

MINUTES AND REPORT OF THE MEETING OF THE GODALMING JOINT BURIAL COMMITTEE HELD ON 21 JANUARY 2021

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

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

34. MINUTES

The Minutes of the meeting held on the 12 November 2020, having been previously circulated, were signed by the Chair 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. 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.

38. QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with GTC Standing Order 6.

39. ACCOUNTS PAID SINCE LAST MEETING

Godalming Joint Burial Committee	
Accounts paid since the 13 th of November 2020	£17,392.64
Receipts received since the 13 th of November 2020	£52,690.54
Balance held in Current Account	
Balance at 21 January 2021	£20,271.54
Balance held in the Business Deposit Account	
Balance at 21 January 2021	£91,484.12
Balance held in the CCLA Deposit Account	
Balance at 21 January 2021	£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 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.

40. 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.

41. BUDGET MONITORING

Members considered the budget monitoring report to 31 December 2020 and noted a current variance of £34,122 underspend against revised estimates.

December saw a higher than expected number of burials, which resulted in significant unbudgeted income.

42. RISK ASSESSMENT 2020/21

Members reviewed the Risk Assessment and agreed its contents.

Members noted that in addition to the risk assessment reviewed above, this Committee also relies upon the Risk Assessments performed by Godalming Town Council.

43. CEMETERY MAPPING & BURIAL RECORDS

Members resolved to approve the provision of a Cemetery Searcher system to provide an online virtual cemetery to assist in the searching and location of individual grave spaces at Nightingale and Eashing Cemeteries. The setup costs of £2,000 to be met from funds allocated for digitisation and mapping and the ongoing costs to be built into the base budget going forward.

44. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended on 31 December 2020 (copy attached to record minutes).

45. JBC ADMINISTRATION AND STAFFING RESOURCE

Members resolved to accept the increase in the Godalming Joint Burial Committee administration charge for 2021/2022 payable to Godalming Town Council from £29,680 to £39,755.

46. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified that when the Cemetery mapping is online, this should be promoted by social media and press release.

47. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place on Thursday, 8 April 2021 at 6.00pm; venue to be notified.

48. ANNOUNCEMENTS

There were no announcements.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE