

**MINUTES AND REPORT OF THE MEETING OF THE GODALMING JOINT BURIAL  
COMMITTEE HELD ON 11 JULY 2019**

- \* Councillor Martin
- \* Councillor Neill
- \* Councillor Purvis – Vice Chair
- 0 Councillor PS Rivers
- 0 Councillor Steel – Chair
- \* Councillor Stubbs
- \* Councillor Long (Busbridge Parish Council)
- \* Councillor Westwood (Busbridge Parish Council)

\* Present      # Absent & No Apology Received      0 Apology      L Late      ^ Council Duties

25. MINUTES

The Minutes of the meeting held on the 30 May 2019, having been previously circulated, were signed by the Chair as a true record.

26. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

27. 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.

28. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 5.

29. QUESTIONS BY MEMBERS

There were no questions from Councillors in accordance with GTC Standing Order 6.

30. ACCOUNTS PAID SINCE LAST MEETING

Godalming Joint Burial Committee	
Accounts paid since the 31 May 2019	£36,465.30
Receipts received since the 31 May 2019	£5,404.10
Balance held in Current Account	
Balance at 11 July 2019	£8,609.15
Balance held in the Business Deposit Account	
Balance at 11 July 2019	£21,343.32
Balance held in the CCLA Deposit Account	
Balance at 11 July 2019	£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 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 Chair should sign the schedule of accounts paid.

31. SIGNING OF BANK RECONCILIATIONS

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

32. BUDGET MONITORING

Members considered the budget monitoring report to 30 June 2019 and noted the points below:

- The Administration & Overheads – having revalued JBC properties for insurance purposes last year, this Committee was able to put its Insurance out to tender for the 2019/20 financial year which resulted in savings of £1,100. The new contract is a three year contract. The contractor we are using to digitise our burial records has not yet sent in an invoice for her services so we are underspent on the professional fees budget which is a timing issue only.
- Eashing Cemetery – we have had a large number of grave purchases this quarter which are always difficult to predict.
- Nightingale Cemetery – we do not budget for any revenue at Nightingale as it has limited availability (until our digitising work is complete), so all revenue is treated as a windfall.
- Nightingale Lodge – this Committee did some garden clearance works at the Lodge to ensure the Cemetery aspect was maintained.

33. RBS CEMETERY RECORD SYSTEM – DATA ENTRY

Data entry of the historic burial records is continuing to progress, to date 3 July 2019:

Nightingale Cemetery 2170/5587 records have been entered into RBS system  
Eashing Cemetery 1000/8007 records have been entered into the RBS system

Members noted that the priority is the data entry for Nightingale Cemetery to enable the next stage of the project, which is to link each record with a map location thus allowing identification of the groups of differing classes of graves i.e. common, private, unused etc.

34. PRESERVATION OF BURIAL RECORDS

Members noted that having previously reported the completion of the digital scanning of the historic burial records, the Clerk is now able to report that the digital records have now successfully been uploaded to Godalming Town Council's off site server, thus mitigating the risks associated with historic paper records.

35. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 30 June 2019, which had previously been circulated (copy attached to record minutes).

36. COMMUNICATIONS ARISING FROM THIS MEETING

No additional communication requirements were identified.

37. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 5 September 2019 at 5.00pm at Nightingale Cemetery and thereafter 5.45pm in the Council Chamber.

38. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

# GODALMING JOINT BURIAL COMMITTEE

The Finance Officer Reported as follows:

## PAYMENTS

Payments made from 31.05.2019 to 11.07.2019	£36,465.30
Internal transfers made from 31.05.2019 to 11.07.2019	£0.00
<b>TOTAL</b>	<b>£36,465.30</b>

## RECEIPTS

Receipts received from 31.05.2019 to 11.07.2019	£5,404.10
Internal transfers made from 31.05.2019 to 11.07.2019	£22,000.00
<b>TOTAL</b>	<b>£5,404.10</b>

## BANK

### HSBC CURRENT ACCOUNT

Balance as at 11 July 2019 £8,609.15

### HSBC DEPOSIT ACCOUNT

Balance as at 11 July 2019 £21,343.32

### CCLA DEPOSIT ACCOUNT

Balance as at 11 July 2019 £150,000.00

SIGNED BY:



DATE:

11. 07. 19

**Joint Burial Committee 2019-2020****HSBC Current Account****List of Payments made between 31/5/19 and 11/7/19**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
31-May-19	Godalming Town Council	BT310519	£ 17,808.00	Administration Charges
06-Jun-19	A Jeffery	BACS PR118.1	£ 1,782.00	Purchase of trailer
06-Jun-19	ARC Funeral Contractors	BACS PR118.2	£ 650.00	Grave Digging
06-Jun-19	Quality Land Services Ltd	BACS PR118.6	£ 1,152.00	Gardening Services
18-Jun-19	Quality Land Services Ltd	BACS PR121.5	£ 768.00	Gardening Services
19-Jun-19	Godalming Town Council	BT190619	£ 1,261.83	Reimbursement of Costs
09-Jul-19	Burley & Sons	BT090719	£ 10,284.77	Gardening Services
	Internal Transfer to Savings		£ -	
	Total Payments under £500		£ 2,758.70	
	Confidential Payments		£ -	
	<b>Total Payments</b>		<b>£ 36,465.30</b>	

At : 14:58

## HSBC Current Account

## List of Payments made between 31/05/2019 and 11/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2019	BACS B/L Pymnt Page 94	BACS Pymnt	17,808.00		BACS B/L Pymnt Page 94
06/06/2019	HSBC	BT060619	19.28		Bank Fees 16/4 - 15/5/19
06/06/2019	BACS B/L Pymnt Page 93	BACS Pymnt	4,356.34		BACS B/L Pymnt Page 93
19/06/2019	Godalming Town Council	GTC4345	1,261.83		Sth & Sth East in Bloom entry
20/06/2019	BACS B/L Pymnt Page 95	BACS Pymnt	1,553.28		BACS B/L Pymnt Page 95
26/06/2019	Everflow Limited	DD283610	27.63		Water 18/7 - 17/8/19
03/07/2019	Miscellaneous	1352019	240.00		Garden Tidy Up
03/07/2019	Lektron	13991	142.56		PAT Testing
07/07/2019	HSBC	BT070719	10.09		Bank Fees 16/5 - 15/6/19
09/07/2019	Lektron	BT14036	320.10		Replace cooker hood
09/07/2019	Miscellaneous	BT1405	255.55		Gardening Services
09/07/2019	Southern Electric	BT190619	137.07		Electricity 15/3 - 14/6/19 E
09/07/2019	Miscellaneous	BTAHZ730	48.80		Replace basin
09/07/2019	G. Burleys & Sons Ltd	BUR001	10,284.77		Gardening Services April 2019
<b>Total Payments</b>			<b>36,465.30</b>		

## HSBC Current Account

Receipts received between 31/05/2019 and 11/07/2019

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 31/05/2019		22,000.00						
	HSBC Deposit Account	22,000.00			201		22,000.00	General Expenses
Banked on : 10/06/2019		1,147.29						
	J Handford	1,050.00			1200	425	1,050.00	Lodge Rent
	CCLA	97.29			1300	401	97.29	CCLA Interest
Banked on : 11/06/2019		370.00						
	Sales Recpts Page 102	370.00	370.00		101			Sales Recpts Page 102
Banked on : 21/06/2019		870.00						
	Sales Recpts Page 103	870.00	870.00		101			Sales Recpts Page 103
Banked on : 24/06/2019		1,350.00						
	H Dean	1,350.00			1200	415	1,350.00	Lodge Rent
Banked on : 01/07/2019		230.00						
	Sales Recpts Page 104	230.00	230.00		101			Sales Recpts Page 104
Banked on : 02/07/2019		86.81						
	Public Sector Deposit	86.81			1300	401	86.81	Interest
Banked on : 05/07/2019		300.00						
	Sales Recpts Page 105	300.00	300.00		101			Sales Recpts Page 105
Banked on : 10/07/2019		1,050.00						
	J Handford	1,050.00			1200	425	1,050.00	Lodge rent
<b>Total Receipts :</b>		27,404.10	1,770.00	0.00			25,634.10	

**GODALMING JOINT BURIAL COMMITTEE**  
**Final Statistics as at 31 March 2019 and Curret Year Statistics to 30 June 2019**

**INTERMENTS**

**(a) Eashing**

Quarter Ending

30-Jun-15  
30-Sep-15  
31-Dec-15  
31-Mar-16  
30-Jun-16  
30-Sep-16  
31-Dec-16  
31-Mar-17  
30-Jun-17  
30-Sep-17  
31-Dec-17  
31-Mar-18  
30-Jun-18  
30-Sep-18  
31-Dec-18  
31-Mar-19  
30-Jun-19  
30-Sep-19  
31-Dec-19  
31-Mar-20

<b>Godalming</b>			<b>Busbridge</b>			<b>Excepted Category</b>			<b>Non-Parishioners</b>			<b>Total</b>		
<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>
1	1	2	0	0	0	1	0	1	2	4	6	4	5	9
4	1	5	0	0	0	0	0	0	1	1	2	5	2	7
4	0	4	0	0	0	0	0	0	3	0	3	7	0	7
3	0	3	0	0	0	2	0	2	1	0	1	6	0	6
3	1	4	0	0	0	1	0	1	0	1	1	4	2	6
3	0	3	0	0	0	1	1	2	1	1	2	5	2	7
8	1	9	0	0	0	3	1	4	1	0	1	12	2	14
3	0	3	0	0	0	2	1	3	1	2	3	6	3	9
3	0	3	0	0	0	1	2	3	1	2	3	5	4	9
1	0	1	0	0	0	0	0	0	2	0	2	3	0	3
2	0	2	0	0	0	1	0	1	2	2	4	5	2	7
0	0	0	0	0	0	1	0	1	2	1	3	3	1	4
1	3	4	0	0	0	2	1	3	2	0	2	5	4	9
5	3	8	0	0	0	0	0	0	1	0	1	6	3	9
4	2	6	0	0	0	1	2	3	1	2	3	6	6	12
4	0	4	0	0	0	2	2	4	0	0	0	6	2	8
3	1	4	0	0	0	1	1	2	0	1	0	4	3	7

**(b) Nightingale**

Quarter Ending

30-Jun-15  
30-Sep-15  
31-Dec-15  
31-Mar-16  
30-Jun-16  
30-Sep-16  
31-Dec-16  
31-Mar-17  
30-Jun-17  
30-Sep-17  
31-Dec-17  
31-Mar-18  
30-Jun-18  
30-Sep-18  
31-Dec-18  
31-Mar-19  
30-Jun-19  
30-Sep-19  
31-Dec-19  
31-Mar-20

<b>Godalming</b>			<b>Busbridge</b>			<b>Excepted Category</b>			<b>Non-Parishioners</b>			<b>Total</b>		
<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>
1	1	2	0	0	0	0	0	0	0	2	2	1	3	4
0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
0	1	1	0	0	0	0	0	0	0	1	1	0	2	2
1	1	2	0	0	0	0	0	0	0	0	0	1	1	2
1	1	2	0	0	0	1	0	1	0	0	0	2	1	3
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	0	0	0	1	0	1	0	0	0	2	0	2
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	0	0	0	0	0	0	0	1	1	1	1	2
1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
2	1	3	0	0	0	0	0	0	0	0	0	2	1	3
2	1	3	0	0	0	0	0	0	0	0	0	2	1	3
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
3	1	4	0	0	0	0	0	0	0	0	0	3	1	4

**Total**

Year Ending

31-Mar-08  
31-Mar-09  
31-Mar-10  
31-Mar-11  
31-Mar-12  
31-Mar-13  
31-Mar-14  
31-Mar-15  
31-Mar-16  
31-Mar-17  
31-Mar-18  
31-Mar-19  
31-Mar-20

<b>Godalming</b>			<b>Busbridge</b>			<b>Excepted Category</b>			<b>Non-Parishioners</b>			<b>Total</b>		
<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>	<b>Inhum-ations</b>	<b>Ashes</b>	<b>Total</b>
11	6	17	0	0	0	1	4	5	2	0	2	14	10	24
14	10	24	0	0	0	2	1	3	0	1	1	16	12	28
16	10	26	0	0	0	4	5	9	5	2	7	25	17	42
15	7	22	0	0	0	9	5	14	3	0	3	27	12	39
10	4	14	2	0	2	2	5	7	8	3	11	22	12	34
16	6	22	0	0	0	4	1	5	6	0	7	27	7	34
10	10	20	0	0	0	5	2	7	5	1	6	20	13	33
19	11	30	0	0	0	3	1	4	7	4	11	29	16	45
16	6	22	0	0	0	4	0	4	7	7	14	27	13	40
19	5	24	0	0	0	8	3	11	3	5	8	30	13	43
9	0	9	0	0	0	4	2	6	7	6	13	20	8	28
19	10	29	0	0	0	5	5	10	4	2	6	28	17	45
6	2	8	0	0	0	1	1	2	0	1	1	7	4	11

**PLOTS SOLD**

Quarter Ending

2012/13  
2013/14  
2014/15  
2015/16  
2016/17  
2017/18  
30-Jun-18  
30-Sep-18  
31-Dec-18  
31-Mar-19  
30-Jun-19  
30-Sep-19  
31-Dec-19  
31-Mar-20

<b>Eash</b>	<b>Natural</b>	<b>N'gale</b>	<b>Total</b>	<b>Year End Total</b>
14	5	12	31	31
12	1	15	28	28
14	1	19	34	34
15	1	5	21	34
13	9	2	24	24
11	8	6	25	25
8	0	0	8	
8	1	2	11	
5	0	0	5	
3	0	2	5	29
2	2	3	7	
			0	
			0	
			0	7