

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 9 NOVEMBER 2017**

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

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

28. MINUTES

The Minutes of the meeting held on the 14 September 2017, having been previously circulated, were signed by the Chairman as a true record.

29. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

30. 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.

31. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £5,556.87 since 15 September 2017.

Cash balances held at 9 November 2017

Current Account	£20,277.87
Business Deposit Account	£132,871.65

A schedule of the accounts paid was tabled for the information of Members and a copy is attached to record minutes. 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.

32. 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.

33. ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2017

Members noted the Annual Return for the Financial Year Ended 31 March 2017.

Members also noted that the External Auditor has completed its review and has signed off Section 3 – External Report 2016/17 Certificate. No exceptions were found.

34. BUDGET MONITORING

Members considered the budget monitoring report for the first seven months of the current financial year – to 31 October 2017. Members noted that all expenditure and income for the year to date is broadly in line with that expected at this time of year aside from Rates and Tree Works, previously identified.

35. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2018 AND THE BUDGET FOR 2019

Members considered the budget papers (attached to record minutes).

Members noted 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 £61,696 to Godalming Town Council and £2,876 to Busbridge Parish Council) is only provisional. The allocation can only be confirmed once Waverley Borough Council releases the 2017 Band D equivalent figures for each parish.

Members agreed the Revised Estimates for 2017/18 showing a deficit of £1,289 and the Budget for 2018/19 showing a deficit of £328. Both amounts to be charged to the revenue reserve.

36. NON-DOMESTIC RATES

Members received an oral update from the Acting Responsible Finance Officer regarding non-domestic rates for Eashing and Nightingale Cemeteries. Based on the legal advice received from Wellers Hedleys, Members instructed the Acting Clerk to engage a specialist rating surveyor to consider whether there is merit in challenging the rates calculations. Members authorised up to £5,000 to be spent on this matter.

37. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 March 2017 and year to date 4 November 2017, which had previously been circulated (copy attached to record minutes).

38. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 22 March 2018 at 5.30pm in the Council Chamber.

39. ANNOUNCEMENTS

Councillor Gordon-Smith advised Members that Godalming in Bloom had met and were progressing the Memorial Garden competition at Nightingale, although there had been a limited response.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE