

**MINUTES AND REPORT OF THE MEETING OF THE GODALMING JOINT BURIAL
COMMITTEE HELD ON 2 SEPTEMBER 2021**

- * Councillor Martin
- # 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

21. MINUTES

The Minutes of the meeting held on 27 May 2021, having been previously circulated, were signed by the Chair as a true record.

22. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

23. 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.

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

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

25. QUESTIONS BY MEMBERS

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

26. ACCOUNTS PAID SINCE LAST MEETING

Godalming Joint Burial Committee	
Accounts paid since the 28 May 2021	£54,554.56
Receipts received since the 28 May 2021	£83,448.03
Balance held in Current Account	
Balance at 2 September 2021	£24,874.20
Balance held in the Business Deposit Account	
Balance at 2 September 2021	£106,484.12
Balance held in the CCLA Deposit Account	
Balance at 2 September 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.

27. 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.

28. BUDGET MONITORING

Members considered the budget monitoring report to 31 July 2021 and noted a current variance of £16,269 underspend against budget.

Members further noted the following:

- Equipment is over budget by £12,500. A four wheel coffin bier was purchased for £2,300 to assist in moving coffins from vehicles to gravesides. £10,000 spent on flail attachment for the tractor (Min No 20-21 refers).
- 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.
- Professional Fees includes £7,700 commission paid for the NNDR review of Eashing Cemetery. This is offset by a refund of £26,900 in Eashing Cemetery Miscellaneous revenue for the refund of NNDR paid over the last five years.
- Councillor Heagin did a complete review of the Committee's insurance as part of the renewal of our Long Term Agreement. This resulted in savings of around £1,000 from last year and £1,200 against budget.
- Nightingale Cemetery is not budgeted until Revised Estimates – we have had 7 interments and 5 grave purchases in the first four months.

29. RESERVE FOR FUTURE CEMETERY PROVISION

Members agreed that £100,000 be transferred from General Reserves to an Ear Marked Reserve for the purpose of acquiring additional land for future cemetery provision.

30. BURIAL STATISTICS

The Committee noted the burial statistics for the previous quarter and for the previous twelve months ended the 17 August 2021, which had previously been circulated (copy attached to record minutes).

31. COMMUNITY BENEFIT PROGRAMME – EASHING CEMETERY

Members resolved to approve the use of the boundary land at Eashing Cemetery for planting of a Community Orchard.

Members also resolved to approve the creation of a Community Garden surrounding the closed Garden of Remembrance at Eashing Cemetery – costs to be allocated against the grounds maintenance revenue budget.

Members further approved the Memorandum of Understanding between Waverley Borough Council and Godalming Town Council for the delivery of a Community Benefit Programme based around environmental improvements to Eashing Cemetery.

32. CEMETERY MAINTENANCE EQUIPMENT

Members noted that as agreed on 27 May 2021 (Min No 14-21 refers), in order to continue developing and improving the cemeteries' environment, a PTO operated cut and collect attachment has been purchased for the maintenance of the grass meadows. Additionally, as noted by Min No 17-21, the repairs to the Eashing Cemetery driveway highlighted on 27 May 2021 have been completed.

Members wished to formally thank the Grounds Maintenance team for the work they do in keeping both cemeteries to such a high standard.

33. CEMETERY MAINTENANCE VEHICLE

Members resolved to approve the purchase of a Volkswagen ABT eTransporter LWB 87KW 37.7KWh Van for use as a cemetery maintenance vehicle to be funded from EMR Cemeteries.

34. COMMUNICATIONS ARISING FROM THIS MEETING

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

- The creation of a Community Orchard
- The acquisition of a cemetery vehicle (once logos have been placed on the vehicle)

35. DATE OF NEXT MEETING

The next meeting of the Godalming Joint Burial Committee is scheduled to take place in the Council Chamber on Thursday, 4 November 2021 at 5.30pm.

36. ANNOUNCEMENTS

The first event for the Community Orchard will be a planting event on 30 October 2021. This event is to be publicised by Waverley Borough Council.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE