

**MINUTES AND REPORT OF THE MEETING OF  
GODALMING JOINT BURIAL COMMITTEE  
HELD ON 15 JUNE 2017**

*	Councillor Wheatley – Chairman
*	Councillor Gordon-Smith – Vice Chairman
*	Councillor A Bott
0	Councillor Noyce
0	Councillor Williams
*	Councillor Gray
*	Councillor Long (Busbridge Parish Council)
0	Councillor Westwood (Busbridge Parish Council)

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

1.    MINUTES

The Minutes of the meeting held on the 23 March 2017, having been previously circulated, were signed by the Chairman as a true record.

2.    APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

3.    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.

4.    ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £42,684.12 since 24 March 2017.

Cash balances held at

Current Account	£17,458.28
Business Deposit Account	£132,716.02

A schedule of the accounts paid was tabled for the information of Members (copy is attached to record minutes). The vouchers relating to these payments were also tabled at the meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee.

Members agreed that the Chairman should sign the schedule of accounts paid.

5.    SIGNING OF BANK RECONCILIATIONS

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

6. REPORT OF THE INTERNAL AUDITOR

Members considered the report of an internal audit (copy attached to record minutes) conducted on 2 June 2017 by the Council’s Internal Auditor, Mulberry & Co, and noted that no further action was required.

7. ANNUAL GOVERNANCE STATEMENT

Members considered the questions posed by the Annual Governance Statement and the Acting Responsible Finance Officer’s recommended answers. Members considered the evidence relating to the Annual Governance Statement and AGREED the recommended answers.

Members RESOLVED to complete the Annual Governance Statement as follows (a copy of the completed statement is attached to the record minutes):

	<b>Question</b> <i>Godalming Joint Burial Committee</i>	<b>Answer</b>
1	We approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	YES
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances and have reported our financial results to our host authority for inclusion in their accounts.	YES
4	We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES
5	We maintained throughout the year an adequate and effective system of internal audit of the body’s accounting records and control systems.	YES
6	We took appropriate action on all matters raised in reports from internal audit and external reviews.	YES
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES

8. ACCOUNTING STATEMENTS 2016/17

Members considered and AGREED the Joint Burial Committee’s Accounting Statements for the Financial Year Ended 31 March 2017 (copy of Section 2 of the Annual Return is attached to record minutes).

9. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 March 2017, which had previously been circulated (copy attached to record minutes).

10. TREE WORKS

Members noted that application had been made for canopy lifting of trees located at Eashing Cemetery which are subject to Tree Preservation Orders.

Members agreed to allocate £2,500 for use during 2017/18 from the earmarked reserve for tree works in order to implement a programme of tree planting aimed at compensating for trees removed following safety inspection.

11. NIGHTINGALE MEMORIAL GARDEN AREA

Having inspected the area within Nightingale Cemetery, Members agreed to conduct preparatory works to improve the soil in the vicinity of the recently felled cedar tree.

Members also consented to allow Godalming in Bloom to run an open competition to design a Memorial Garden to commemorate those from Godalming who fell during the First World War. It was further agreed that the Chairman of the Committee plus one other Member to be on the judging panel, with the Joint Burial Committee having an ultimate veto of design.

Members agreed that in addition to ground preparation and assistance with implementation of the winning design £1,000 to be allocated towards materials and plants.

12. CEMETERY MANAGER'S UPDATE

Members received an oral report from the Cemetery Manager on maintenance and other activities since the last meeting, noting that both Cemeteries continue to be maintained to a high standard.

13. NATURAL BURIAL AREA

Members received an oral report and update on the Natural Burial Area of Eashing Cemetery and authorised the remapping of this area to achieve a greater utilisation of the available space.

14. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 14 September 2017 at 6.00pm in the Council Chamber preceded by an inspection at Eashing Cemetery at 5.00pm.

15. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE