

# GODALMING JOINT BURIAL COMMITTEE

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Website: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

24 May 2019

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 30 MAY 2019 at 5.45pm.

Andy Jeffery  
Clerk to the Committee

Committee Members:

**Godalming Town Council**  
Councillor Martin  
Councillor Neill  
Councillor Purvis  
Councillor PS Rivers  
Councillor Steel  
Councillor Stubbs  
**Busbridge Parish Council**  
Councillor Long  
Councillor Westwood

## AGENDA

1. ELECTION OF CHAIR

To receive nominations for the Chair of the Committee and to elect said Chair.

2. ELECTION OF A VICE-CHAIR

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

3. MINUTES

The Chair to sign as a correct record the Minutes of the meeting held on 4 April 2019, a copy of which has been circulated previously and are available for viewing at <https://godalming-tc.gov.uk/wp-content/uploads/2019/04/1.-4-April-2019-JBC-Minutes.pdf>

4. APOLOGIES FOR ABSENCE

5. 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.

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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with GTC Standing Order 5:

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

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

7. **QUESTIONS BY MEMBERS**

To consider any questions from Councillors in accordance with GTC Standing Order 6.

8. **CLERK'S REPORT – Item for Information**

With 75% of the Godalming Joint Burial Committee having been newly appointed, Members to receive a briefing from the Committee Clerk and RFO regarding the management of the cemeteries, the committee's responsibilities to the constituent parishes, ongoing projects and outstanding issues.

9. **ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS – Item for Note**

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 Chair should sign the schedule of accounts paid.

10. **SIGNING OF BANK RECONCILIATIONS – Item for Decision**

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

11. **FINAL ACCOUNTS YEAR ENDING 31 MARCH 2019 – Item for Note**

Members to receive and agree the final accounts for the year ending 31 March 2019 (accounts attached for the information of Members).

12. **REPORT OF THE INTERNAL AUDITOR – Item for Decision**

Members to consider the report of an internal audit conducted on 15 April 2019 by the Council's Internal Auditor Mulberry & Co (the report to be circulated as soon as it is received).

13. **ANNUAL GOVERNANCE STATEMENT – Item for Decision**

The Annual Governance Statement is attached for the information of Members and Members are required to consider the answers to the questions posed by the Statement.

14. **ACCOUNTING STATEMENTS 2018/19 – Item for Decision**

Members to consider and agree the Joint Burial Committee's Accounting Statements for the Financial Year Ended 31 March 2019 (attached for the information of Members).

15. **BUDGET MONITORING 2019/20 – Item for Note**

Members to consider a budget monitoring report 30 April 2019 (detailed report attached for the information of Members).

<b>Cost Centre</b>	<b>Year to date Variance</b>	<b>Projected Variance @ year end</b>
	<b>£</b>	<b>£</b>
Administration & Overheads	1,709 u/s	1,000 u/s
Eashing Cemetery	5,154 u/s	0
Eashing Chapel	204 u/s	0
Eashing Lodge	0 u/s	0
Nightingale Cemetery	3,896 u/s	3,200 u/s
Nightingale Chapel	0 u/s	0
Nightingale Lodge	1,050 o/s	0
<b>TOTAL</b>	<b>9,913 u/s</b>	<b>4,200 u/s</b>

The monitoring report shows a current variance of £9,913 underspend against budget.

- 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.
- Eashing Cemetery – the underspend is in two main areas – firstly Grounds Maintenance which is likely to be a timing issue, and secondly we have had a large number of grave purchases in April 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.

16. **BANK MANDATE – Item for Decision**

In accordance with Financial Regulation 5.1 it is necessary for this Committee to agree its Bank Mandate and the following resolution is recommended:

The Godalming Joint Burial Committee resolves that HSBC plc should continue as the Committee's bankers and shall be authorised to honour all cheques drawn on the Committee's accounts or instructions for direct debits or standing orders provided the order for payment or instruction is signed by any two of five members of the Committee being:

- The Chair,
- The Vice-Chair, and
- Three others to be named at the meeting, at least one of which to be from Busbridge Parish Council

The Clerk & Responsible Finance Officer should be instructed to complete a bank mandate to effect the resolution above.

17. **DELEGATED AUTHORITY – Item for Note**

Members to note that in order to improve the efficient use of resource, reduce task duration and the impact of manual handling upon personnel, the Clerk authorised the purchase of a

trailer to be able to transport spoil within and between the cemeteries. The cost of the trailer being £1,485.

18. **RBS CEMETERY RECORD SYSTEM – Item for Decision**

The introduction of the RBS Cemetery Record System, which is integral to the project to identify inhumation capacity within Nightingale Cemetery (Min No 42-18 refers), requires historic data (1854-2019), amounting to some 13,656 burial records to be entered into the RBS Cemetery Record System.

**Data Entry**

As authorised by Min No 69-18, the Clerk, supported by the RFO, has recruited, on a temporary basis, a suitable data entry clerk to undertake data entry over a four week period. Additionally Min No 69-18 provided for the Clerk to use delegated authority to extend the period to ensure completion of the task. However, real time experience conducting this data entry has highlighted an underestimation of the time required to complete this task, with the additional time required likely to exceed delegated authority. As such, authority is requested to be able to extend the engagement of the data entry clerk so as to ensure the completion of the task. Additional costs to be contained within the funds allocated for the project (Min No 42-18 refers).

19. **PHILLIPS FAMILY GRAVE – NIGHTINGALE CEMETERY – Item for Decision**

Members to consider a letter (attached for the information of Members) from Mandy Le Boutillier regarding the upkeep of the Phillips Family Grave in Nightingale Cemetery.

20. **BURIAL STATISTICS – Item for Note**

Statistics for the period 1 April to 31 May 2019 and for the twelve months ending 31 March 2019 are attached for the information of Members.

21. **ELECTRONIC AGENDA PAPERS – Item for Decision**

Members are requested to resolve that the default method of service and delivery of committee summonses, agenda papers and minutes to be via Members' email addresses.

22. **COMMUNICATIONS ARISING FROM THIS MEETING**

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

23. **DATE OF NEXT MEETING**

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 11 July 2019 at 5.00pm at Eashing Cemetery and thereafter 5.45pm in the Council Chamber.

24. **ANNOUNCEMENTS**

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

**GODALMING JOINT BURIAL COMMITTEE****Income and Expenditure Account 2018/19**

<b>2017/18</b>		<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>
<b>Actual</b>		<b>Actual</b>	<b>Budget</b>	<b>Revised</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>Estimate</b>
				<b>£</b>
<b>Employees</b>				
0	Direct employee expenses	0	0	0
954	Indirect employee expenses	10,123	0	0
<b>Premises Related Expenditure</b>				
5,195	Repairs, alteration & maintenance of buildings	21,788	4,280	15,400
409	Energy Costs	442	550	550
4,346	Rates	4,813	4,430	4,813
682	Water services	449	500	500
0	Fixture and fittings	0	0	0
1,296	Cleaning and domestic supplies	2,063	1,530	2,000
50,132	Grounds and maintenance costs	41,488	61,250	61,250
4,551	Premises insurance	4,729	4,650	4,729
11,000	Contribution to reserves	5,000	5,000	5,000
<b>Transport Related Expenditure</b>				
203	Car allowances	211	500	500
<b>Supplies &amp; Services</b>				
885	Equipment, furniture and materials	5,242	200	4,200
0	Services			
	Professional fees	10,655	2,000	2,150
800	Audit fees	555	800	800
27,000	Admin fees	27,500	27,500	27,500
193	Bank charges	217	250	250
0	Communications & computing			
	Postage	0	0	0
0	Computers	0	0	0
364	Website	364	400	400
805	Publicity	815	1,000	1,000
0	Grants and subscriptions	0	150	150
414	Miscellaneous expenditure	1,716	400	9,185
<b>Income</b>				
0	Other grants	0	0	0
(66,233)	Customer and client receipts	(85,963)	(50,150)	(69,535)
(311)	Interest	(470)	(340)	(340)
(64,572)	Recharges	(64,572)	(64,572)	(72,272)
<b>(21,886)</b>	<b>Net Expenditure (to/from revenue reserve)</b>	<b>(12,837)</b>	<b>328</b>	<b>(1,770)</b>

## GODALMING JOINT BURIAL COMMITTEE

### Balance Sheet as at 31 March 2019

2017/18		2017/18
£		£
	<u>Current Assets</u>	
6,633	Debtors	11,745
158,503	Cash at Bank	178,066
950	VAT	5,432
<u>166,086</u>		<u>195,243</u>
	<u>Current Liabilities</u>	
(1,448)	Trading Creditors	(12,768)
0	Payroll Accruals	0
<u>164,638</u>	<b>NET ASSETS</b>	<u>182,475</u>
	Represented By:	
	<u>Capital and Reserves</u>	
125,981	Earmarked Reserves	130,981
38,657	Revenue Balances	51,494
<u>164,638</u>		<u>182,475</u>



## MULBERRY & CO

Chartered Certified Accountants  
Registered Auditors  
& Chartered Tax Advisors

9 Pound Lane  
Godalming  
Surrey, GU7 1BX

t + 44(0)1483 423054  
e office@mulberryandco.co.uk  
w www.mulberryandco.co.uk

Our Ref: MARK/GOD003

Mr A Jeffery  
Godalming Joint Burial Committee  
Municipal Buildings  
Bridge Street  
Godalming  
Surrey  
GU7 1HT

21 May 2019

Dear Andy

**Re: Godalming Joint Burial Committee (JBC)**  
**Internal Audit Year Ended 31<sup>st</sup> March 2019**

Following completion of our final internal audit on 15 April 2019 we enclose our report for your kind attention and presentation to the Committee. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire financial year. Recommendations for future action are shown in the table at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all committee members to support and inform them when they are considering the JBC's approval of the annual governance statement.

I have set out the results of my testing against each of the control objectives set out in the internal audit section of the annual return below.

It is my opinion that the systems and internal procedures at Godalming JBC are very well established, regulated and followed.

**I am of the opinion that the annual accounts and annual return are ready to be signed off by the JBC and the external auditor. Accordingly, I have signed off the Annual Internal Audit Report.**

It is clear the JBC takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice. I would like to thank Rita for her assistance and hard work.

## **A. Books of Account**

### **Interim Audit**

The JBC is administered as a company on the RBS accounting system hosted at Godalming Town Council. This is an industry specific accounting package, and the separate company structure provides discrete accounting records for JBC. I have tested the brought forward balances by checking the 1 April 2018 balance sheet on RBS against the prior year annual return and can confirm these have been brought forward correctly.

The RBS system is used daily to report and record the financial transactions of the JBC and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed. JBC specific reconciliations are completed on a regular basis. My testing demonstrated that supporting records such as invoices could be readily located from references on the accounting system. I therefore make no recommendation to change this system.

The JBC is up to date with VAT returns. I confirmed that the return for period to 30 September 2018 has been submitted to HMRC, and I was able to prove that figures in the return could be agreed to reports derived directly from the RBS system, and that the VAT return reconciled to the VAT control account.

I have confirmed that the external audit certificate was considered at the JBC meeting of in November 2018. Internal Audit report was considered at the June meeting of the JBC. I checked that audited accounts have been loaded to the JBC website. All obligations with respect to the 2017-18 annual return have been met.

I have no recommendations in this area

### **Final Audit**

I agreed the statement of accounts back to annual return reports produced by the Council's accounting system, RBS. I therefore conclude that all figures on the annual return have been correctly derived from the Council's accounting system. Arithmetic has been checked and the accounts cast.

I checked comparative figures for the previous financial year disclosed on this year's annual return back to last year's signed accounts, and can confirm that opening reserves balances, and comparative figures are accurately recorded in this year's annual return.

I also confirmed that VAT is up to date, with the return completed and submitted to HMRC for the period to 31.3.19.

I am satisfied that the JBC has met this control objective

## **B. Financial Regulations & Payments**

### **Interim Audit**

I confirmed from discussion with officers at Godalming Town Council (TC) that the JBC follows the standing orders and financial regulations of the Town Council. I note that this has now formally been recorded in JBC minutes, in response to a recommendation I raised last year.

The JBC grants authority to spend via the annual budget process, payments are made so long as there is available budget. It is clear there are robust systems, policies and regulations in place and the JBC takes seriously its responsibility in this regard. I reviewed a sample of expenditure transactions and was able to confirm the following:

- Cashbook entry could be agreed back to an invoice from the supplier
- Approval for the payment was recorded in a minute of a meeting of the JBC
- Signature of two committee members was viewed on each invoice tested
- Signature of 2 councillors seen on cheque stub



I therefore conclude that payments are authorised in accordance with financial regulations and a dual signatory system is in place for all payments. I note that the payment made to Godalming TC for administrative services included VAT this year, this is in response to a recommendation raised at last audit.

#### **Final Audit**

Expenditure per box 6 to the accounts is £133,095 (2017-18 £97,276)

I tested a sample of expenditure transactions amounting to 30% of expenditure from the second half of the financial year. In all cases I was able to confirm that expenditure had been incurred in line with financial regulations.

I note that the JBC is compliant with transparency good practice. Regular information on payments above £500 is loaded to the JBC website, along with information on budgets, councillor registers of interests, and fees and charges. I confirmed that data was up to date at the time of my audit, with payment information loaded to 31 March 2019.

I am satisfied that the JBC has met this control objective

### **C. Risk Management & Insurance**

#### **Interim Audit**

The JBC is insured with WPS Insurance. I confirmed the policy is in date, with an expiry date of March 2019. Asset cover appeared consistent with asset register. There appeared to be minimal money cover on the JBC policy. I therefore recommend that this is reviewed and taken up with the insurer. Money cover should be in excess of the maximum holding of cash at bank held by the JBC at any point in the financial year.

The JBC has not yet formally reviewed its risk assessment. I have reminded the RFO that this needs to be considered at a JBC meeting before the end of the financial year and a minute recorded. I will review the risk assessment at my year end visit.

I am satisfied that the JBC has met this control objective.

#### **Final Audit**

I confirmed that a detailed risk assessment was reviewed at the Committee meeting in February 2019, and minuted appropriately. I also confirmed that the interim internal audit report was considered at the same meeting of JBC. Audit recommendations have been addressed; responses are set out below.

I am satisfied that the JBC has met this control objective.

### **D: Budget, Precept & Reserves**

#### **Interim Audit**

The 2019-20 budget for the JBC was approved at the November meeting of the Committee, subject to finalisation of band D equivalent council tax base by Waverley BC. A balanced budget was approved. Reserves of £155K are projected for 31.3.20, with a general fund balance of £36K. Earmarked reserves are significant and have been set aside to cover maintenance responsibilities. Reserves seem appropriate and well managed.

Budget monitoring reports are taken regularly to meetings of the JBC and provide comprehensive information to Committee members. I confirmed the Committee has seen budget monitoring reports for the period to 31.10.18, this was reported at November meeting, overspends and virements noted appropriately.

I consider this control objective to have been met.

### **Final Audit**

I confirmed that budget monitoring reports continue to be reviewed at meeting of the JBC, the last minuted review being completed in February 28<sup>th</sup>, with the outturn report being prepared for the next meeting of the Committee.

Reserves at year end per box 7 to the accounts were £182,475 (2017-18 £164,438).

Earmarked reserves were £132K leaving general reserves of £50K. The JBC has general reserves which are around 35% of 2018-19 turnover, and very well managed earmarked reserves. The financial position of the JBC is therefore sound.

I consider this control objective to have been met.

### **E: Income**

#### **Interim Audit**

Fees and charges are reviewed annually by the JBC. They were last reviewed at the meeting of 1 September 2017, and are due to reviewed before the end of the financial year. I tested a sample of income transactions and for all transactions tested I was able to confirm that:

- Entry in cashbook could be agreed to JBC invoice
- Fee charged could be agreed to fees and charges schedule.

I consider this control objective to have been met.

### **Final Audit**

Local taxation income box 2 to the accounts is £64,572 (2017-18 £64,572)

Other receipts box 3 to the accounts is £86,433 (2017-18 £66,544)

Fees and charges were reviewed and approved at the September 2018 meeting of the committee. I note that the Council has now introduced non-resident cemetery fees. I confirmed the £61,064 precept from Godalming TC to 3<sup>rd</sup> party approval in Godalming TC budget for 2018-19.

I have identified no errors in my testing of income recorded in box 2 and 3 to the accounts.

### **F. Petty cash**

No petty cash

### **G. Payroll**

There are no material payroll costs, administrative costs are paid to Godalming Town Council. As part of my review, I noted that contractor costs were recorded as payroll in the ledger, this was rectified by the RFO prior to production of the accounts.

### **H. Assets and investments**

#### **Interim Audit**

The asset registers appeared up to date and properly maintained. Detailed testing of fixed assets will be carried out at year end.

### **Final Audit**

Fixed Assets per the box 9 to the accounts are £933,506 (2016-17 £933,5061)

I reviewed the fixed asset register with a schedule of assets with a balance sheet value of £933,506. There is no change to the asset register in this financial year. I confirmed by enquiry that no fixed asset disposals have occurred in 2017-18 or that any are necessary. I have identified no capital expenditure in my expenditure testing.

I have identified no errors in my testing of fixed assets recorded in box 9 to the accounts

#### **I. Bank reconciliations**

##### **Interim Audit**

The JBC has two bank accounts. The bank reconciliations for both accounts are properly prepared and presented to committee for verification and approval on a regular basis. I confirmed that reconciliations are completed promptly at the end of each month. The October 2018 reconciliation was reperformed. There were no errors, and I confirmed that the reconciliation and bank statements had been signed by the reviewing member of the committee. The system of reconciliation is working correctly.

I note that the JBC still pays suppliers by cheque, I would recommend that the JBC moves to electronic payments in the next 12 months. There is a risk of cheques being lost, and payments by electronic banking are more secure and provide a better audit trail. In addition, recent bank closures make it more difficult for suppliers to bank cheques.

##### **Final Audit**

Cash and bank – box 8 to the accounts £178,067 (£158,503 2017-18) I have re-performed the year end bank reconciliation and I was able to agree the bank reconciliation back to bank statements and the RBS cashbook. The reconciliation had not been reviewed by Councillors at the time of my audit, but was due to be presented at the next meeting.

The JBC has no loans.

Box 8 to the accounts is fairly stated

#### **J. Year-end accounts**

The accounts have been prepared on the income and expenditure basis. This is appropriate for this organisation, where expenditure occasionally exceeds the £200K threshold where accruals accounting becomes obligatory.

A reconciliation between box 7 to 8 in the accounts has been prepared and is supported by schedules of debtors and creditors. The Council has also prepared a year on year variance analysis review by the external auditors.

#### **K. Trusteeship**

Not applicable

#### **L: Exercise of Public Rights - Inspection of Accounts**

Not applicable to the Burial Committee

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards

Yours sincerely



**Mark Mulberry**

**Points Forward – Action Plan - Interim Audit**

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Council Response</b>
There appeared to be minimal money cover on the JBC insurance policy	I therefore recommend that this is reviewed and taken up with the insurer. Money cover should be in excess of the maximum holding of cash at bank held by the JBC at any point in the financial year.	Insurers contacted not possible to increase.
I note that the JBC still pays suppliers by cheque.	I would recommend that the JBC moves to electronic payments in the next 12 months	Agreed to be implemented post elections

**Points Forward – Action Plan - Final Audit**

<b>Matter Arising</b>	<b>Recommendation</b>	<b>Council Response</b>
No further recommendations		

13. ANNUAL GOVERNANCE STATEMENT FOR 2018/19

	<b>Question</b> <i>Godalming Joint Burial Committee</i>	<b>Recommended Answer</b>	<b>Evidence</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	Assurances from the Internal Auditor and the Town Clerk & Responsible Finance Officer
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Detailed evidence from the work programme of the Audit Committee. Also assurances in the Internal Audit Reports
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	We employ competent staff and maintain an adequate budget for external professional advice augmented as required for specific additional advice
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	Risk assessments are all available for inspection in the Council's offices and on-going programme of risk analysis as part of the Audit Committee's work programme. Financial risk assessment reported to JBC Committee (Minute 58-18)
5	We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES	Assurances in the Internal Audit Reports, on this agenda and minute 57-18.
6	We took appropriate action on all matters raised in reports from internal audit and external reviews.	YES	Response to matters raised on Interim audit are noted on JBC Minute 57-18 and on this agenda.
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	Annual provision made in reserves for liability in respect of long term maintenance of assets. See earmarked reserves.

## Section 2 – Accounting Statements 2018/19 for

Enter name of reporting body here:

**GODALMING JOINT BURIAL COMMITTEE**

	Year ending		Notes and guidance: Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
	31 March 2018 £	31 March 2019 £	
1 Balances brought forward	131 752	164 638	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	64 572	64 572	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body. Excluding any grants received.
3 (+) Total other receipts	66 544	36 432	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	954	713	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers)), pension contributions and employment expenses.
5 (-) Loan Interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	97 276	133 093	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	164 638	182 475	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	158 503	178 069	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	933 506	933 506	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB)

I certify that for the year ended 31 March 2019 the accounting statements in the return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

[Signature]

Date

[Date]

I confirm that these accounting statements were approved by the Joint Committee on:

[Signature]

and recorded as minute reference:

[Signature]

Signed by Chair of meeting approving these accounting statements:

[Signature]

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

## Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	
<b><u>Administration &amp; Overheads</u></b>										
<b><u>401 Administration &amp; Overheads</u></b>										
4013	Other Staff Expenses	0	0	0	0	0	500		500	
4103	Maintenance Contracts	0	40	40	0	40	500		500	
4202	Car Allowances	58	0	-58	58	0	0		-58	
4310	Administration Charge	14,840	14,841	1	14,840	14,841	1	29,682	14,842	
4313	Professional Fees - Other	0	1,000	1,000	0	1,000	1,000	12,000	12,000	
4314	Audit Fees	0	0	0	0	0	800		800	
4315	Insurance	3,698	4,870	1,172	3,698	4,870	1,172	4,870	1,172	
4321	Bank Fees	17	17	0	17	17	0	250	233	
4326	Website	0	0	0	0	0	400		400	
4327	Publicity Advertising	665	95	-570	665	95	-570	1,150	485	
4900	Miscellaneous	0	30	30	0	30	400		400	
	Administration & Overheads :- Expenditure	<b>19,278</b>	<b>20,893</b>	<b>1,615</b>	<b>19,278</b>	<b>20,893</b>	<b>1,615</b>	<b>50,552</b>	<b>0</b>	<b>31,274</b>
1001	Precept - Godalming TC	27,418	27,418	0	27,418	27,418	0	54,836		
1002	Precept - Busbridge PC	1,640	1,640	-1	1,640	1,640	-1	3,279		
1300	Interest	94	0	94	94	0	94	340		
	Administration & Overheads :- Income	<b>29,152</b>	<b>29,058</b>	<b>94</b>	<b>29,152</b>	<b>29,058</b>	<b>94</b>	<b>58,455</b>		
	<b>Net Expenditure over Income</b>	<b>-9,874</b>	<b>-8,165</b>	<b>1,709</b>	<b>-9,874</b>	<b>-8,165</b>	<b>1,709</b>	<b>-7,903</b>		
	Administration & Overheads Expenditure	<b>19,278</b>	<b>20,893</b>	<b>1,615</b>	<b>19,278</b>	<b>20,893</b>	<b>1,615</b>	<b>50,552</b>	<b>0</b>	<b>31,274</b>
	Income	<b>29,152</b>	<b>29,058</b>	<b>94</b>	<b>29,152</b>	<b>29,058</b>	<b>94</b>	<b>58,455</b>		
	<b>Net Expenditure over Income</b>	<b>-9,874</b>	<b>-8,165</b>	<b>1,709</b>	<b>-9,874</b>	<b>-8,165</b>	<b>1,709</b>	<b>-7,903</b>		

**Eashing**

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

## Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b>411 Eashing - Cemetery</b>									
4102 Property Maintenance	0	40	40	0	40	40	620		620
4103 Maintenance Contracts	800	750	-50	800	750	-50	750		-50
4131 Rates	5,167	4,750	-417	5,167	4,750	-417	4,750		-417
4141 Water Service	15	0	-15	15	0	-15	300		285
4162 Waste Removal	0	122	122	0	122	122	1,470		1,470
4171 Grounds Maintenance	600	3,000	2,400	600	3,000	2,400	36,500		35,900
4172 Memorial Inspection	0	165	165	0	165	165	2,000		2,000
Eashing - Cemetery :- Expenditure	<b>6,582</b>	<b>8,827</b>	<b>2,245</b>	<b>6,582</b>	<b>8,827</b>	<b>2,245</b>	<b>46,390</b>	<b>0</b>	<b>39,808</b>
1100 Interment	700	733	-33	700	733	-33	8,800		
1101 Monument	150	183	-33	150	183	-33	2,200		
1102 Purchase of Grave Space	3,200	550	2,650	3,200	550	2,650	6,600		
1400 Miscellaneous	325	0	325	325	0	325	0		
Eashing - Cemetery :- Income	<b>4,375</b>	<b>1,466</b>	<b>2,909</b>	<b>4,375</b>	<b>1,466</b>	<b>2,909</b>	<b>17,600</b>		
<b>Net Expenditure over Income</b>	<b>2,207</b>	<b>7,361</b>	<b>5,154</b>	<b>2,207</b>	<b>7,361</b>	<b>5,154</b>	<b>28,790</b>		
<b>413 Eashing - Chapel</b>									
4103 Maintenance Contracts	0	90	90	0	90	90	180		180
4111 Energy Costs	0	0	0	0	0	0	565		565
4161 Cleaning	0	44	44	0	44	44	530		530
Eashing - Chapel :- Expenditure	<b>0</b>	<b>134</b>	<b>134</b>	<b>0</b>	<b>134</b>	<b>134</b>	<b>1,275</b>	<b>0</b>	<b>1,275</b>



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

## Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1200 Rent	70	0	70	70	0	70	140		
Eashing - Chapel :- Income	<b>70</b>	<b>0</b>	<b>70</b>	<b>70</b>	<b>0</b>	<b>70</b>	<b>140</b>		
<b>Net Expenditure over Income</b>	<b>-70</b>	<b>134</b>	<b>204</b>	<b>-70</b>	<b>134</b>	<b>204</b>	<b>1,135</b>		
<b>415 Eashing - Lodge</b>									
4102 Property Maintenance	0	0	0	0	0	0	500		500
4103 Maintenance Contracts	0	0	0	0	0	0	100		100
4301 Equipment	0	0	0	0	0	0	500		500
Eashing - Lodge :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>0</b>	<b>1,100</b>
1200 Rent	1,350	1,350	0	1,350	1,350	0	16,200		
Eashing - Lodge :- Income	<b>1,350</b>	<b>1,350</b>	<b>0</b>	<b>1,350</b>	<b>1,350</b>	<b>0</b>	<b>16,200</b>		
<b>Net Expenditure over Income</b>	<b>-1,350</b>	<b>-1,350</b>	<b>0</b>	<b>-1,350</b>	<b>-1,350</b>	<b>0</b>	<b>-15,100</b>		
Eashing Expenditure	<b>6,582</b>	<b>8,961</b>	<b>2,379</b>	<b>6,582</b>	<b>8,961</b>	<b>2,379</b>	<b>48,765</b>	<b>0</b>	<b>42,183</b>
Income	<b>5,795</b>	<b>2,816</b>	<b>2,979</b>	<b>5,795</b>	<b>2,816</b>	<b>2,979</b>	<b>33,940</b>		
<b>Net Expenditure over Income</b>	<b>787</b>	<b>6,145</b>	<b>5,358</b>	<b>787</b>	<b>6,145</b>	<b>5,358</b>	<b>14,825</b>		

Nightingale

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

## Committee Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b>421 Nightingale - Cemetery</b>									
4102 Property Maintenance	32	0	-32	32	0	-32	0		-32
4103 Maintenance Contracts	700	750	50	700	750	50	750		50
4131 Rates	249	250	1	249	250	1	250		1
4141 Water Service	13	0	-13	13	0	-13	200		187
4171 Grounds Maintenance	660	1,350	690	660	1,350	690	16,230		15,570
Nightingale - Cemetery :- Expenditure	<b>1,654</b>	<b>2,350</b>	<b>696</b>	<b>1,654</b>	<b>2,350</b>	<b>696</b>	<b>17,430</b>	<b>0</b>	<b>15,776</b>
1100 Interment	650	0	650	650	0	650	0		
1101 Monument	150	0	150	150	0	150	0		
1102 Purchase of Grave Space	2,400	0	2,400	2,400	0	2,400	0		
Nightingale - Cemetery :- Income	<b>3,200</b>	<b>0</b>	<b>3,200</b>	<b>3,200</b>	<b>0</b>	<b>3,200</b>	<b>0</b>		
<b>Net Expenditure over Income</b>	<b>-1,546</b>	<b>2,350</b>	<b>3,896</b>	<b>-1,546</b>	<b>2,350</b>	<b>3,896</b>	<b>17,430</b>		
<b>423 Nightingale - Chapel</b>									
4102 Property Maintenance	0	0	0	0	0	0	600		600
4103 Maintenance Contracts	0	0	0	0	0	0	100		100
Nightingale - Chapel :- Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700</b>	<b>0</b>	<b>700</b>
1200 Rent	0	0	0	0	0	0	5,000		
Nightingale - Chapel :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>		
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-4,300</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2019

Month No : 1

## Committee Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
	<u>425 Nightingale - Lodge</u>									
4102	Property Maintenance	0	0	0	0	0	0	50		50
4103	Maintenance Contracts	0	0	0	0	0	0	250		250
4171	Grounds Maintenance	1,050	0	-1,050	1,050	0	-1,050	0		-1,050
	Nightingale - Lodge :- Expenditure	<u>1,050</u>	<u>0</u>	<u>-1,050</u>	<u>1,050</u>	<u>0</u>	<u>-1,050</u>	<u>300</u>	<u>0</u>	<u>-750</u>
1200	Rent	1,050	1,050	0	1,050	1,050	0	12,600		
	Nightingale - Lodge :- Income	<u>1,050</u>	<u>1,050</u>	<u>0</u>	<u>1,050</u>	<u>1,050</u>	<u>0</u>	<u>12,600</u>		
	<b>Net Expenditure over Income</b>	<u>0</u>	<u>-1,050</u>	<u>-1,050</u>	<u>0</u>	<u>-1,050</u>	<u>-1,050</u>	<u>-12,300</u>		
	Nightingale Expenditure	<u>2,704</u>	<u>2,350</u>	<u>-354</u>	<u>2,704</u>	<u>2,350</u>	<u>-354</u>	<u>18,430</u>	<u>0</u>	<u>15,726</u>
	Income	<u>4,250</u>	<u>1,050</u>	<u>3,200</u>	<u>4,250</u>	<u>1,050</u>	<u>3,200</u>	<u>17,600</u>		
	<b>Net Expenditure over Income</b>	<u>-1,546</u>	<u>1,300</u>	<u>2,846</u>	<u>-1,546</u>	<u>1,300</u>	<u>2,846</u>	<u>830</u>		

19th May 2019

Dear Committee Members

JG Phillips (RMS Titanic)/ Phillips Family Grave – Nightingale Road Cemetery

To introduce myself, I am a Titanic researcher who has worked closely with Godalming museum for over 20 years, assisting with the creation of Titanic/Phillips exhibitions in 1997 and 2012 and writing a Phillips biography 'A Farncombe Lad' in aid of museum funds). I was in Godalming recently for further research and noticed that the Phillips family plot in Nightingale Road Cemetery has again fallen into disrepair (having been restored for the Titanic centenary in 2012).

The grave features in Godalming Museum's 'Titanic trail' (a fold out map in the back of 'A Farncombe Lad' which is sold in the museum shop) and also in "Titanic Memorials, World-wide – Where they are located" by the renowned late Titanic Historian, Brian Ticehurst. The grave is also regularly visited by members of Titanic community from all over the World paying their respects, most recently last month by a couple from Finland who also visited in 2012 to see the Museum's Titanic Centenary exhibition

The grave has only kerb stones and a central, wide based memorial stone to JG Phillips himself (which, somewhat bizarrely, when the plot was purchased in 1922 following the death of Ethel Phillips was deliberately intended to represent an iceberg), so there is in no danger of it falling or causing injury to visitors.

However, as it is white marble, it is prone to weathering and is also currently rather over grown with weeds. Given its prominent position by the railings and its historic significance, it is a shame to see it in this state. There are no remaining direct descendants of the Phillips family. I am not a relative but would tend it more frequently myself if I lived closer. As my home is Jersey this is not possible. I raised the matter with Mr Jeffrey who explained the Committee's 4-year memorial inspection cycle and confirmed that the grave is not due for further attention until 2020.

I wondered if it would be within the Burial Committee's power/budget to arrange for the grave to move to an annual inspection/cleaning cycle? The ideal time would be in early April each year prior to the anniversary of Titanic's sinking, when enthusiasts are most likely to visit on their way to/from the British Titanic Society's annual gathering. In the interim, perhaps it could be power washed and some weed killer applied in order to tidy it up again? If the Council are unable to fund an annual maintenance programme, perhaps Godalming in Bloom volunteers could be asked to assist.

Finally, I notice that the Phillips Memorial Cloister has again been the victim of vandals and a number of tiles have been removed from the roof. This may not be within the remit of the Burial Committee but I would be grateful if you could advise if repairs are planned before water ingress causes further damage to this iconic building, part of the largest memorial worldwide to a single Titanic victim?

Thank you for your time and consideration of this matter.

With kind regards

Mandy Le Boutillier

Via e-Mail

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

**INTERMENTS**

**(a) Eashing**

Quarter Ending

**30-Jun-19**

30-Sep-19

31-Dec-19

31-Mar-19

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

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
2	1	3	0	0	0	0	1	1	0	0	0	2	2	4
		0			0			0			0	0	0	0
		0			0			0			0	0	0	0
		0			0			0			0	0	0	0
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

**(b) Nightingale**

Quarter Ending

**30-Jun-19**

30-Sep-19

31-Dec-19

31-Mar-20

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

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
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			0			0			0	0	0	0
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

**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

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
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
4	2	6	0	0	0	0	1	1	0	0	0	4	3	7
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
4	2	6	0	0	0	0	1	1	0	0	0	4	3	7

**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

Eash	Natural	N'gale	Total	Year End Total
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

## GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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