

**MINUTES AND REPORT OF THE EXTRAORDINARY MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 28 FEBRUARY 2019**

- * 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)

* Present # Absent & No Apology Received 0 Apology for Absence L Late

51. MINUTES

The Minutes of the meeting held on the 8 November 2018, having been previously circulated, were signed by the Chairman as a true record.

52. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

53. 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.

54. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £17,244.71 since 9 November 2018.

Cash balances held at 28 February 2019

Current Account	£23,120.85
HSBC Deposit Account	£33,324.47
CCLA Deposit Account	£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 be tabled at the 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 Chairman should sign the schedule of accounts paid.

55. SIGNING OF BANK RECONCILIATIONS

The Responsible Finance Officer tabled the current Bank Reconciliation for the information of Members.

Members agreed that the Chairman should sign the bank reconciliations tabled.

Current account balance as at 31 January 2019	£19,842.21
HSBC Deposit account balance as at 31 January 2019	£33,232.98
CCLA Deposit account balance as at 31 January 2019	£150,000.00

56. BUDGET MONITORING

Members considered the budget monitoring report to 31 January 2019, which shows a year to date surplus of £38,539. Members noted the following points:

- £3,150 works on Eashing Cemetery Lodge to replace external doors and repaint windows and door budgeted but not commenced.
- £4,521 works on Eashing Cemetery Chapel to repair damaged guttering budgeted but not commenced.
- £3,138 works on Nightingale Cemetery Chapel for damp course and gravelling budgeted and commenced on 20 February 2019. Members noted that one of the causes of the dampness was issues with the Chapel guttering and approved works up to £1,000 to remedy the issue to be funded from the revenue account. Members further noted that there was potential to create extra car parking spaces where the gravel work had been done and authorised the Town Clerk to investigate this option further and, if viable, spend up to £3,000 (to be funded from the revenue account) to create the extra parking spaces.
- £10,678 surplus revenue from both cemeteries.
- £21,557 underspend on Eashing Cemetery grounds maintenance. Some of this will be spent by year end, but there is likely to be a minimum surplus of £10,000 on this line item.

57. INTERNAL AUDITOR'S REPORT

Members considered the report from the Committee's Internal Auditor, Mulberry & Co, on an interim audit conducted on 9 November 2018 for the 2018/19 financial year and made the following responses to the issues raised:

Matter Arising	Recommendation	Council Response
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 JBC at any point in the financial year.	Insurers do not provide cover for bank balances. The Money Cover in our policy covers cheques, and therefore the cover is deemed to be adequate for the Committee's purposes.
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 when next administration is voted in, and to use the same system of controls as GTC.

58. RISK ASSESSMENT 2018/19

An area of the Annual Governance Statement requirements relates to Risk Assessment. The Committee is required to provide evidence of good governance through the performance of regular risk assessments.

Members reviewed the Risk Assessment and after minor amendments, agreed its contents (attached to record minutes).

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

Members further noted that with the completion of the building valuations the RFO is seeking competitive quotes for all insurable risks for the 2019/20 financial year.

59. RBS CEMETERIES MANAGEMENT

Members approved the purchase of the Cemeteries & Memorials Management System at a cost of £1,600 to be funded from revenue.

60. SAFEGUARDING OF BURIAL RECORDS

Members noted that as part of the process of gathering the required information to support a faculty application to be able to create capacity for inhumation at Nightingale Cemetery, the historic burial record books have been digitised to enable the safe exploration of data. Members approved investigations with the Surrey History Centre for the safekeeping of the source documents.

61. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 4 April 2019 at 6.00pm in the Council Chamber.

62. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE