive repairs	12,883		2,000		14,883
4 Memorials/Memorial inspections	14,027		0		14,027
5 Nightingale Lodge Maintenance Fund	14,071		1,000		15,071
6 Nightingale Cemetery Maintenance Fund	4,000		1,000		5,000
7 Eashing Cemetery Maintenance Fund	5,000		1,000		6,000
8 Letting Fees & Voids	3,000		1,000		4,000
9 Chapels Building Fund	12,000		2,000		14,000
10 Eashing Lodge Maintenance Fund	7,000		1,000		8,000
11 Tree Maintenance	5,000		0		5,000
12 Consolidated Stock	0		4,506		4,506
	171,930	-77	18,006	0	190,013

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

BUDGET 2016/17
Godalming Joint Burial Committee
Projection of Reserves to March 31 2017

	Balance b/f 1 April 2016	Deficit/Surplus from Revenue A/c	Transfer from Revenue A/c	Transfer to Revenue A/c	Balance c/f 31 March 2017
	£	£	£	£	£
1 Revenue Surplus	81,526	4,988			76,538
2 Railings and Boundaries	18,000		4,500		22,500
3 Nightingale and Eashing Drive repairs	14,883		2,000		16,883
4 Memorials/Memorial inspections	14,027		0		14,027
5 Nightingale Lodge Maintenance Fund	15,071		1,000		16,071
6 Nightingale Cemetery Maintenance Fund	5,000		1,000		6,000
7 Eashing Cemetery Maintenance Fund	6,000		1,000		7,000
8 Letting Fees & Voids	4,000		1,000		5,000
9 Chapels Building Fund	14,000		2,000	68,000	-52,000
10 Eashing Lodge Maintenance Fund	8,000		1,000		9,000
11 Tree Maintenance	5,000		0		5,000
12 Consolidated Stock	4,506		0		4,506
	190,013	4,988	13,500	68,000	130,525

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

REVISED ESTIMATE 2016/17
Godalming Joint Burial Committee
Projection of Reserves to March 31 2017

	Balance b/f 1 April 2016 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Transfers betw Reserves	Balance c/f 31 March 2017 £
1 Revenue Surplus	81,526	-150			-59,967	21,709
2 Railings and Boundaries	18,000		4,500			22,500
3 Nightingale and Eashing Drive repairs	14,883		2,000			16,883
4 Memorials/Memorial inspections	14,027		0		-4,027	10,000
5 Nightingale Lodge Maintenance Fund	15,071		1,000			16,071
6 Nightingale Cemetery Maintenance Fund	5,000		1,000			6,000
7 Eashing Cemetery Maintenance Fund	6,000		1,000	17,500	17,500	7,000
8 Letting Fees & Voids	4,000		1,000			5,000
9 Chapels Building Fund	14,000		2,000	51,000	51,000	16,000
10 Eashing Lodge Maintenance Fund	8,000		1,000			9,000
11 Tree Maintenance	5,000		0			5,000
12 Consolidated Stock	4,506		0		-4,506	0
	190,013	-150	13,500	68,500	0	135,163

Godalming Joint Burial Committee
Revised Estimates 2015/16 and Budget 2016/17

BUDGET 2017/18
Godalming Joint Burial Committee
Projection of Reserves to March 31 2018

	Balance b/f 1 April 2017 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2018 £
1 Revenue Surplus	21,709	1,383			20,326
2 Railings and Boundaries	22,500		4,500		27,000
3 Nightingale and Eashing Drive repairs	16,883		2,000		18,883
4 Memorials/Memorial inspections	10,000		0		10,000
5 Nightingale Lodge Maintenance Fund	16,071		1,000		17,071
6 Nightingale Cemetery Maintenance Fund	6,000		1,000		7,000
7 Eashing Cemetery Maintenance Fund	7,000		1,000		8,000
8 Letting Fees & Voids	5,000		1,000		6,000
9 Chapels Building Fund	16,000		2,000		18,000
10 Eashing Lodge Maintenance Fund	9,000		1,000		10,000
11 Tree Maintenance	5,000		0		5,000
12 Consolidated Stock	0		0		0
	135,163	1,383	13,500	0	147,280

GODALMING JOINT BURIAL COMMITTEE
Final Statistics as at 30 September 2016 and Current Quarter Figures to 10 November 2016

INTERMENTS

(a) Eashing

Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-13	2	3	5	0	0	0	1	1	2	0	1	1	3	5	8
30-Sep-13	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
31-Dec-13	2	1	3	0	0	0	2	1	3	2	2	4	6	4	10
31-Mar-14	1	3	4	0	0	0	1	0	1	2	3	5	4	6	10
30-Jun-14	1	1	2	0	0	0	1	0	1	1	2	3	3	3	6
30-Sep-14	5	1	6	0	0	0	0	1	1	2	1	3	7	3	10
31-Dec-14	2	1	3	0	0	0	1	0	1	2	1	3	5	2	7
31-Mar-15	7	3	10	0	0	0	0	0	0	2	0	2	9	3	12
30-Jun-15	1	1	2	0	0	0	1	0	1	2	4	6	4	5	9
30-Sep-15	4	1	5	0	0	0	0	0	0	1	1	2	5	2	7
31-Dec-15	4	0	4	0	0	0	0	0	0	3	0	3	7	0	7
31-Mar-16	3	0	3	0	0	0	2	0	2	1	0	1	6	0	6
30-Jun-16	3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
30-Sep-16	3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
30-Sep-16	3	0	3	0	0	0	1	1	2	1	1	2	5	2	7
31-Dec-16	5	0	5	0	0	0	0	0	0	1	0	1	6	0	6
31-Mar-17			0			0			0			0	0	0	0

(b) Nightingale

Quarter Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
30-Jun-12	1	0	1	0	0	0	0	0	0	1	0	1	2	0	2
30-Sep-12	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
31-Dec-12	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
31-Mar-13	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Jun-13	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Sep-13	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
31-Dec-13	3	1	4	0	0	0	0	0	0	1	1	2	4	2	6
31-Mar-14	1	0	1	0	0	0	1	0	1	0	0	0	2	0	2
30-Jun-14	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
30-Sep-14	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
31-Dec-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31-Mar-15	1	2	3	0	0	0	1	0	1	0	0	0	2	2	4
30-Jun-15	1	1	2	0	0	0	0	0	0	0	2	2	1	3	4
30-Sep-15	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
31-Dec-15	0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
31-Mar-16	3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
30-Jun-16	0	1	1	0	0	0	0	0	0	0	1	1	0	2	2
30-Sep-16	1	1	2	0	0	0	0	0	0	0	0	0	1	1	2
31-Dec-16	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1
31-Mar-17			0			0			0			0	0	0	0

Total

Year Ending	Godalming			Busbridge			Excepted Category			Non-Parishioners			Total		
	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total	Inhum-ations	Ashes	Total
31-Mar-08	11	6	17	1	0	1	1	4	5	1	0	1	14	10	24
31-Mar-09	14	10	24	0	0	0	2	1	3	0	1	1	16	12	28
31-Mar-10	16	10	26	0	0	0	4	5	9	5	2	7	25	17	42
31-Mar-11	15	7	22	0	0	0	9	5	14	3	0	3	27	12	39
31-Mar-12	10	4	14	2	0	2	2	5	7	8	3	11	22	12	34
31-Mar-13	16	6	22	0	0	0	4	1	5	6	0	7	27	7	34
31-Mar-14	10	10	20	0	0	0	5	2	7	5	1	6	20	19	39
31-Mar-15	19	11	30	0	0	0	3	1	4	7	4	11	29	16	45
31-Mar-16	16	6	22	0	0	0	4	0	4	7	7	14	27	13	40
31-Mar-17	12	3	15	0	0	0	3	1	4	2	3	5	17	7	24

PLOTS SOLD

Quarter Ending	Eash	Natural	N'gale	Total	Year End Total
30-Jun-11	3	0	0	3	
30-Sep-11	3	0	1	4	
31-Dec-11	1	2	0	3	
31-Mar-12	4	1	1	6	16
30-Jun-12	1	2	3	6	
30-Sep-12	4	2	5	11	
31-Dec-12	3	0	3	6	
31-Mar-13	6	1	1	8	31
30-Jun-13	1	0	5	6	
30-Sep-13	3	0	4	7	
31-Dec-13	4	1	5	10	
31-Mar-14	4	0	1	5	28
30-Jun-14	4	0	6	10	
30-Sep-14	3	0	2	5	
31-Dec-14	1	1	2	4	
31-Mar-15	6	0	9	15	34
30-Jun-15	5	0	3	8	
30-Sep-15	4	1	0	5	
31-Dec-15	4	0	1	5	
31-Mar-16	2	0	1	3	21
30-Jun-16	4	3	0	7	
30-Sep-16	2	2	0	4	
31-Dec-16	2	1	2	5	
31-Mar-17	0	0	0	0	16

9. CEMETERY FEES AND CHARGES FROM 1 JANUARY 2017

Members are asked to consider the cemetery fees and charges to be introduced as of the 1 January 2017.

INTERMENTS (the fees indicated **exclude** the digging of the grave)
For the interment in a grave, which has already been purchased: -

(i)	of the body of a child not exceeding 12 years	No Charge
(ii)	of the body of a person exceeding 12 years	£350 (0%)
(iii)	of an urn or casket containing the cremated remains of a child or person in a grave 2 feet x 2 feet at a depth not exceeding 4 feet or into an existing purchased grave space.	£250 (0%)

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES – Eashing Cemetery
(including the Deed of Grant for a period of 50 years)

(i)	in an earthen grave 9 feet by 4 feet	£650 (+8.4%)
(ii)	in an earthen grave 6 feet by 3 feet (for children under 12)	£300 (0%)
(iii)	cremated remains in an earthen grave 2 feet by 2 feet (limited plots to complete existing rows)	£230 (+4.5%)

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES – Nightingale Cemetery
(including the Deed of Grant for a period of 50 years)

(i)	in an earthen grave 9 feet by 4 feet	£1,700 (+6.2%)
(ii)	in an earthen grave 6 feet by 3 feet (for children under 12)	£500 (0%)
(iii)	cremated remains in an earthen grave 2 feet by 2 feet	£600 (0%)
(iv)	cremated remains in remembrance plot (including grave preparation, memorial permit & Interment fee)	£440

MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

For the right (for 30 years or until the expiry of burial rights, whichever is the earlier) to erect or place on a grave in respect of which the exclusive right of burial has been granted

(i)	a headstone or footstone (including kerbstone & Chippings) or not exceeding 5ft in height.	£150 (+25%)
(ii)	<i>kerbstones and chippings</i> *	£0
(iii)	a freestanding vase or additional tablet not exceeding 12 inches in height	£80 (0%)
(iv)	additional inscription	£80 (0%)

* remove as a separate charge

GARDEN OF REMEMBRANCE

(i)	Permission to erect standard Memorial Tablets in York Stone, White Marble and Nebrosina 15 inches wide by 9 inches High	£80
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(for existing interments only, or memorial for those buried elsewhere

(ii) Additional inscription or other change to tablet **£80**

NATURAL BURIALS (N.B. interment costs as above)

Standard plot (1 coffin or 4 cremated remains) **£800 (+6.6%)**

Tree to be purchased or planted **POA**

GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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