

**MINUTES AND REPORT OF THE MEETING OF THE
GODALMING JOINT BURIAL COMMITTEE HELD ON 30 MAY 2019**

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

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

1. **ELECTION OF CHAIR**

On the proposition of Councillor Rivers, seconded by Councillor Follows, it was resolved unanimously that Councillor Steel be elected as Chair of the Godalming Joint Burial Committee for the local government year 2019/20.

2. **ELECTION OF A VICE-CHAIR**

On the proposition of Councillor Steel, seconded by Councillor Rivers, it was resolved unanimously that Councillor Purvis be elected as Vice-Chair of the Godalming Joint Burial Committee for the local government year 2019/20.

3. **MINUTES**

The Minutes of the meeting held on the 4 April 2019, having been previously circulated, were signed by the Chair as a true record.

4. **APOLOGIES FOR ABSENCE**

Apologies for absence were received and recorded as above. Councillor Paul Follows was accepted as substitute for Councillor Stubbs.

5. **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.

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

There were no petitions, statements or questions from the public.

7. **QUESTIONS BY MEMBERS**

There were no questions from Councillors.

8. **CLERK'S REPORT**

The Committee Clerk and RFO gave a briefing 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

The Finance Officer reported payments totalling £17,563.14 between 1 April and 30 May 2019.

Cash balances held at 30 May 2019

HSBC Current Account	£17,670.35
HSBC Deposit Account	£43,343.32
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.

Members agreed that the Chairman should sign the schedule of accounts paid.

10. SIGNING OF BANK RECONCILIATIONS

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

11. FINAL ACCOUNTS YEAR ENDING 31 MARCH 2019

Members received and agreed the final accounts for the year ending 31 March 2019 (accounts attached to record minutes).

12. REPORT OF THE INTERNAL AUDITOR

Members considered the report of an internal audit conducted on 15 April 2019 by the Council's Internal Auditor Mulberry & Co and noted that there were no issues raised.

13. ANNUAL GOVERNANCE STATEMENT

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

Members resolved to agree that the Chair and the Clerk should sign the Annual Governance Statement.

14. ACCOUNTING STATEMENTS 2018/19

Members considered the Joint Burial's Accounting Statements for the Financial Year Ended 31 March 2019 and resolved to agree that the Chair should sign the Accounting Statement for the Financial Year Ended 31 March 2019.

15. BUDGET MONITORING 2019/20

Members considered the budget monitoring report 30 April 2019 and noted the following:

- 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; and
- Nightingale Lodge – this Committee did some garden clearance works at The Lodge to ensure the Cemetery aspect was maintained.

16. BANK MANDATE

The Godalming Joint Burial Committee resolved that the Committee's bankers 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 the holders, as nominated below:

Councillor Purvis
 Councillor Paul Rivers
 Councillor Steel
 Councillor Stubbs
 Councillor Westwood

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

17. DELEGATED AUTHORITY

Members noted 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

Authority was given to the Clerk and RFO to extend the engagement of the data entry clerk so as to ensure the completion of the data entry of all Nightingale burial records. Additional costs to be contained within the funds allocated for the project (Min No 42-18 refers).

19. PHILLIPS FAMILY GRAVE – NIGHTINGALE CEMETERY

Members considered a letter from Mandy Le Boutillier regarding the upkeep of the Phillips' Family Grave in Nightingale Cemetery and approved the ongoing maintenance of the grave with costs to be met by the Joint Burial Committee.

20. BURIAL STATISTICS

The Committee noted the burial statistics for the period 1 April to 31 May 2019 and for the twelve months ending 31 March 2019, which had previously been circulated (copy attached to record minutes).

21. ELECTRONIC AGENDA PAPERS

Members resolved that the legal summonses to committee meetings and the delivery of agenda papers and minutes be via Members' email addresses.

22. COMMUNICATIONS ARISING FROM THIS MEETING

Members did not identify any items from this meeting requiring 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

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE