

**MINUTES AND REPORT OF THE MEETING OF
GODALMING JOINT BURIAL COMMITTEE
HELD ON 8 NOVEMBER 2018**

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

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

34. MINUTES

The Minutes of the meeting held on the 6 September 2018, having been previously circulated, were signed by the Chairman as a true record.

35. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

36. 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.

37. ACCOUNTS PAID SINCE LAST MEETING

The Finance Officer reported payments totalling £50,016.31 since 7 September 2018.

Cash balances held at 8 November 2018

| | |
|--------------------------|-------------|
| Current Account | £45,079.43 |
| Business Deposit Account | £143,232.98 |

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 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.

38. 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.

39. ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018

Members noted the Annual Return for the Financial Year Ended 31 March 2018 (copy attached to record minutes).

Members also noted that the External Auditor completed its review and has signed off Section 3 – External Report 2017/18 Certificate. No exceptions were found.

40. BUDGET MONITORING

Members considered the budget monitoring report to 30 September 2018 and noted that all expenditure and income for the year to date was broadly in line with that expected at this time of year with the exception of the Memorial Garden, an item that was dealt with later in the agenda.

41. NIGHTINGALE MEMORIAL GARDEN AREA

Having agreed to the creation of a memorial garden area at Nightingale Cemetery with an approved budget of £3,500 for materials, plants and labour along with a contribution from The Go Godalming Association of £1,000 towards the project, Members were informed that as the works progressed, it was clear that the ground works involved were more challenging than originally anticipated. This resulted in the need for more materials and labour, over which the Chairman of the Committee was consulted. The Chairman agreed that the project could not be stopped part way through for both practical and reputational reasons and the Clerk was authorised to spend further monies to complete the project.

Members concurred with this decision and resolved to approve a virement of £4,000 from the Cemeteries Reserves to the revenue budget cost centre 421/4171 to cover the cost of completing the project.

42. CREATION OF INHUMATION CAPACITY AT NIGHTINGALE CEMETERY

Members considered a report from the Clerk regarding options to provide additional inhumation capacity at Nightingale Cemetery and RESOLVED to agree the following recommendations contained within the report.

1. The Clerk should engage the services of a suitable organisation to investigate the Nightingale Cemetery burial records to determine:

The location of private and common graves indicating on a plan of suitable scale:

- a. the common graves within the consecrated portion of the cemetery;
 - b. grave spaces with interments less than 75 years of age;
 - c. Private graves where the Exclusive Rights of Burial is older than 75 years and has not been exercised
 - d. the presence of memorials on identified graves;
 - e. the presence of trees and significant shrubs over identified graves; and
 - f. Graves of national or local significance, including Commonwealth War Grave Commission graves.
2. Utilising the information gathered, the Clerk should engage with the Diocesan Advisory Committee to establish appropriate protocols and procedures in support of a Faculty application to reuse specific identified grave spaces within the consecrated portion of Nightingale Cemetery.

3. The Clerk should present the outcomes of recommendations 1 and 2 above to the Committee to enable Members to determine whether an application for a Faculty should be applied for.
4. In order to support the recommendations above, Members RESOLVED to approve expenditure of up to £10,000, to be taken from the Cemeteries Ear Marked Reserves.

43. EASHING CEMETERY LODGE

Members resolved to agree the following expenditure from the Cemetery Lodge Reserve for works on Eashing Cemetery Lodge:

- £1,200 for the replacement of external doors; and
- £1,950 for the external repainting of all windows and doors.

44. EASHING CHAPEL

Members RESOLVED to agree expenditure of £4,521 to replace the guttering and barge boards to the rear of Eashing Cemetery as well as the installation of exterior frames and mesh to protect the windows located to the rear of the chapel to be funded from the Chapel reserves.

45. NIGHTINGALE CHAPEL

Members resolved to agree expenditure of £3,138 for the installation of a vertical DPM against the Nightingale Cemetery Chapel building along with a horizontal geotextile membrane within a 300mm x 300mm void surrounding the building and covered with 20mm gravel in a similar system as that used around the old mortuary building. The cost of the works to be funded from the Chapel reserves.

46. REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2019 AND THE BUDGET FOR 2019/20

Members considered the budget papers and note that the total sum to be recharged to the constituent authorities had been reduced by 10% to £58,115; Members specifically noted that the allocation of this sum between the two authorities was a provisional sum and would be confirmed once Waverley Borough Council released the 2019/20 Band D equivalent figures for each parish.

Members RESOLVED to agree the Revised Estimates for 2018/19 showing a surplus of £1,770 and the Budget for 2019/20 showing a deficit of £752, with both amounts being charged to the Revenue reserve.

47. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 31 October 2018.

48. INVESTMENTS

Members resolved to adopt the Treasury & Investment Policy approved by Godalming Town Council's Full Council on 19 July 2018 in relation to investing excess reserves for the Godalming Joint Burial Committee.

Members further resolved that the Godalming Joint Burial Committee could invest such funds with the CCLA Public Sector Deposit Fund which holds an AAmmf Fitch rating and as such meets the Treasury & Investment Policy criteria.

Members agreed that the Councillors on the existing Bank Mandate should also be authorised signatories for the investment fund. Members further agreed that the RFO be an authorised signatory to enable efficient use of investment strategy (having noted that no payments to third parties is possible, only the transferring of funds between the Committee's main bank account and the investment deposit account).

Authorised signatories are:

Councillor Liz Wheatley
Councillor Tony Gordon-Smith
Councillor Anne Gray
Councillor Anne Bott
Responsible Finance Officer Rita Tong

Members authorised the RFO to complete the necessary documentation to implement the above decisions.

49. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 4 April 2019 at 6.00pm in the Council Chamber.

50. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE