

**MINUTES AND REPORT OF THE MEETING OF THE GODALMING JOINT BURIAL
COMMITTEE HELD VIA ZOOM ON 14 MAY 2020**

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

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

1. MINUTES

The Minutes of the meeting held on the 6 February 2020, having been previously circulated, were accepted by the Chair as a correct record and will be signed in accordance with Godalming Town Council Min No. 468(iv).

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

3. 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.

4. 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.

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING

| | |
|-------------------------------------------------------------------|-------------|
| Godalming Joint Burial Committee for the year ended 31 March 2020 | |
| Accounts paid between 6 February and 31 March 2020 | £17,977.04 |
| Receipts received between 6 February and 31 March 2020 | £12,891.75 |
| | |
| Balance held in Current Account | |
| Balance at 31 March 2020 | £9,363.27 |
| | |
| Balance held in the Business Deposit Account | |
| Balance at 31 March 2020 | £36,459.94 |
| | |
| Balance held in the CCLA Deposit Account | |
| Balance at 31 March 2020 | £150,000.00 |

| | |
|-------------------------------------------------------------------|-------------|
| Godalming Joint Burial Committee for the year ended 31 March 2021 | |
| Accounts paid between 1 April and 14 May 2020 | £45,600.29 |
| Receipts received between 1 April and 14 May 2020 | £65,298.53 |
| Balance held in Current Account | |
| Balance at 14 May 2020 | £3,972.39 |
| Balance held in the Business Deposit Account | |
| Balance at 14 May 2020 | £61,484.12 |
| Balance held in the CCLA Deposit Account | |
| Balance at 14 May 2020 | £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 will be tabled at the next in person meeting for inspection. All payments made were in line with the agreed budget or other resolution of this Committee or Full Council.

Members agreed that the Chair should sign the schedules of accounts paid.

7. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2020

Members received and agreed the final accounts for the year ending 31 March 2020.

8. INTERNAL AUDITOR'S REPORT

Members considered the reports from the Committee's Internal Auditor, Mulberry & Co, on an interim audit conducted on 25 November 2019 and final audit conducted on 14 April 2020 for the 2019/20 financial year and noted that no matters requiring attention were raised from either report.

9. RISK ASSESSMENT 2019/20

Members reviewed the Risk Assessment and agreed its contents.

Members noted that in addition to the Risk Assessment reviewed above, this Committee also relies upon the Risk Assessments performed by Godalming Town Council.

10. ANNUAL GOVERNANCE STATEMENT

Members considered the Annual Governance Statement and the proposed answers to the questions posed by the Statement.

Members approved that the Chair sign the Annual Governance Statement for 2019/20 with agreed responses.

11. ACCOUNTING STATEMENTS 2019/20

Members considered and approved the Godalming Joint Burial Committee's Accounting Statements for the Financial Year Ended 31 March 2020.

12. UPDATE ON CEMETERY OPERATIONS

Members received an oral report from the Clerk regarding current cemetery operations relating to:

- designation of the Ahmadiyya Muslim Association section; Members were shown the updated mapping indicating the formation of the designated area;
- COVID-19 response: Members noted the preparations made as the JBC response to the coronavirus pandemic;
- wildflower trial area: Members noted that the wildflower trail has begun and will be reported upon before further decision on expanding wildflower meadows are required;
- groundwork: Members noted that groundworks were ongoing but had been affected by the increase in the rate of burials during the Coronavirus pandemic;
- driveway maintenance and repair: Members noted that the works to the cemetery works compound was nearing completion; and
- equipment: Members noted that the procurement of a tractor mounted hedge cutter remained outstanding and that it should be procured when available.

13. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 March 2020 and for the current quarter to 7 May 2020, which had previously been circulated (copy attached to record minutes).

14. COMMUNICATIONS ARISING FROM THIS MEETING

No communications arising from this meeting were identified by Members.

15. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to be held on Thursday, 10 September 2020 at 6.00pm and will be preceded by an inspection of Eashing Cemetery at 5pm. The form and location of the meeting to be confirmed in the meeting summons.

16. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE