

**MINUTES AND REPORT OF THE MEETING OF THE GODALMING JOINT BURIAL  
COMMITTEE HELD ON 7 NOVEMBER 2019**

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

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

56. MINUTES

The Minutes of the meeting held on the 5 September 2019, having been previously circulated, were signed by the Chair as a true record.

57. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

58. 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.

59. 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.

60. QUESTIONS BY MEMBERS

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

61. CEMETERY GROUNDS MAINTENANCE

This item was moved up the agenda as Cllr Steel and Cllr Rivers had civic engagements to attend and wished to view the presentation and consider the recommendations on this item before they needed to leave the meeting to attend award ceremonies at Rodborough and Broadwater Schools respectively.

Members received a presentation from Jason Hunter, Grounds Maintenance Operative, on the grounds maintenance requirements for 2020/21 for delivery of the Committee's aims and previous decisions.

Members resolved to approve the revised schedule for grass cutting and trimming within Eashing & Nightingale Cemeteries and for the Clerk to seek tenders for the delivery of the schedule for the period 2020-2022.

Members resolved to agree to the virement of £10,000 underspend of the 2019/20 Eashing Grounds Maintenance budget (Nominal 4171) to the equipment budget (Nominal 4301).

Members further resolved to agree the utilising of the 2019/20 equipment budget and the funds agreed at Min. No. 50-19 for the purchase of:

- a utility tractor unit;
- loader, flail & hedging attachment; and
- associated maintenance equipment and facilities.

On completion of this item the chair was passed to Cllr Purvis and Cllrs Steel & Rivers left the meeting.

## 62. ACCOUNTS PAID SINCE LAST MEETING

Godalming Joint Burial Committee	
Accounts paid since the 6 September 2019	£27,304.18
Receipts received since the 6 September 2019	£37,966.53
Balance held in Current Account	
Balance at 7 November 2019	£17,493.84
Balance held in the Business Deposit Account	
Balance at 7 November 2019	£31,413.16
Balance held in the CCLA Deposit Account	
Balance at 7 November 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.

## 63. 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.

## 64. EXTERNAL AUDITOR'S REPORT

Members noted the report from the External Auditor stating that were no issues that came to their attention during the audit (copy of report attached to record minutes). Members thanked the RFO for her diligence.

## 65. BUDGET MONITORING

Members considered the budget monitoring report to 30 September 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 – we have had a large number of grave purchases 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. We are also underspent on Grounds Maintenance where minimal extra works have been required than budgeted.
- Nightingale Chapel – Skillway was not invoiced in September – this is a timing issue only.
- Nightingale Lodge – this Committee did some garden clearance works at the Lodge to ensure the Cemetery aspect was maintained.

66. REPURCHASE OF GRAVE

Members noted that the Exclusive Rights of Burial for grave X1 at Nightingale Cemetery, which had not be exercised, has been bought back by the Committee at the original sale price less an administration fee. As such an additional grave space is now available at Nightingale Cemetery.

67. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2020 AND THE BUDGET FOR 2020/21

Members considered the budget papers (attached to record minutes).

Members noted that the sum to be recharged to the constituent authorities is currently £54,958 to Godalming Town Council and £3,157 to Busbridge Parish Council but is only provisional. The allocation can only be confirmed once Waverley Borough Council releases the Band D equivalent figures for each parish.

Members agreed the Revised Estimates for 2019/20 showing a surplus of £560 and the Budget for 2020/21 showing a surplus of £535. Both amounts to be charged to the Revenue reserve.

68. THE SOCIAL FUND (CHILDREN'S FUNERAL FUND FOR ENGLAND) REGULATIONS 2019 NO. 1064

Members were made aware that following a national campaign aimed at alleviating some of the stress suffered by bereaved parents, carers and relatives of children under the age of 18 associated with the cost of burial or cremation, the government has introduced the Children's Funeral Fund for England (separate arrangements already existed in Scotland and Wales). The fund removes the responsibility for meeting the cost of a burial from those who are faced with the task of arranging a funeral for a child under the age of 18 by providing a mechanism for burial authorities and funeral directors to be able to recover their reasonable costs.

Unfortunately, Godalming Joint Burial Committee has had to make its first claim against the fund; Officers are monitoring the claim and will report to Members if any issue with the process is experienced.

69. BURIAL STATISTICS

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

70. RBS CEMETERY RECORD SYSTEM – DATA ENTRY

Data entry of the historic burial records is continuing to progress, to date 22 October 2019:

Nightingale Cemetery 5587/5587 interment records have been entered into RBS system; Eashing Cemetery 1106/8007 interment records have been entered into the RBS system.

The transfer of interment records from manuscript to digital records for Nightingale Cemetery is now complete. The next stage is to conduct a sample test to verify the accuracy of the

digital maps. Once this stage has been achieved the intention is to link the RBS data system with the digital mapping system to enable identification of the area to be subjected to a faculty request. Further reports and items for decision will be brought before Members prior to faculty application.

Transfer of the historic interment records for Eashing Cemetery continue to be undertaken by the RFO on an ad-hoc basis. At this stage further resource is not considered either necessary or practical.

71. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the following items from this meeting to be publicised and the type of publicity required:

- A Vantage Point article be drafted regarding the proposed works on re-wilding and hedge works at both cemeteries, and the digitising of cemetery records.

72. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 26 March 2020 at 5.45pm in the Council Chamber.

73. ANNOUNCEMENTS

Members were informed that, on the first time of entering, Nightingale Cemetery had been awarded a Silver Gilt award in the South & South East in Bloom regional competition.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE