

GODALMING JOINT BURIAL COMMITTEE

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

31 January 2020

I HEREBY SUMMON YOU to attend an EXTRAORDINARY **JOINT BURIAL COMMITTEE** meeting to be held in Godalming Council Chamber on THURSDAY, 6 FEBRUARY 2020 at 6.00pm.

Andy Jeffery
Clerk to the Committee

Committee Members: Councillor Martin
Councillor Neill
Councillor Purvis – Vice Chair
Councillor PS Rivers
Councillor Steel – Chair
Councillor Stubbs
Councillor Long (Busbridge Parish Council)
Councillor Westwood (Busbridge Parish Council)

A G E N D A

1. MINUTES

The Chair to sign as a correct record the Minutes of the meeting held on 7 November 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. 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 Standing Order 5.

5. QUESTIONS BY MEMBERS

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

6. 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 Chair should sign the schedule of accounts paid.

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

7. SIGNING OF BANK RECONCILIATIONS

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

8. BUDGET MONITORING

Members to consider a budget monitoring report to 31 December 2019 (detailed report attached for the information of Members). Members to note that variances are reported against the Revised Estimates.

Cost Centre	Year to date Variance	Projected Variance @ year end
	£	£
Administration & Overheads	889 o/s	0
Eashing Cemetery	1,985 o/s	700 o/s
Eashing Chapel	2,924 o/s	3,000 o/s
Eashing Lodge	552 o/s	1,500 o/s
Nightingale Cemetery	2,598 u/s	1,800 u/s
Nightingale Chapel	206 o/s	0
Nightingale Lodge	442 o/s	400 o/s
TOTAL	4,400 o/s	3,800 o/s

The monitoring report shows a current variance of £4,400 overspend against budget.

Administration & Overheads – the overspend on Equipment is purely a timing issue as there is adequate budget provision. The underspend on Professional Fees is in relation to the work being done to digitise cemetery records – this project has been put on hold recently due to other priorities, but again, this is just a timing issue.

Eashing Cemetery – £2.5k was approved for the hedge reduction works (Min No 49-19) however work to date totals £3.2k, resulting in a £700 overspend. The remainder of the overspend on Grounds Maintenance is a timing issue.

Eashing Chapel – overspend relates to making the workshop suitable as a workspace which has included installing lighting £2k, an extractor fan £200 and a washing machine £300. These works were required for health & safety and welfare at work purposes. Refer to Agenda Item 11 for further discussion around this.

Eashing Lodge – we have had issues with the boiler, having tried repairing it we have had to replace it entirely which will result in a maintenance overspend of £1.5k.

Nightingale Cemetery – had a further new grave purchase resulting in additional unbudgeted income. Grounds Maintenance underspend is a timing issue.

Nightingale Lodge – we have had to replace the cooker hood which was unbudgeted.

9. AWARD OF CONTRACT FOR BULK GRASS CUTTING IN EASHING AND NIGHTINGALE CEMETERIES 2020 – 2022

Members are requested to consider the attached confidential tender report and to resolve to agree to award a grounds maintenance contract for the period 2020-2022 for the bulk grass cutting in Eashing and Nightingale Cemeteries.

10. OPTIONS FOR THE PROVISION OF TRACTOR AND ANCILLARY EQUIPMENT

Members are requested to consider the attached report relating to options for the provision of a tractor and ancillary equipment to support grounds maintenance operations and are requested to resolve to agree the report's recommendations for the leasing of a tractor and purchase of ancillary equipment.

11. CHAPEL BUILDINGS – EASHING CEMETERY

Members are requested to consider the attached report relating to use of the Chapel Buildings at Eashing Cemetery and are requested to resolve to agree the report's recommendations for the future use of the Eashing Cemetery Chapel.

12. COMMUNICATIONS ARISING FROM THIS MEETING

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

13. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 26 March 2020 at 5.45pm in the Council Chamber.

14. 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

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>401 Administration & Overheads</u>										
1001 Precept - Godalming TC	0	0	0	54,836	54,836	0	54,836			100.0%
1002 Precept - Busbridge PC	0	0	0	3,279	3,279	0	3,279			100.0%
1300 Interest	85	90	5	926	930	4	1,200			77.1%
Administration & Overheads :- Income	85	90	5	59,041	59,045	4	59,315			99.5%
4102 Property Maintenance	0	0	0	0	0	0	500	500		0.0%
4202 Car Allowances	0	40	40	140	360	220	500	360		28.1%
4301 Equipment	0	0	0	2,290	0	(2,290)	20,000	17,710		11.5%
4310 Administration Charge	0	0	0	29,680	29,680	0	29,680	0		100.0%
4313 Professional Fees - Other	0	1,000	1,000	7,816	9,000	1,185	13,700	5,885		57.0%
4314 Audit Fees	0	0	0	619	800	181	800	181		77.4%
4315 Insurance	0	0	0	3,698	3,700	2	3,700	2		100.0%
4321 Bank Fees	19	21	2	145	189	44	250	105		58.0%
4326 Website	0	0	0	364	200	(164)	400	36		91.0%
4327 Publicity Advertising	0	95	95	1,095	855	(240)	1,150	55		95.2%
4900 Miscellaneous	0	30	30	91	270	179	400	309		22.6%
Administration & Overheads :- Indirect Expenditure	19	1,186	1,167	45,938	45,054	(884)	71,080	0	25,142	64.6%
Net Income over Expenditure	66	(1,096)	(1,162)	13,102	13,991	889	(11,765)			
<u>411 Eashing - Cemetery</u>										
1100 Interment	700	733	33	5,700	6,597	897	8,800			64.8%
1101 Monument	150	183	33	1,840	1,647	(193)	2,200			83.6%

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1102 Purchase of Grave Space	1,500	0	(1,500)	10,400	8,900	(1,500)	9,500			109.5%
1400 Miscellaneous	0	0	0	1,233	1,200	(33)	1,200			102.8%
Eashing - Cemetery :- Income	2,350	916	(1,434)	19,173	18,344	(829)	21,700			88.4%
4014 Sexton Duties	0	0	0	16	0	(16)	0		(16)	0.0%
4015 Grave Digging	0	0	0	723	0	(723)	0		(723)	0.0%
4102 Property Maintenance	0	0	0	915	0	(915)	0		(915)	0.0%
4103 Maintenance Contracts	0	0	0	800	800	0	800		0	100.0%
4111 Energy Costs	0	0	0	108	0	(108)	0		(108)	0.0%
4131 Rates	0	0	0	5,167	5,200	33	5,200		33	99.4%
4141 Water Service	7	20	13	5	55	50	115		110	4.6%
4162 Waste Removal	108	275	167	2,030	2,475	445	3,300		1,270	61.5%
4163 Domestic Supplies	0	0	0	10	0	(10)	0		(10)	0.0%
4171 Grounds Maintenance	5,121	2,000	(3,121)	20,996	18,000	(2,996)	26,500		5,504	79.2%
4172 Memorial Inspection	0	165	165	0	1,485	1,485	2,000		2,000	0.0%
4301 Equipment	0	0	0	59	0	(59)	0		(59)	0.0%
Eashing - Cemetery :- Indirect Expenditure	5,235	2,460	(2,775)	30,829	28,015	(2,814)	37,915	0	7,086	81.3%
Net Income over Expenditure	(2,885)	(1,544)	1,341	(11,656)	(9,671)	1,985	(16,215)			
<u>413 Eashing - Chapel</u>										
1200 Rent	0	0	0	140	70	(70)	140			100.0%
Eashing - Chapel :- Income	0	0	0	140	70	(70)	140			100.0%

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4102 Property Maintenance	396	100	(296)	3,527	900	(2,627)	1,200		(2,327)	293.9%
4103 Maintenance Contracts	0	0	0	295	0	(295)	0		(295)	0.0%
4111 Energy Costs	0	100	100	447	730	283	1,080		633	41.3%
4161 Cleaning	0	0	0	64	0	(64)	0		(64)	0.0%
4163 Domestic Supplies	0	0	0	142	0	(142)	0		(142)	0.0%
4301 Equipment	0	0	0	150	0	(150)	0		(150)	0.0%
Eashing - Chapel :- Indirect Expenditure	396	200	(196)	4,624	1,630	(2,994)	2,280	0	(2,344)	202.8%
Net Income over Expenditure	(396)	(200)	196	(4,484)	(1,560)	2,924	(2,140)			
<u>415 Eashing - Lodge</u>										
1200 Rent	1,350	1,350	0	12,150	12,150	0	16,200			75.0%
Eashing - Lodge :- Income	1,350	1,350	0	12,150	12,150	0	16,200			75.0%
4102 Property Maintenance	462	125	(337)	497	375	(122)	500		3	99.4%
4103 Maintenance Contracts	0	0	0	80	0	(80)	100		20	80.0%
4301 Equipment	0	0	0	350	0	(350)	500		150	70.0%
Eashing - Lodge :- Indirect Expenditure	462	125	(337)	927	375	(552)	1,100	0	173	84.3%
Net Income over Expenditure	888	1,225	337	11,223	11,775	552	15,100			
<u>421 Nightingale - Cemetery</u>										
1100 Interment	0	0	0	1,350	1,350	0	1,350			100.0%
1101 Monument	0	0	0	600	450	(150)	450			133.3%

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1102 Purchase of Grave Space	0	0	0	5,650	3,850	(1,800)	3,850			146.8%
Nightingale - Cemetery :- Income	0	0	0	7,600	5,650	(1,950)	5,650			134.5%
4014 Sexton Duties	0	0	0	32	0	(32)	0		(32)	0.0%
4015 Grave Digging	0	0	0	325	0	(325)	0		(325)	0.0%
4102 Property Maintenance	0	0	0	32	0	(32)	0		(32)	0.0%
4103 Maintenance Contracts	0	0	0	700	700	0	700		0	100.0%
4131 Rates	0	0	0	249	250	1	250		1	99.5%
4141 Water Service	12	50	38	111	150	39	200		89	55.3%
4171 Grounds Maintenance	1,320	1,000	(320)	6,245	7,400	1,155	10,900		4,655	57.3%
4172 Memorial Inspection	0	0	0	159	0	(159)	0		(159)	0.0%
Nightingale - Cemetery :- Indirect Expenditure	1,332	1,050	(282)	7,852	8,500	648	12,050	0	4,198	65.2%
Net Income over Expenditure	(1,332)	(1,050)	282	(252)	(2,850)	(2,598)	(6,400)			
<u>423 Nightingale - Chapel</u>										
1200 Rent	0	0	0	5,000	5,000	0	5,000			100.0%
Nightingale - Chapel :- Income	0	0	0	5,000	5,000	0	5,000			100.0%
4102 Property Maintenance	0	100	100	0	300	300	420		420	0.0%
4103 Maintenance Contracts	0	0	0	506	0	(506)	0		(506)	0.0%
Nightingale - Chapel :- Indirect Expenditure	0	100	100	506	300	(206)	420	0	(86)	120.4%
Net Income over Expenditure	0	(100)	(100)	4,494	4,700	206	4,580			

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>425</u> Nightingale - Lodge										
1200 Rent	1,050	1,050	0	9,450	9,450	0	12,600			75.0%
Nightingale - Lodge :- Income	1,050	1,050	0	9,450	9,450	0	12,600			75.0%
4102 Property Maintenance	95	0	(95)	787	0	(787)	0		(787)	0.0%
4103 Maintenance Contracts	0	50	50	80	450	370	600		520	13.3%
4161 Cleaning	40	0	(40)	80	0	(80)	0		(80)	0.0%
4171 Grounds Maintenance	0	0	0	1,546	1,600	54	1,600		54	96.6%
Nightingale - Lodge :- Indirect Expenditure	135	50	(85)	2,492	2,050	(442)	2,200	0	(292)	113.3%
Net Income over Expenditure	915	1,000	85	6,958	7,400	442	10,400			
Grand Totals:- Income	4,835	3,406	(1,429)	112,554	109,709	(2,845)	120,605			93.3%
Expenditure	7,579	5,171	(2,408)	93,169	85,924	(7,245)	127,045	0	33,876	73.3%
Net Income over Expenditure	(2,744)	(1,765)	979	19,385	23,785	4,400	(6,440)			
Movement to/(from) Gen Reserve	(2,744)			19,385						

10. OPTIONS FOR THE PROVISION OF TRACTOR UNIT AND ANCILLARY EQUIPMENT

At the meeting of the Committee held on 5 September 2019, Members agreed that the grounds maintenance requirements should be re-evaluated with an aim of reducing external contractor support to two core functions, high volume grass cutting and grave digging. In support of this decision Members agreed at that meeting to approve expenditure of up to £10,000 for the purchase of maintenance equipment to be funded from the revenue reserve. Additionally, on the 7 November 2019 Members also approved additional funds from existing budgets and maintenance underspend to be used to purchase equipment, specifically a utility tractor to support in-house grounds maintenance, therefore, allowing for equipment already purchased the available funds currently stand at £17,710.

It had been hoped that this sum would have been sufficient to purchase a suitable second hand tractor unit and associated equipment. However, despite extensive searches and a number of viewings, no suitable vehicle has been found. The second hand vehicles already considered have, generally, been found to be poorly maintained, do not comply with Tier 4 emission standards for non-road vehicles and are therefore significantly less environmentally friendly and not considered a good investment.

As such, options around the purchase/lease options of a new tractor have been investigated.

In considering the options, Members may wish to consider the following:

- Outright purchase Godalming Joint Burial Committee would:
 - be required to allocate additional funding from reserves;
 - be required to agree an ongoing transfer of revenue funds in order to be able to fund future replacement;
 - be liable for all maintenance and repairs;
 - be responsible for statutory testing (LOLER – Lifting Operations and Lifting Equipment Regulations 1998 /PUWER – Provision of Use of Work Equipment Regulations 1998);
 - need to allocate funding for ancillary equipment; and
 - be using a non-road vehicle that complied with Tier 4 standards which reduce emissions of PM and NOx by about 90% from previous standards.

- A lease option would:
 - be met from current equipment revenue budget funding – currently £9,000 pa;
 - have the potential to include maintenance and repair costs thus reducing operational risk;
 - have the potential to include statutory testing requirements;
 - ensure that the tractor complies with Tier 4 standards which reduce emissions of PM and NOx by about 90% from previous standards;
 - allow existing funds to be available for the purchase of ancillary equipment; and
 - avoid use of additional funds drawn from reserves.

The table below identifies options for new equipment purchase, ancillary equipment purchase and lease options.

In order to be able to ensure continuity of operational capacity, allow the available existing 2019/20 equipment budget to be utilised for the purchase of ancillary equipment to support a range of grounds maintenance operations and to provide a quality operational vehicle within the agreed equipment revenue budget, Officers recommend that:

1. **Members resolve to agree the lease of a 30HP 4wd road legal tractor unit complete with full all weather cab, which is Tier IV interim emission compliant, is fitted with low mid mount mower and counter weights, ground pressure grass tyres, rear three-point linkage with quick hitch pick up and rear working lights and beacons.**
2. **If Members resolve to approve the lease of a suitable tractor unit as outlined in recommendation 1, it is recommended the Lease agreement is to include servicing and full maintenance backup from Supplier D, with the lease costs to be met from the equipment revenue budget.**
3. **Members to resolve to approve the purchase of a Multec compact tipping trailer and MDL power up hedge trimmer flail with finger bar from the 2019/20 equipment budget.**

Tractor and Implement Options				
Specification	25-40 hp Tractor with Cab, Loader, Mid Mount Mower and Road Legal, and Counter Weights			
Cost to Purchase New				
Supplier	Make and Model	Tractor HP	PTO HP	Cost Ex VAT
Supplier A	Kubota B2311	31 HP	23 HP	£24,045.00
Supplier B	Kioti CK40101	40 HP	33 HP	£28,239.00
Supplier C	John Deere 2036R	36 HP	30 HP	£30,978.79
New Implement Purchase				
Multec	Compact tipping trailer with mesh sides	1.5 ton		£2,500.00
MDL Power up	Hedgecutter flail with finger bar			£3,500.00
Tractor Only Lease Option (these options would require the purchase of a trailer and hedge cutter and the hiring in of debris collectors)				
Supplier D	Including servicing and full backup 24/7 excluding wearable parts (tyres, blades etc.) 30hp 4WD Tractor with Cab, loader, Mid Mount Mower and road legal, and counter weights - 5 Year Hire Term		Hire per annum	£7020
Supplier E	Excluding servicing etc. 30hp Tractor with Cab, loader, Mid Mount Mower and road legal, and counter weights - 5 Year Hire Term		Hire per annum	£6890

11. CHAPEL BUILDINGS – EASHING CEMETERY

In 2013 Godalming Joint Burial Committee, as part of the work to install a septic tank and WC at Eashing Chapel, conducted some refurbishment works to those parts of the Chapel building able to be used to hold a funeral service prior to the graveside interment ceremony. Since the completion of those works the chapel has been used 30 times for a funeral service, just under 5 times per annum. Due to the infrequent use of this part of the chapel building, it requires a significant amount of preparation prior to each use, with the last occasion requiring 6 person hours to bring it up to a minimum acceptable standard.

From the 2019 inspection visit, Members will have noted that, despite repeated attempts over the years to prevent it, the southwest facing wall (the wall facing the prevailing weather) is once again suffering from damp penetration, which has resulted in the peeling and flaking of the paintwork on the internal face of the wall, which is not only unsightly but contributes to the need for a deep clean before each use of the chapel.

Although there is a small charge for the use of the chapel (£70) this does not cover the cost of preparing it for public use. Additionally, in all but the most sunny and warm of days the heaters in the chapel need to be switched on at least 3 hours prior to a service to have any effect in heating the space to an acceptable level.

With this part of the chapel building once again requiring works to treat the penetrating damp, followed by internal redecoration, Officers believe that with the likely cost of even the most basic of remedial works to be in excess of £20,000 and, as experienced by earlier works, with no guarantee of success, the Joint Burial Committee should no longer offer the option for use of the Chapel.

In considering Officers' recommendation Members may wish to weigh the recommendation against the limited use of the Chapel and availability of the many alternative religious buildings located within a 2 mile radius of Eashing Cemetery, likewise Members may wish to consider that Nightingale Cemetery does not have a chapel option.

GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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