

**MINUTES AND REPORT OF THE MEETING OF THE EXTRAORDINARY GODALMING JOINT BURIAL COMMITTEE HELD ON 6 FEBRUARY 2020**

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

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

74. MINUTES

The Minutes of the meeting held on the 7 November 2019, having been previously circulated, were signed by the Chair as a true record.

75. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

76. 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.

77. 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.

78. QUESTIONS BY MEMBERS

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

79. ACCOUNTS PAID SINCE LAST MEETING

Godalming Joint Burial Committee	
Accounts paid since the 8 November 2019	£22,430.46
Receipts received since the 8 November 2019	£27,343.49
Balance held in Current Account	
Balance at 6 February 2020	£5,951.11
Balance held in the Business Deposit Account	
Balance at 6 February 2020	£46,459.94
Balance held in the CCLA Deposit Account	
Balance at 6 February 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 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.

80. SIGNING OF BANK RECONCILIATIONS

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

81. BUDGET MONITORING

Members considered the budget monitoring report to 31 December 2019 which showed a current variance of £4,400 overspend against budget. Members noted the following:

- 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.

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

Members considered the confidential tender report and resolved to agree to award a grounds maintenance contract for the period 2020-2022 for the bulk grass cutting in Eashing and Nightingale Cemeteries to Quality Land Services Ltd.

83. OPTIONS FOR THE PROVISION OF TRACTOR AND ANCILLARY EQUIPMENT

Members considered an anonymised report relating to options for the provision of a tractor and ancillary equipment to support grounds maintenance operations and resolved to agree the following:

- To lease a 30HP 4WD road legal tractor unit complete with full all weather cab, which is Tier IV interim emission compliant, is fitted with 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.
- The lease agreement should include servicing and full maintenance back up from Supplier D (Stennetts Ltd, Cranleigh), with the lease costs to be met from the equipment revenue budget.
- The purchase of a Multec compact tipping trailer and MDL power up hedge trimmer flail with finger bar from the 2019/20 equipment budget.

84. CHAPEL BUILDINGS – EASHING CEMETERY

Members considered a report relating to use of the Chapel Buildings at Eashing Cemetery and requested the following further information be provided for the next Committee meeting:

- details of potential future uses of the Chapel if no longer used as a Chapel;
- the process, costs and timeframe for de-consecrating the Chapel; and
- details of whether the maintenance identified in the report is dependent upon the usage of the Chapel.

Members also requested a site inspection of the Eashing Chapel be scheduled before the next Committee meeting.

Members further resolved to give permission for Godalming Town Council staff to use the workshop (the unconsecrated Chapel) based at Eashing Cemetery on the basis that they support Joint Burial Committee functions.

85. COMMUNICATIONS ARISING FROM THIS MEETING

No communications arising from this meeting were identified by Members.

86. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 26 March 2020, timings to be amended to reflect above decisions.

87. ANNOUNCEMENTS

Members were reminded of the Pancake Races to be held on 25 February 2020.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE