

**MINUTES AND REPORT OF THE MEETING OF THE GODALMING JOINT BURIAL  
COMMITTEE HELD ON 5 SEPTEMBER 2019**

- \* 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

39. MINUTES

The Minutes of the meeting held on the 11 July 2019, having been previously circulated, were signed by the Chair as a true record.

40. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

41. 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.

42. 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.

43. QUESTIONS BY MEMBERS

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

44. ACCOUNTS PAID SINCE LAST MEETING

Godalming Joint Burial Committee	
Accounts paid since the 12 July 2019	£11,826.86
Receipts received since the 12 July 2019	£17,197.83
Balance held in Current Account	
Balance at 11 July 2019	£17,312.74
Balance held in the Business Deposit Account	
Balance at 11 July 2019	£21,378.96
Balance held in the CCLA Deposit Account	
Balance at 11 July 2019	£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 Chair should sign the schedule of accounts paid.

45. 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.

46. BUDGET MONITORING

Members considered the budget monitoring report to 31 July 2019 and noted that the monitoring report showed a current variance of £8,432 underspend against budget.

47. GROUNDS MAINTENANCE OPERATIVE

The Clerk informed Members that Godalming Town Council had completed the recruitment of a Grounds Maintenance Operative and a Buildings Maintenance Operative, both of whom would be starting on 1 October. Members noted that wherever possible, cemetery grounds and buildings maintenance would now be carried out by in-house staff.

48. RE-WILDING – EASHING CEMETERY

Having considered a proposal relating to the redevelopment of site B (21-34) Ockford Ridge, which adjoins Eashing Cemetery boundary and the concerns regarding a biodiversity deficit resulting from the redevelopment, Members agreed to resolve to approve partnership working with Waverley Borough Council to assist in addressing this deficiency by the creation of a wildflower meadow in Eashing cemetery, which is within 100m of the site and the estate.

Whilst the area adjacent to site B extends to approximately 2 acres, Members resolved to approve a wider scheme that will see an area of up to 6 acres within the cemetery being converted from grass to wildflower meadow.

In considering this proposal, Members noted that the creation of wildflower meadows around the boundary of Eashing Cemetery will not impact on the operation of the formal burial areas, but will it is believed, greatly enhance the visual appearance, whilst adding to the ambience of peace and tranquillity that already exists within the cemetery grounds.

In addition to the creation of wildflower meadows within Eashing Cemetery, Members also resolved to approve the reduction of laurel trees adjacent to the Ockford Ridge Site B and the areas around the old Garden of Remembrance.

49. GARDEN OF REMEMBRANCE

Following considerations resulting from their site visit of the old Garden of Remembrance (GoR) at Eashing Cemetery, Members wished to create an increased biodiverse environment and to open the vista of the GoR.

As part of the development of this area of the cemetery, having previously agreed to the removal of the laurels surrounding the GoR, Members resolved to agree to reduce the height of the hedging and the repair, as required, of the railings facing onto Franklyn Road, noting that the reduction of the hedges would take place between September and March to avoid the main breeding season for nesting birds.

In support of this work, Members resolved to approve the virement of up to £2,500 from the Cemeteries Maintenance Reserve.

50. CEMETERY GROUNDS MAINTENANCE – SCHEDULES & EQUIPMENT

With the engagement of a directly employed maintenance workforce alongside plans for re-wilding areas of cemetery land, thus altering the ground's maintenance regime, 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 doing so Members agreed that the revised maintenance specifications for high volume grass cutting should to be submitted to the Committee prior to seeking tenders.

In order to maximise the benefits available through appropriate task allocation between external contractors and in-house maintenance operatives, which would enable effective and efficient use of resource, Members resolved to approve an expenditure of up to £10,000 for the purchase of maintenance equipment to be funded from the revenue reserve.

51. RBS CEMETERY RECORD SYSTEM – DATA ENTRY

Members noted that the data entry of the historic burial records is continuing to progress and that to date 20 August 2019:

Nightingale Cemetery 3719/5587 interment records have been entered into RBS system;  
Eashing Cemetery 976/8007 interment records have been entered into the RBS system.

Members agreed that Nightingale Cemetery remains the priority to enable the start of the second stage of the project that will link each record with a map location thus allowing identification of the groups of differing classes of graves i.e. common, private, unused etc.

52. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 August 2019, which had previously been circulated (copy attached to record minutes).

53. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no items from this meeting for further publicity.

54. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 7 November 2019 at 5.45pm in the Council Chamber.

55. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE