

**MINUTES AND REPORT OF THE MEETING OF  
GODALMING JOINT BURIAL COMMITTEE  
HELD ON 6 SEPTEMBER 2018**

*	Councillor Wheatley – Chairman	
*	Councillor Gordon-Smith – Vice Chairman	
*	Councillor A Bott	
0	Councillor Noyce	
*	Councillor Williams	
*	Councillor Gray	
0	Councillor Long	(Busbridge Parish Council)
0	Councillor Westwood	(Busbridge Parish Council)

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

17. MINUTES

The Minutes of the meeting held on the 21 June 2018, having been previously circulated, were signed by the Chairman as a true record.

18. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

19. 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.

20. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £23,008.37 since 22 June 2018.

Cash balances held at 6 September 2018

Current Account	£18,228.31
Business Deposit Account	£163,132.38

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.

21. SIGNING OF BANK RECONCILIATIONS

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

22. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Members noted the Review of the Effectiveness of Internal Controls.

## 23. BUDGET MONITORING

Members considered the budget monitoring report to 31 July 2018 and noted the following points:

- Professional Fees – All of JBC’s buildings have now been revalued for Insurance purposes as agreed per Minute No. 47-17 and came in under the £3,200 approved. This will enable JBC to obtain competitive quotes for Insurance for 2019/20.
- Grave Digging – JBC had a request for a vault to be built, resulting in a cost of £7,000. This is offset within Miscellaneous Income.

## 24. RESERVES

Members approved the proposed changes to Ear Marked Reserves as per below.

<b>Current</b>		<b>Approved Change</b>	
Chapels	£20,000	Chapels	£20,000
Nightingale Cemetery	£7,000		
Eashing Cemetery	£8,000		
Driveways	£18,883		
Tree Maintenance	£5,000		
Boundaries	£20,000	Cemeteries	£58,883
Memorial Inspections	£15,027	Memorial Inspections	£15,027
Nightingale Lodge	£16,071		
Eashing Lodge	£10,000		
Letting Fees	£6,000	Lodges	£32,071
<b>TOTAL</b>	<b>£125,981</b>	<b>TOTAL</b>	<b>£125,981</b>

## 25. ADMINISTRATIVE SUPPORT RECHARGE FEE

Before the start of debate on this item, Councillor A Bott proposed dispensation to discuss this item as all members present would have a non-pecuniary interest due to also being members of Godalming Town Council.

This dispensation was AGREED.

Members noted that no member of Busbridge Parish Council was present. However, the information contained within the report was made available to Busbridge Members and they therefore had opportunity to comment.

Members noted that a recommendation has been made to the Policy & Management Committee of Godalming Town Council that the administrative fee levied by Godalming Town Council to the Joint Burial Committee be increased as of 1 April 2019 from £27,500 to £29,682. Members further noted the recharge formula used that will provide an agreed structure upon which the Joint Burial Committee will be able to set future budgets.

## 26. CEMETERY FEES & CHARGES

Members considered the scale of fees and charges and noted that the proposed fees and charges introduce a structure which benefits the residents of its constituent parishes.

Members resolved to approve the revised Fees & Charges to be effective as of 1 January 2019. Members further resolved to delegate the granting of the excepted category relating to nursing homes/care homes or similar to the Clerk of the Committee.

27. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 21 August 2018, which had previously been circulated.

28. EASHING LODGE HOUSE

Members approved expenditure of up to £5,000 for replacement of the existing wooden fascias and soffits with UVPC boards plus the cost of the scaffolding required to access the works. Funds for the work to be taken from the Lodges earmarked reserve (as per above Min No. 24-18).

29. WW1 MEMORIAL GARDEN

Members received an oral report from the Clerk on the progress of the WW1 Memorial Garden. Members noted that Go Godalming would be responsible for any opening ceremony of the garden.

30. SKILLWAY

Members received an oral report regarding Nightingale Chapel Workshops.

31. CHAPEL – FIXED WIRING TESTING

Members noted this item was no longer required as valid certificates had been located.

32. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 8 November 2018 at 6.00pm in the Council Chamber.

33. ANNOUNCEMENTS

There were no announcements.