

# GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

29 March 2019

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 4 APRIL 2019 at 6.00pm.

Andy Jeffery  
Clerk to the Committee

Committee Members: 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)

## AGENDA

1. MINUTES

The Chairman to sign as a correct record the Minutes of the meeting held on 28 February 2019.

2. APOLOGIES FOR ABSENCE

3. 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.

4. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

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 Chairman should sign the schedule of accounts paid.

5. SIGNING OF BANK RECONCILIATIONS

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

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

## 6. BUDGET MONITORING

Members to consider the attached budget monitoring report to 28 February 2019, which shows a year to date surplus of £34,192. Members to note the following points:

- Works on Eashing Cemetery Lodge to replace external doors and repaint windows are now 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. Some of this will be spent by year end, but there is likely to be a minimum surplus of £15,000 on this line item.
- Invoice for mapping work has been received in March 2019 for £8,505. Min No 42-18 resolved that this work be funded from Ear Marked Reserves, but Officers now believe it can be contained within the revenue budget.

## 7. INTERGRATION OF DIGITAL CEMETERY RECORD SYSTEM

Members will be aware that there are a number of separate but interconnected work strands associated with, or required to facilitate, a digital cemetery record system.

### Scanning of Historic Records

As reported at Min No 60-18, the scanning of the historic cemetery records (1854-2018) 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; these will be available at the meeting for Members to view. Officers will review the maps and report 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.

For the system to fulfil its full 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. However, data entry on this basis is time consuming and not an efficient use of GTC resource. Therefore, it is recommended that a temporary data entry clerk is engaged to complete this piece of work as efficiently and effectively as possible.

It is considered that this work could be completed within 15 to 20 days based on a 6 hour working day at an anticipated cost of £1,200. However, if agreed, Members may wish to approve a reserve of an additional £600 to allow flexibility within the budget to ensure that it is completed as a single project.

8. BURIAL STATISTICS

Statistics for the previous quarter and for the twelve months ending 31 March 2019 are attached for the information of Members.

9. COMMUNICATIONS ARISING FROM THIS MEETING

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

10. 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.

11. ANNOUNCEMENTS

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

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE

Month No : 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Administration &amp; Overheads</b>							
<b>401 Administration &amp; Overheads</b>							
4013 Other Staff Expenses	13	13	500	487		487	2.6 %
4014 Sexton Duties	0	70	0	-70		-70	0.0 %
4103 Maintenance Contracts	0	0	500	500		500	0.0 %
4202 Car Allowances	144	211	0	-211		-211	0.0 %
4310 Administration Charge	0	27,500	27,500	0		0	100.0 %
4312 Professional Fees - Surveyors	0	2,150	0	-2,150		-2,150	0.0 %
4313 Professional Fees - Other	0	0	2,150	2,150		2,150	0.0 %
4314 Audit Fees	0	555	800	246		246	69.3 %
4315 Insurance	0	4,729	4,729	0		0	100.0 %
4321 Bank Fees	19	202	250	48		48	80.8 %
4326 Website	0	364	400	36		36	91.0 %
4327 Publicity Advertising	0	815	1,150	335		335	70.9 %
4900 Miscellaneous	0	27	400	373		373	6.8 %
Administration & Overheads :- Expenditure	<b>176</b>	<b>36,636</b>	<b>38,379</b>	<b>1,743</b>	<b>0</b>	<b>1,743</b>	<b>95.5 %</b>
1001 Precept - Godalming TC	0	61,064	61,064	0			100.0 %
1002 Precept - Busbridge PC	0	3,508	3,508	0			100.0 %
1300 Interest	101	379	340	39			111.4 %
Administration & Overheads :- Income	<b>101</b>	<b>64,951</b>	<b>64,912</b>	<b>39</b>			<b>100.1 %</b>
<b>Net Expenditure over Income</b>	<b>75</b>	<b>-28,315</b>	<b>-26,533</b>	<b>1,782</b>			
Administration & Overheads :- Expenditure	<b>176</b>	<b>36,636</b>	<b>38,379</b>	<b>1,743</b>	<b>0</b>	<b>1,743</b>	<b>95.5 %</b>
Income	<b>101</b>	<b>64,951</b>	<b>64,912</b>	<b>39</b>			<b>100.1 %</b>
<b>Net Expenditure over Income</b>	<b>75</b>	<b>-28,315</b>	<b>-26,533</b>	<b>1,782</b>			

**Eashing**

<b>411 Eashing - Cemetery</b>							
4013 Other Staff Expenses	0	45	0	-45		-45	0.0 %
4014 Sexton Duties	0	540	0	-540		-540	0.0 %
4015 Grave Digging	0	9,110	0	-9,110		-9,110	0.0 %
4102 Property Maintenance	0	141	620	479		479	22.7 %
4103 Maintenance Contracts	0	800	750	-50		-50	106.7 %
4131 Rates	0	4,592	4,613	21		21	99.5 %
4141 Water Service	10	275	300	25		25	91.5 %
4162 Waste Removal	83	1,406	1,470	64		64	95.6 %
4171 Grounds Maintenance	145	22,088	43,500	21,412		21,412	50.8 %

Month No : 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4172 Memorial Inspection	0	1,808	2,000	192		192	90.4 %
4301 Equipment	1,062	4,306	3,250	-1,056		-1,056	132.5 %
4900 Miscellaneous	0	0	8,785	8,785		8,785	0.0 %
Eashing - Cemetery :- Expenditure	<b>1,300</b>	<b>45,111</b>	<b>65,288</b>	<b>20,177</b>	<b>0</b>	<b>20,177</b>	<b>69.1 %</b>
1100 Interment	350	10,870	8,000	2,870			135.9 %
1101 Monument	460	1,620	2,000	-380			81.0 %
1102 Purchase of Grave Space	1,800	14,850	8,600	6,250			172.7 %
1400 Miscellaneous	0	8,963	9,815	-852			91.3 %
Eashing - Cemetery :- Income	<b>2,610</b>	<b>36,303</b>	<b>28,415</b>	<b>7,888</b>			<b>127.8 %</b>
<b>Net Expenditure over Income</b>	<b>-1,310</b>	<b>8,807</b>	<b>36,873</b>	<b>28,066</b>			
<b>413 Eashing - Chapel</b>							
4102 Property Maintenance	64	1,732	4,500	2,768		2,768	38.5 %
4103 Maintenance Contracts	0	288	180	-108		-108	159.8 %
4111 Energy Costs	0	322	550	228		228	58.5 %
4161 Cleaning	0	192	530	338		338	36.2 %
Eashing - Chapel :- Expenditure	<b>64</b>	<b>2,534</b>	<b>5,760</b>	<b>3,226</b>	<b>0</b>	<b>3,226</b>	<b>44.0 %</b>
1200 Rent	0	880	70	810			1257.1
Eashing - Chapel :- Income	<b>0</b>	<b>880</b>	<b>70</b>	<b>810</b>			<b>1257.1</b>
<b>Net Expenditure over Income</b>	<b>64</b>	<b>1,654</b>	<b>5,690</b>	<b>4,036</b>			
<b>415 Eashing - Lodge</b>							
4102 Property Maintenance	3,850	4,581	3,800	-781		-781	120.6 %
4103 Maintenance Contracts	0	0	100	100		100	0.0 %
4161 Cleaning	0	40	0	-40		-40	0.0 %
4301 Equipment	0	428	500	72		72	85.5 %
Eashing - Lodge :- Expenditure	<b>3,850</b>	<b>5,049</b>	<b>4,400</b>	<b>-649</b>	<b>0</b>	<b>-649</b>	<b>114.7 %</b>
1200 Rent	1,350	14,850	16,200	-1,350			91.7 %
Eashing - Lodge :- Income	<b>1,350</b>	<b>14,850</b>	<b>16,200</b>	<b>-1,350</b>			<b>91.7 %</b>
<b>Net Expenditure over Income</b>	<b>2,500</b>	<b>-9,801</b>	<b>-11,800</b>	<b>-1,999</b>			
Eashing :- Expenditure	<b>5,214</b>	<b>52,693</b>	<b>75,448</b>	<b>22,755</b>	<b>0</b>	<b>22,755</b>	<b>69.8 %</b>
Income	<b>3,960</b>	<b>52,033</b>	<b>44,685</b>	<b>7,348</b>			<b>116.4 %</b>
<b>Net Expenditure over Income</b>	<b>1,254</b>	<b>660</b>	<b>30,763</b>	<b>30,103</b>			

**Nightingale**

Month No : 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>421</b> <b>Nightingale - Cemetery</b>							
4013 Other Staff Expenses	0	15	0	-15		-15	0.0 %
4014 Sexton Duties	0	70	0	-70		-70	0.0 %
4015 Grave Digging	0	200	0	-200		-200	0.0 %
4103 Maintenance Contracts	0	700	750	50		50	93.3 %
4131 Rates	0	221	200	-21		-21	110.5 %
4141 Water Service	9	148	200	52		52	73.9 %
4162 Waste Removal	0	300	0	-300		-300	0.0 %
4171 Grounds Maintenance	1,072	16,445	15,750	-695		-695	104.4 %
4301 Equipment	0	66	0	-66		-66	0.0 %
Nightingale - Cemetery :- Expenditure	<b>1,081</b>	<b>18,165</b>	<b>16,900</b>	<b>-1,265</b>	<b>0</b>	<b>-1,265</b>	<b>107.5 %</b>
1100 Interment	0	1,550	1,550	0			100.0 %
1101 Monument	150	750	600	150			125.0 %
1102 Purchase of Grave Space	0	9,300	5,100	4,200			182.4 %
1400 Miscellaneous	0	1,200	0	1,200			0.0 %
Nightingale - Cemetery :- Income	<b>150</b>	<b>12,800</b>	<b>7,250</b>	<b>5,550</b>			<b>176.6 %</b>
<b>Net Expenditure over Income</b>	<b>931</b>	<b>5,365</b>	<b>9,650</b>	<b>4,285</b>			
<b>423</b> <b>Nightingale - Chapel</b>							
4102 Property Maintenance	3,138	3,138	3,850	712		712	81.5 %
4103 Maintenance Contracts	0	323	100	-223		-223	322.6 %
Nightingale - Chapel :- Expenditure	<b>3,138</b>	<b>3,460</b>	<b>3,950</b>	<b>490</b>	<b>0</b>	<b>490</b>	<b>87.6 %</b>
1200 Rent	0	5,000	5,000	0			100.0 %
Nightingale - Chapel :- Income	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>			<b>100.0 %</b>
<b>Net Expenditure over Income</b>	<b>3,138</b>	<b>-1,540</b>	<b>-1,050</b>	<b>490</b>			
<b>425</b> <b>Nightingale - Lodge</b>							
4102 Property Maintenance	0	465	0	-465		-465	0.0 %
4103 Maintenance Contracts	0	281	250	-31		-31	112.4 %
4301 Equipment	0	442	450	8		8	98.1 %
Nightingale - Lodge :- Expenditure	<b>0</b>	<b>1,187</b>	<b>700</b>	<b>-487</b>	<b>0</b>	<b>-487</b>	<b>169.6 %</b>
1200 Rent	1,050	11,550	12,600	-1,050			91.7 %
Nightingale - Lodge :- Income	<b>1,050</b>	<b>11,550</b>	<b>12,600</b>	<b>-1,050</b>			<b>91.7 %</b>
<b>Net Expenditure over Income</b>	<b>-1,050</b>	<b>-10,363</b>	<b>-11,900</b>	<b>-1,537</b>			
Nightingale :- Expenditure	<b>4,218</b>	<b>22,813</b>	<b>21,550</b>	<b>-1,263</b>	<b>0</b>	<b>-1,263</b>	<b>105.9 %</b>
Income	<b>1,200</b>	<b>29,350</b>	<b>24,850</b>	<b>4,500</b>			<b>118.1 %</b>
<b>Net Expenditure over Income</b>	<b>3,018</b>	<b>-6,537</b>	<b>-3,300</b>	<b>3,237</b>			

**GODALMING JOINT BURIAL COMMITTEE**  
**Final Statistics as at 31 March 2018 and Curret Year Statistics to 31 March 2019**

**INTERMENTS**

**(a) Eashing**

Quarter Ending

30-Jun-14  
30-Sep-14  
31-Dec-14  
31-Mar-15  
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
1	1	2	0	0	0	1	0	1	1	2	3	3	3	6
5	1	6	0	0	0	0	1	1	2	1	3	7	3	10
2	1	3	0	0	0	1	0	1	2	1	3	5	2	7
7	3	10	0	0	0	0	0	0	2	0	2	9	3	12
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-14  
30-Sep-14  
31-Dec-14  
31-Mar-15  
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
3	0	3	0	0	0	0	0	0	0	0	0	3	0	3
0	3	3	0	0	0	0	0	0	0	0	0	0	3	3
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	2	3	0	0	0	1	0	1	0	0	0	2	2	4
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-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

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
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

**PLOTS SOLD**

Quarter Ending

2012/13  
2013/14  
2014/15  
2015/16  
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

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
4	3	0	7	
2	2	0	4	
6	2	2	10	
1	2	0	3	24
3	2	3	8	
1	1	1	3	
5	1	1	7	
2	4	1	7	25
8	0	0	8	
8	1	2	11	
5	0	0	5	
3	0	2	5	29

## 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.