

**MINUTES AND REPORT OF THE MEETING OF THE GODALMING JOINT BURIAL
COMMITTEE HELD ON 4 APRIL 2019**

- * 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)

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

63. **MINUTES**

The Minutes of the meeting held on the 28 February 2019, having been previously circulated, were signed by the Chairman as a true record.

64. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

65. **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.

66. **ACCOUNTS PAID SINCE LAST MEETING**

The Finance Officer reported payments totalling £22,586.49 between 1 and 31 March 2019.

Cash balances held at 4 April 2019

HSBC Current Account	£15,430.65
HSBC Deposit Account	£13,324.47
CCLA Deposit Account	£150,000.00

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.

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

67. **SIGNING OF BANK RECONCILIATIONS**

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

68. BUDGET MONITORING

Members considered the budget monitoring report to 28 February 2019, which showed a year to date surplus of £34,192. Members noted the following points:

- Works on Eashing Cemetery Lodge to replace external doors and repaint windows has been completed. Costs exceeded budget by £5,800 but should be contained within revenue budget (see point below regarding surplus revenue).
- £13,438 surplus revenue from both cemeteries.
- £21,412 underspend on Eashing Cemetery ground maintenance. Members noted that a proportion of this will have been spent by year end, but the likelihood is that a minimum surplus of £15,000 will remain on this line item.
- Invoice for mapping work had been received in March 2019 for £8,505 and although Min No 42-18 resolved that this work be funded from Ear Marked Reserves, Officers believed this sum would be contained within the revenue budget.

69. INTEGRATION OF DIGITAL CEMETERY RECORD SYSTEM

Members noted the separate but interconnected work strands associated with, or required to facilitate, a digital cemetery record system, in particular Members noted:

Scanning of Historic Records

As reported at Min No 60-18, the scanning of the historic cemetery records (1854-2019) has been completed. These records will be uploaded to the GTC server.

Digital Mapping

The first draft of the Digital Maps of both Eashing and Nightingale cemeteries have been received; after viewing these maps Members agreed that Officers are to further review the maps and report their findings to the providers in order to refine and reach final approved versions.

Once finalised, the ultimate position will be that the digital maps will be associated with the Cemetery Record System.

RBS Cemetery Record System

As agreed at Min No 59-18, the RBS Cemetery Record System has been purchased and installed. The RFO has undertaken appropriate training and has started to use the system.

Members noted that for the system to fulfil its potential and to reach a position to be able to provide the information required for Members to determine whether an application for a faculty, as detailed in Min No 42-18, should be made, all historic data, amounting to some 13,656 burial records of which 5,657 relate to Nightingale Cemetery, will need to be entered into the RBS Cemetery Record System.

Data Entry

The RFO is, on an ad-hoc basis, entering the historic burial records for Eashing Cemetery starting from the most recent records. Members were informed that data entry on this basis is time consuming and is not an efficient use of GTC resource. Members agreed this was an additional task, not covered by the JBC/GTC arrangements and that it would need to be funded by JBC.

Members resolved to approve authorisation for the Clerk to recruit, on a temporary basis, a suitable data entry clerk to complete this piece of work as efficiently and effectively as possible. Members approved a sum of £2,000 for this work, noting that if required, the Clerk could use delegated authority to ensure completion of the task, or if the requirement proves more extensive than anticipated, work would be divided into tranches with further authorisation sought from this Committee as appropriate.

70. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 March 2019, which had previously been circulated (copy attached to record minutes).

71. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting for additional publication.

72. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 30 May 2019 at 6.00pm in the Council Chamber.

73. ANNOUNCEMENTS

As the last committee meeting of the current administration, the Chairman thanked both the members of the Committee and Staff for their diligence and hard work over the previous four years in maintaining and improving the cemeteries, their buildings and infrastructure and the efficiencies achieved in the administrative processes.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE