

MINUTES AND REPORT OF THE MEETING OF THE GODALMING JOINT BURIAL COMMITTEE HELD ON 27 MAY 2021

- * Councillor Martin
- 0 Councillor Neill
- 0 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

1. MINUTES

The Minutes of the meeting held on the 8 April 2021, having been previously circulated, were signed by the Chair as a true record.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

3. 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.

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions from members of the public were submitted in accordance with GTC Standing Order 5.

5. QUESTIONS BY MEMBERS

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

6. ACCOUNTS PAID SINCE LAST MEETING

Godalming Joint Burial Committee	
Accounts paid since the 1 April 2021	£73,992.76
Receipts received since the 1 April 2021	£52,277.15
Balance held in Current Account	
Balance at 27 May 2021	£15,977.67
Balance held in the Business Deposit Account	
Balance at 27 May 2021	£86,484.12
Balance held in the CCLA Deposit Account	
Balance at 27 May 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 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.

7. 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.

8. INTERNAL AUDITOR'S REPORT

Members considered the report from the Committee's Internal Auditor, Mulberry & Co, on the final audit conducted on 12 April 2021 for the 2020/21 financial year and noted that the Q1 2020/21 VAT refund has now been received.

9. ANNUAL GOVERNANCE STATEMENT

Members considered the Annual Governance Statement and the proposed answers to the questions posed by the Statement.

Members approved that the Chair sign the Annual Governance Statement for 2020/21 with agreed responses

10. ACCOUNTING STATEMENTS 2020/21

Members considered and approved the Joint Burial Committee's Accounting Statements for the Financial Year Ended 31 March 2021.

11. BUDGET MONITORING

Members considered the budget monitoring report to 30 April 2021 and noted the current variance of £292 overspend against budget.

Councillor Heagin did a complete review of the Committee's insurance as part of the renewal of the Committee's Long Term Agreement. This resulted in savings of around £1,000 from last year and £1,200 against budget.

A four wheel coffin bier was purchased for £2,300 to assist in moving coffins from vehicles to gravesides.

As per Min No 45-20 the administration charge was increased to reflect the support required for AMA burials. As this was agreed after the budget was set for 2021/22, there is an overspend showing. This will be adjusted at Revised Estimates.

12. ELECTION OF MEMBERS TO THE AUDIT COMMITTEE

Members resolved to agree that Councillor Stubbs represent the Joint Burial Committee on the GTC Audit Committee.

13. NON DOMESTIC RATES RE-VALUATION

Members noted that the RFO engaged an external consultant to assist JBC in challenging the rateable value of Eashing Cemetery. This challenge was successful and the rateable value has decreased from £19,450 to £10,500. This places the cemetery within the scope of small business rate relief. In due course JBC will receive a rebate of rates paid since 1 April 2017. Members further noted that the consultants were engaged on a no win no fee basis therefore an element of the rebate will be paid out in fees, however, going forward the reduction will be reflected in future budgets.

14. CEMETERY EQUIPMENT & VEHICLES

Members resolved to agree to the procurement of a suitable cut and collect PTO operated attachment for use with the tractor unit up to a maximum cost of £10,000. Funds to be taken from General Reserves.

Members agreed in principle that the JBC should procure a suitable tipper vehicle to support cemetery operations. Officers to bring forward further detail on purchase and lease options for consideration by Members.

15. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 20 May 2021, which had previously been circulated (copy attached to record minutes).

16. RBS CEMETERY RECORD SYSTEM – DATA ENTRY

Members noted data entry of the historic burial records is continuing to progress, to date 20 May 2021

Nightingale Cemetery 5670/5670 interment records have been entered into RBS system. The transfer of interment records from manuscript to digital records for Nightingale Cemetery is now complete and all new entries are direct into the digital records as well as also being recorded in the manuscript ledgers.

Eashing Cemetery 2634/8101 interment records have been entered into the RBS system.

17. EASHING CEMETERY DRIVEWAY

Members noted that, as agreed by the Committee at its meeting of 8 April 2021 (Min No. 58-20 refers), works to Eashing Cemetery driveway will take place on 21 June requiring closure of the cemetery and access to the residential parking area during the works and overnight with the cemetery and access re-opened on 22 June. Appropriate notices will be displayed and our residential neighbours informed. The cost for the works being £5,240 to be taken from the EMR which currently stands at £60,883.

18. COMMUNICATIONS ARISING FROM THIS MEETING

No communications were identified by Members from this meeting.

19. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place in the Council Chamber on Thursday, 2 September 2021 at 5.45pm following an inspection at 5.00pm at Nightingale Cemetery.

20. ANNOUNCEMENTS

Members wished to record that their inspection of Eashing Cemetery was both interesting and informative and express their thanks to the Grounds Staff for their hard work and obvious care in maintaining the cemetery to such a high standard.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE