

GODALMING JOINT BURIAL COMMITTEE

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29 October 2021

I HEREBY SUMMON YOU to attend the **JOINT BURIAL COMMITTEE** meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 4 NOVEMBER 2021 at 5.30pm.

Andy Jeffery
Clerk to the Committee

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members: Councillor Martin
Councillor Neill
Councillor PS Rivers
Councillor Steel – Chair
Councillor Stubbs
Councillor Bond (Busbridge Parish Council)
Councillor Westwood (Busbridge Parish Council)

A G E N D A

1. MINUTES

The Chair to sign as a correct record the Minutes of the meeting held on 2 September 2021.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting 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

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

Clerk to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chair should sign the schedule of accounts paid.

7. SIGNING OF BANK RECONCILIATIONS

The Committee to consider the tabled monthly bank reconciliations since the last meeting of the Committee and authorise the Chair to sign them.

8. INTERNAL AUDITOR'S REPORT – ITEM FOR DECISION

Members to consider the report from the Committee's Internal Auditor, Mulberry & Co, on an interim audit conducted on 7 September 2021 for the 2021/22 financial year (report attached for the information of Members).

9. BUDGET MONITORING

Members to consider a budget monitoring report to 30 September 2021 (detailed report attached for the information of Members).

Cost Centre	Year to date Variance	Projected Variance @ Year End
	£	£
Administration & Overheads	51,913 o/s	£57,400 o/s
Eashing Cemetery	32,249 u/s	£31,500 u/s
Eashing Chapel	1,034 u/s	£1,000 u/s
Eashing Lodge	365 u/s	NIL
Nightingale Cemetery	9,663 u/s	£14,800 u/s
Nightingale Chapel	115 o/s	NIL
Nightingale Lodge	1,117 o/s	£1,000 o/s
TOTAL	9,835 o/s	11,100 0/s

The monitoring report shows a current variance of £9,835 overspend against budget.

Equipment is over budget by £40,500. 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). £27,200 spent on an electric van (Min No 33-21 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 9 interments and 11 grave purchases in the first four months.

10. **REVISED ESTIMATES FOR THE YEAR ENDING 31 MARCH 2022 AND THE BUDGET FOR 2022/23 – ITEM FOR DECISION**

Members are asked to consider the budget papers (attached for the information of Members).

Members are asked to note that the sum to be recharged to the constituent authorities is currently £37,690 to Godalming Town Council and £2,310 to Busbridge Parish Council but that these figures are only provisional. The allocation can only be confirmed once Waverley Borough Council releases the Band D equivalent figures for each parish.

Members are asked to agree the Revised Estimates for 2021/22 showing a deficit of £11,047 and the Budget for 2022/23 showing a surplus of £664. Both amounts to be charged to the Revenue reserve.

11. **VICE CHAIR VACANCY – DECISION ITEM**

Following the resignation of Jo Purvis from Godalming Town Council, a vacancy exists on this Committee for a GTC representative. Whilst GTC will, in due course, nominate a replacement representative, in the meantime the position of Vice Chair remains vacant.

It is not an absolute that the Committee is required to nominate a replacement Vice Chair at this point. However, in order to provide continuity in the absence of the Chair, it is the accepted practice. As such, nominations are sought for the position of Vice Chair of the Joint Burial Committee. Nominees are required to be proposed and seconded for Members to consider the appointment. Members may, if they so wish, defer an election of the Vice Chair until a later date or until the first meeting of the next civic year on 19 May 2022.

12. **SOUTH & SOUTH EAST IN BLOOM – ITEM FOR NOTE**

Although Members will be aware from an earlier announcement, this is the first opportunity to formally report on the South & South East in Bloom competition. South & South East in Bloom is part of Britain in Bloom and runs annual competitions across the counties of Kent, Surrey, East & West Sussex, Hampshire and the Isle of Wight, East & North Dorset and East Wiltshire. The award system recognises entrants' efforts in improving their local environment and awards are based on the standard achieved

Following the 2019 success for Nightingale Cemetery in receiving a Gold award, both Nightingale and Eashing Cemeteries were entered into the 2021 competition (the competition was not held in 2020).

The Clerk is delighted to be able to report, that as a first time entrant, Eashing Cemetery was awarded a Gold award in the Large Cemetery category (over 10 acres). This in itself would have been a superb achievement, so it was especially pleasing to also receive, not only a Gold award for Nightingale Cemetery in the Small Cemetery category (up to 5 acres) but to be judged as the overall winner of the Small Cemetery category for the whole of the South & South East region.

13. **ENVIRONMENTAL WORKS – ITEM TO NOTE**

Those Members who regularly visit the cemeteries will have noted a wide range of environmental improvement and grounds maintenance works have been undertaken since the last cemetery inspection.

The hedge laying at Eashing Cemetery is well underway, this has not only opened up the vista of the cemetery, but will also improve the wildlife habitat. The hedge laying will be followed by some additional planting which will be used over the coming years to fill the gaps that have occurred along the hedgerows.

Work on the wild flower areas continues and additional areas are being prepared and seeded. With the works now completed on the copper beech trees that are subject to tree preservation orders, the tree work required from the earlier safety surveys has now been completed at Eashing Cemetery. However, further tree work will be required each year for a number of years as the over dominance of yews within Nightingale Cemetery is addressed.

Following the agreement between JBC and WBC, the community benefit programme will be starting on 20 November when the first 12 trees of the planned 60-tree orchard will be planted.

Godalming Town Council ground staff and JBC contractors continue to maintain the cemeteries to a very high standard that not only continues to provide peace and tranquillity in their main function as operational burial grounds, but also improved biodiversity.

14. **CEMETERY VEHICLE – ITEM FOR NOTE**

At the meeting of 2 September 2021, Members approved the purchase of a Volkswagen ABT eTransporter LWB 87KW 37.7KWh Van (Min No 33-21 refers). Members had been informed the intention was to purchase a new vehicle at a cost of circa £35,723 (with Government Plug in Van Grant). Due to various issues, this proved to be extremely challenging. As such, and in consultation with the Committee Chair, an ex-demonstrator vehicle first registered in September 2020 with less than 1200 miles on the clock was purchased instead. Whilst not quite the same specification as stated to Members on 2 September, after-market modifications were able to be made to ensure that it would meet the JBC user requirements. The on-the-road cost being £27,200, some £8,523 less than budgeted. The balance of manufacturer warranties accompany the vehicle.

15. **BURIAL STATISTICS**

Statistics for the previous quarter and for the twelve months ending 30 October 2021 are attached for the information of Members.

16. **COMMUNICATIONS ARISING FROM THIS MEETING**

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

17. **DATE OF NEXT MEETING**

The next meeting of the Godalming Joint Burial Committee is scheduled to take place in the Council Chamber on Thursday, 24 February 2022 at 5.30pm.

18. **ANNOUNCEMENTS**

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

TO: ALL MEMBERS OF THE GODALMING JOINT BURIAL COMMITTEE



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Our Ref: MARK/GOD003

Mr A Jeffery
Godalming Joint Burial Committee
Municipal Buildings
Bridge Street
Godalming
Surrey
GU7 1HT

7th September 2021

Dear Andy

Re: Godalming Joint Burial Committee
Internal Audit Year Ended 31st March 2022

Executive Summary

Following completion of our interim internal audit on the 7th September 2021 we enclose our report for your kind attention and presentation to the Committee. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in Red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the Committee takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. The existence of an audit committee with its own detailed scope of works, testing & reporting regimen is very much best practice and is to be applauded. I would recommend the continuance of this into the future.

It is therefore our opinion that the systems and internal procedures at Godalming Joint Burial Committee are well established, and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk

management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence & Competence

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the Committee and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor is a qualified practicing accountant with over 20 years’ experience as a registered statutory auditor.

Engagement Letter

An engagement letter was issued In August 2021 covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning & Inherent Risk Assessment

The scope and plan of works including fee structure was issued to the Committee on the 1st September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to Committee
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover
- The client has an audit committee with detailed terms of reference and work programme

It is my opinion that the inherent risk of error or misstatement is low and the controls of the Committee can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the Committee year under review.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

The JBC is administered as a company on the RBS accounting system hosted at Godalming Town Council. The Committee continues to use RBS and now uses the Rialtus suite. This an industry specific accounting package. The RBS system is used daily to report and record the financial transactions of the Committee.

There are a number of access users. The system is cloud based and access is by secure log on to the local machine and a separate password for the cloud system.

The system encompasses, sales ledger, purchase ledger and cashbook. It provides for reconciliation of key control accounts and regular reporting against budget.

I reviewed the bank reconciliation file and can confirm for April, May & June there was evidence of the RFO preparing and signing off the bank reconciliations. This demonstrates internal controls are in evidence and being followed.

The cashbooks are routinely saved to soft copy and are also retrospectively accessible. The system requires the population of key data fields to enable the user to record a transaction with sufficient detail to understand the nature and scope of the transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the reports are easy to read and logically filed.

My walk through audit testing of receipts and payments to underlying documentation chosen at random from month one and two showed the source documents could be easily located. I make no recommendation to change in this system.

I tested opening balances as at 1/4/21 and confirmed they could be agreed back to the audited accounts for 2020/21.

The JBC is VAT registered and the last VAT return was for quarter ended 30th June 2021. This was submitted using the software package under the making tax digital rules and was submitted on time ahead of the deadline. The return was a refund return and I proved the amount shown on the return to the bank statement. This test indicates that the Committee is up to date with its postings on the financial package and that these can be verified to third party evidence.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

Section Conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Interim Audit

I confirmed from discussion with officers at Godalming Town Council (TC) that the JBC continues to follow the standing orders and financial regulations of the Town Council.

The Council internal audit report shows that regulations are routinely followed and that they are fit for a council of that size. As such they are entirely suitable for the JBC.

The JBC grants authority to spend via the annual budget process, payments are made so long as there is available budget.

It is clear there are robust systems, policies and regulations in place and the JBC takes seriously its responsibility in this regard.

I reviewed a sample of expenditure transactions and was able to confirm the following:

- Cashbook entry could be agreed back to an invoice from the supplier
- Email Approval for the payment
- Physical payment seen on bank statement
- VAT on VAT return

Section Conclusion

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

C. RISK MANAGEMENT & INSURANCE (INTERIM AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Interim Audit

The Council undertakes a full risk assessment that covers operational and financial risks, this is taken to council on an annual basis. These are very comprehensive and detailed documents.

Section Conclusion

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.", has been met

D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Interim Audit

I confirmed that the 2021-22 Budget and precept setting process was underway at the time of the audit.

Councillors receive regular reports on budget against actuals via reports to the Policy and Management Committee. I reviewed the report for the period to end of July 2021 and was able to confirm that the budget is well managed and reported on.

The committee has a well-developed reserves policy. Reserves are significantly higher than the rule of thumb – which council is aware of.

Section Conclusion

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

E. INCOME (INTERIM & FINAL AUDIT)

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Interim Audit

I was able to agree charging rates back to approved fees and charges.

I was able to prove income per the cashbook agreed to underlying documentation.

Section Conclusion

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.", has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Not applicable – no petty cash

G. PAYROLL (INTERIM & FINAL AUDIT)

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Not applicable - There are no payroll costs. Administrative costs are paid to Godalming Town Council.

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Interim Audit

The fixed asset register is maintained on excel, additions and disposals have been agreed to a schedule prepared by the RFO and have been correctly added at cost, or written off the asset register as obsolete.

I was able to verify the addition of a mower attachment to the register and the various council approvals.

The Committee does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £1,000.

There is no change year on year in fixed assets.

Section Conclusion

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

I. BANK & CASH (INTERIM & FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Interim Audit

The JBC has two bank accounts. The bank reconciliations for both accounts are properly prepared and presented to committee for verification and approval on a regular basis. I confirmed that reconciliations are completed promptly at the end of each month.

The JBC follows the same regulations as that of GTC and as such has the same investment strategy in place.

Section Conclusion

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

The committee, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.

Section 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes' means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – income & expenditure accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2020/21 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal	<i>arranged for a competent person, independent of the financial controls</i>	YES – the council has appointed an independent

	audit of the accounting records and control systems.	<i>and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by council is recorded in the minutes.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts.

Section 2 – Accounting Statements

Agar Box Number		2019/20	2020/21	Auditor Notes
1	Balances brought forward	182,475	197,275	Agrees to 2019 cfwd
2	Precept or Rates and Levies	58,115	58,115	Agrees to bank statements & invoices
3	Total other receipts	72,413	164,780	Agrees to Nominal ledger
4	Staff costs	0	0	-
5	Loan interest/capital repayments	0	0	-
6	All other Payments	115,728	151,127	Agrees to underlying records
7	Balances carried forward	197,275	269,043	Casts correctly

8	Total value of cash and short term investments	195,647	274,177	Agrees to reconciliation
9	Total fixed assets plus long term investments and assets	933,506	933,506	Agrees to register
10	Total borrowings	0	0	Agreed no loans

11	For Local Councils Only) Disclosure note re Trust funds (including charitable)	YES	NO	No trusts
			✓	

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed.

The variance analysis was required because there were variances greater than 15% and £500. This was properly prepared on a summary table basis showing the financial elements and explanatory narrative.

The Committee had made provision within its schedule of meetings to sign off the annual governance statement.

Section Conclusion

I am of the opinion the control objective of “Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.”, has been met.

K. LIMITED ASSURANCE REVIEW (INTERIM & FINAL AUDIT)

Internal audit requirement

If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

Not applicable

L: TRANSPARENCY (INTERIM & FINAL AUDIT)

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.

Not applicable

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

Not applicable

N. PUBLICATION REQUIREMENTS (INTERIM & FINAL AUDIT)

Internal audit requirement

The authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Not applicable

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

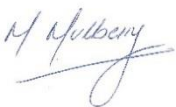
Trust funds (including charitable) – The council met its responsibilities as a trustee.

Not applicable - No trusts.

Should you have any queries please do not hesitate to contact me.

Kind regards

Yours sincerely



Mark Mulberry

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
401 Administration & Overheads										
1001 Precept - Godalming TC	0	0	0	18,845	18,845	0	37,690			50.0%
1002 Precept - Busbridge PC	0	0	0	1,155	1,155	0	2,310			50.0%
1300 Interest	3	33	30	23	198	175	400			5.7%
1400 Miscellaneous	60	0	(60)	60	0	(60)	0			0.0%
Administration & Overheads :- Income	63	33	(30)	20,083	20,198	115	40,400			49.7%
4102 Property Maintenance	0	0	0	0	0	0	500		500	0.0%
4163 Domestic Supplies	0	0	0	85	0	(85)	0		(85)	0.0%
4164 Workshop Supplies	0	15	15	0	90	90	180		180	0.0%
4202 Car Allowances	0	40	40	17	240	223	500		483	3.4%
4204 Fuel Costs	111	25	(86)	201	150	(51)	300		99	66.9%
4205 Vehicle Maintenance	23	100	77	542	600	58	1,200		658	45.1%
4301 Equipment	27,757	750	(27,007)	45,068	4,500	(40,568)	9,000		(36,068)	500.8%
4310 Administration Charge	0	0	0	19,888	14,840	(5,048)	29,680		9,793	67.0%
4311 Professional Fees - Legal	0	0	0	100	0	(100)	0		(100)	0.0%
4313 Professional Fees - Other	0	500	500	8,240	1,000	(7,240)	2,000		(6,240)	412.0%
4314 Audit Fees	105	0	(105)	225	200	(25)	800		575	28.1%
4315 Insurance	307	0	(307)	4,065	5,000	936	5,000		936	81.3%
4321 Bank Fees	9	25	16	66	150	84	300		234	22.0%
4324 Broadband	38	0	(38)	133	0	(133)	0		(133)	0.0%
4326 Website	0	0	0	0	400	400	400		400	0.0%
4327 Publicity Advertising	650	95	(555)	900	570	(330)	1,150		250	78.3%
4900 Miscellaneous	0	30	30	190	180	(10)	400		210	47.5%
Administration & Overheads :- Indirect Expenditure	28,999	1,580	(27,419)	79,718	27,920	(51,798)	51,410	0	(28,308)	155.1%
Net Income over Expenditure	(28,936)	(1,547)	27,389	(59,635)	(7,722)	51,913	(11,010)			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
411 Eashing - Cemetery										
1100 Interment	2,750	1,200	(1,550)	15,425	7,200	(8,225)	14,300			107.9%
1101 Monument	310	183	(127)	1,890	1,098	(792)	2,200			85.9%
1102 Purchase of Grave Space	7,800	2,300	(5,500)	26,650	13,800	(12,850)	27,500			96.9%
1400 Miscellaneous	1,950	0	(1,950)	34,770	0	(34,770)	0			0.0%
Eashing - Cemetery :- Income	12,810	3,683	(9,127)	78,735	22,098	(56,637)	44,000			178.9%
4014 Sexton Duties	0	0	0	685	0	(685)	0		(685)	0.0%
4015 Grave Digging	0	0	0	3,900	0	(3,900)	0		(3,900)	0.0%
4102 Property Maintenance	4,535	0	(4,535)	10,278	0	(10,278)	0		(10,278)	0.0%
4103 Maintenance Contracts	0	0	0	1,171	0	(1,171)	0		(1,171)	0.0%
4131 Rates	0	0	0	6,943	6,300	(643)	6,300		(643)	110.2%
4141 Water Service	11	20	9	68	120	52	240		172	28.3%
4162 Waste Removal	885	350	(535)	3,086	2,100	(986)	4,200		1,114	73.5%
4163 Domestic Supplies	0	0	0	86	0	(86)	0		(86)	0.0%
4171 Grounds Maintenance	10,283	2,900	(7,383)	24,649	17,400	(7,249)	34,600		9,951	71.2%
4172 Memorial Inspection	0	165	165	0	990	990	2,000		2,000	0.0%
4301 Equipment	0	0	0	433	0	(433)	0		(433)	0.0%
Eashing - Cemetery :- Indirect Expenditure	15,713	3,435	(12,278)	51,299	26,910	(24,389)	47,340	0	(3,959)	108.4%
Net Income over Expenditure	(2,903)	248	3,151	27,437	(4,812)	(32,249)	(3,340)			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>413 Eashing - Chapel</u>										
1200 Rent	0	0	0	70	0	(70)	0			0.0%
Eashing - Chapel :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>70</u>	<u>0</u>	<u>(70)</u>	<u>0</u>			
4102 Property Maintenance	0	100	100	120	600	480	1,200		1,080	10.0%
4103 Maintenance Contracts	119	100	(19)	238	600	362	1,200		962	19.8%
4111 Energy Costs	95	100	5	448	600	152	1,200		752	37.3%
4163 Domestic Supplies	0	0	0	30	0	(30)	0		(30)	0.0%
Eashing - Chapel :- Indirect Expenditure	<u>214</u>	<u>300</u>	<u>86</u>	<u>836</u>	<u>1,800</u>	<u>964</u>	<u>3,600</u>	<u>0</u>	<u>2,764</u>	<u>23.2%</u>
Net Income over Expenditure	<u>(214)</u>	<u>(300)</u>	<u>(86)</u>	<u>(766)</u>	<u>(1,800)</u>	<u>(1,034)</u>	<u>(3,600)</u>			
<u>415 Eashing - Lodge</u>										
1200 Rent	1,350	1,350	0	8,100	8,100	0	16,200			50.0%
Eashing - Lodge :- Income	<u>1,350</u>	<u>1,350</u>	<u>0</u>	<u>8,100</u>	<u>8,100</u>	<u>0</u>	<u>16,200</u>			<u>50.0%</u>
4102 Property Maintenance	0	100	100	235	600	365	1,200		965	19.6%
4103 Maintenance Contracts	0	0	0	0	0	0	100		100	0.0%
Eashing - Lodge :- Indirect Expenditure	<u>0</u>	<u>100</u>	<u>100</u>	<u>235</u>	<u>600</u>	<u>365</u>	<u>1,300</u>	<u>0</u>	<u>1,065</u>	<u>18.1%</u>
Net Income over Expenditure	<u>1,350</u>	<u>1,250</u>	<u>(100)</u>	<u>7,865</u>	<u>7,500</u>	<u>(365)</u>	<u>14,900</u>			
<u>421 Nightingale - Cemetery</u>										
1100 Interment	350	0	(350)	3,050	0	(3,050)	0			0.0%

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1101 Monument	150	0	(150)	380	0	(380)	0			0.0%
1102 Purchase of Grave Space	0	0	0	8,100	0	(8,100)	0			0.0%
Nightingale - Cemetery :- Income	500	0	(500)	11,530	0	(11,530)	0			
4103 Maintenance Contracts	0	0	0	700	700	0	700		0	100.0%
4131 Rates	0	0	0	334	300	(34)	300		(34)	111.4%
4141 Water Service	16	15	(1)	88	90	2	180		92	49.0%
4171 Grounds Maintenance	2,843	950	(1,893)	7,355	5,700	(1,655)	11,600		4,245	63.4%
4327 Publicity Advertising	0	0	0	180	0	(180)	0		(180)	0.0%
Nightingale - Cemetery :- Indirect Expenditure	2,859	965	(1,894)	8,657	6,790	(1,867)	12,780	0	4,123	67.7%
Net Income over Expenditure	(2,359)	(965)	1,394	2,873	(6,790)	(9,663)	(12,780)			
<u>423 Nightingale - Chapel</u>										
1200 Rent	5,000	5,000	0	5,000	5,000	0	5,000			100.0%
Nightingale - Chapel :- Income	5,000	5,000	0	5,000	5,000	0	5,000			100.0%
4102 Property Maintenance	0	100	100	184	100	(84)	200		16	92.2%
4103 Maintenance Contracts	241	55	(186)	360	330	(30)	660		300	54.6%
Nightingale - Chapel :- Indirect Expenditure	241	155	(86)	545	430	(115)	860	0	315	63.3%
Net Income over Expenditure	4,759	4,845	86	4,455	4,570	115	4,140			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>425</u> <u>Nightingale - Lodge</u>										
1200 Rent	1,050	1,050	0	6,300	6,300	0	12,600			50.0%
Nightingale - Lodge :- Income	1,050	1,050	0	6,300	6,300	0	12,600			50.0%
4102 Property Maintenance	1,165	0	(1,165)	1,415	0	(1,415)	0		(1,415)	0.0%
4103 Maintenance Contracts	0	50	50	0	300	300	600		600	0.0%
4161 Cleaning	0	0	0	42	40	(2)	40		(2)	104.2%
Nightingale - Lodge :- Indirect Expenditure	1,165	50	(1,115)	1,457	340	(1,117)	640	0	(817)	227.7%
Net Income over Expenditure	(115)	1,000	1,115	4,843	5,960	1,117	11,960			
Grand Totals:- Income	20,773	11,116	(9,657)	129,818	61,696	(68,122)	118,200			109.8%
Expenditure	49,192	6,585	(42,607)	142,747	64,790	(77,957)	117,930	0	(24,817)	121.0%
Net Income over Expenditure	(28,419)	4,531	32,950	(12,929)	(3,094)	9,835	270			
Movement to/(from) Gen Reserve	(28,419)			(12,929)						

Godalming Joint Burial Committee
Revised Estimates 2021/22 and Budget 2022/23

2020/21 Actual		2021/22 Budget £	2021/22 Revised Estimate £	2022/23 Budget £
	Employees			
5,539	Indirect employee expenses		4,585	11,550
	Premises Related Expenditure			
8,529	Repairs, alteration & maintenance of buildings	6,360	18,197	7,360
1,106	Energy costs	1,200	1,048	1,500
0	Rents	0	0	0
6,328	Rates	6,600	7,277	6,350
228	Water services	420	374	432
0	Fixtures and fittings			
4,706	Cleaning & domestic supplies	4,420	6,419	6,220
50,300	Grounds maintenance costs ¹	48,200	61,055	58,600
4,709	Premises insurance	5,000	4,065	5,000
5,000	Contribution to premises-related provisions ²	0	0	0
	Transport Related Expenditure			
1,031	Vehicle Expenses	1,500	1,493	4,200
25	Car allowances	500	277	500
	Supplies & Services			
15,084	Equipment, furniture and materials	9,000	50,001	9,000
1,535	Printing, stationery & general office expenses	0	0	0
21,673	Services	2,000	9,340	2,000
550	Professional Fees	800	875	800
29,680	Audit fees	29,680	39,776	40,000
284	Admin fees	300	216	300
19	Bank charges	0	247	240
0	Communications & computing	400	400	400
760	computers	1,000	1,330	1,150
	website			
	publicity			
0	Grants & Subscriptions	150	0	0
0	Contributions to provisions	0	0	0
791	Miscellaneous expenses	400	400	400
	Income			
0	Government Grants			
	Other grants etc	0	0	0
(164,458)	Customer & client receipts ³	(77,800)	(151,047)	(116,630)
(322)	Interest	(400)	(41)	(36)
(58,115)	Recharges ⁴	(40,000)	(45,240)	(40,000)
(65,018)	Net Expenditure (to/from revenue reserve)	(270)	11,047	(664)

Godalming Joint Burial Committee
Revised Estimates 2021/22 and Budget 2022/23

2020/21 Actual		2021/22 Budget £	2021/22 Revised Estimate £	2022/23 Budget £
Memoranda				
1. Grounds Maintenance				
	Eashing Maintenance Contract	33,100	38,300	36,100
	Nightingale Maintenance Contract	11,600	11,055	11,000
	Tree Maintenance	1,500	9,700	9,500
	Memorial Inspection	2,000	2,000	2,000
		<u>48,200</u>	<u>61,055</u>	<u>58,600</u>
2. Contribution to premises-related provisions				
	EMR Chapels	0	0	0
	EMR Cemeteries	0	0	0
	EMR Lodges	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>
3. Customer & client receipts				
(11,190)	Eashing Cemetery	(27,500)	(40,350)	(46,325)
(8,970)		(14,300)	(22,525)	(22,975)
(3,050)		(2,200)	(2,992)	(1,980)
(5,140)		0	(70)	0
(26,800)		(16,200)	(16,200)	(16,200)
	Nightingale Cemetery	0	(12,900)	0
		0	(3,050)	0
		0	(530)	0
		(5,000)	(5,000)	(5,000)
		(12,600)	(12,600)	(12,600)
		0	(34,830)	(11,550)
(1,223)	Miscellaneous Income	<u>0</u>	<u>(34,830)</u>	<u>(11,550)</u>
(56,373)		<u>(77,800)</u>	<u>(151,047)</u>	<u>(116,630)</u>
4. Recharges - Allocation between Constituent Authorities				
(61,521)	Godalming Town Council	(37,690)	(37,690)	(37,690)
(3,051)	Busbridge Parish Council	(2,310)	(2,310)	(2,310)
Recharges - Transfers from Earmarked Reserves				
	EMR Cemeteries		(5,240)	
	EMR Chapels	0	0	0
(64,572)		<u>(40,000)</u>	<u>(45,240)</u>	<u>(40,000)</u>
Band D equivalent number 2019/20				
	Godalming	9,240.7	9,240.7	9,240.7
	Busbridge	566.3	566.3	566.3
		<u>9807</u>	<u>9807</u>	<u>9807</u>

Godalming Joint Burial Committee
Revised Estimates 2021/22 and Budget 2022/23

Variation between 2021/22 Base Budget & 2021/22 Revised Estimate

	£
2021/22 Budget (Net)	270
Add additional income (Nightingale Cemetery)	16,480
Add additional income (Eashing Cemetery)	25,850
Add NNDR Rebate (net)	19,905
Less Equipment (Flail; Mower; Bier; Benches)	-14,414
Less Electric Van	-27,200
Less Tree Works	-9,700
Less Hedge Works	-2,500
Less EC Paving works	-4,535
Less Increased Admin Charges	-10,096
Less Green Waste Disposal	-4,000
Less roundings & minor adjustments	-1,107
2020/21 Revised Estimate (Net)	<u>-11,047</u>

Variation between 2021/22 Base Budget & 2022/23 Base Budget

	£
2021/22 Budget (Net)	270
Add additional income (Eashing Cemetery)	27,280
Less Electric Van operating costs	-2,700
Less Grounds Maintenance	-10,400
Less Increased Admin Charges	-10,320
Less Increased Property Maintenance	-1,000
Less Waste Disposal costs	-1,800
Less roundings & minor adjustments	-666
2022/23 Budget (Net)	<u>664</u>

Godalming Joint Burial Committee
Revised Estimates 2021/22 and Budget 2022/23

ACTUAL 2020/21

Godalming Joint Burial Committee

Actual Reserves at March 31 2021

	Balance c/f 31 March 2020 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2021 £
1 Revenue Surplus	63,294	66,768			130,062
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	23,000		2,500		25,500
4 EMR Lodges	35,071		2,500		37,571
5 EMR Cemeteries	60,883				60,883
	197,275	66,768	5,000	0	269,043

BUDGET 2021/22

Godalming Joint Burial Committee

Projection of Reserves to March 31 2022

	Balance b/f 1 April 2021 £	Deficit/Surplus from Revenue A/c £	Transfer from Revenue A/c £	Transfer to Revenue A/c £	Balance c/f 31 March 2022 £
1 Revenue Surplus	130,062				130,062
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	25,500				25,500
4 EMR Lodges	37,571				37,571
5 EMR Cemeteries	60,883				60,883
	269,043	0	0	0	269,043

Godalming Joint Burial Committee
Revised Estimates 2021/22 and Budget 2022/23

REVISED ESTIMATE 2021/22
Godalming Joint Burial Committee
Projection of Reserves to March 31 2022

	Balance b/f 1 April 2021	Deficit/Surplus from Revenue A/c	Transfer from Revenue A/c	Transfer to Revenue A/c	Balance c/f 31 March 2022
	£	£	£	£	£
1 Revenue Surplus	130,062	-11,047	-100,000		19,015
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	25,500				25,500
4 EMR Lodges	37,571				37,571
5 EMR Cemeteries	60,883			5,240	55,643
6 EMR Future Cemetery Provision	0		100,000		100,000
	269,043	-11,047	0	5,240	252,756

BUDGET 2022/23
Godalming Joint Burial Committee
Projection of Reserves to March 31 2023

	Balance b/f 1 April 2022	Deficit/Surplus from Revenue A/c	Transfer from Revenue A/c	Transfer to Revenue A/c	Balance c/f 31 March 2023
	£	£	£	£	£
1 Revenue Surplus	19,015	664			19,679
2 EMR Memorial Inspections	15,027				15,027
3 EMR Chapels	25,500				25,500
4 EMR Lodges	37,571				37,571
5 EMR Cemeteries	55,643				55,643
6 EMR Future Cemetery Provision	100,000				100,000
	252,756	664	0	0	253,420

GODALMING JOINT BURIAL COMMITTEE

Final Statistics as at 30 June 2021 and to date 30 October 2021

INTERMENTS

Eashing

Quarter Ending	<u>Godalming</u>			<u>Busbridge</u>			<u>Excepted Category</u>			<u>Non-Parishioners</u>			<u>Total</u>		
	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>
30-Jun-20	4	0	4	0	0	0	1	0	1	13	0	13	18	0	18
30-Sep-20	3	1	4	0	0	0	1	0	1	6	1	7	10	2	12
31-Dec-20	2	0	2	0	0	0	1	2	3	11	0	11	14	2	16
31-Mar-21	3	1	4	0	0	0	1	0	1	16	1	17	20	2	22
30-Jun-21	2	2	4	0	0	0	0	1	1	6	2	8	8	5	13
30-Sep-21	3	1	4	0	0	0	0	0	0	9	4	13	12	4	16
31-Dec-21	1		1			0			0	2	1	3			0
31-Mar-22			0			0			0			0			0

Nightingale

Quarter Ending	<u>Godalming</u>			<u>Busbridge</u>			<u>Excepted Category</u>			<u>Non-Parishioners</u>			<u>Total</u>		
	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>
30-Jun-20	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1
30-Sep-20	0	2	2	0	0	0	0	1	1	0	0	0	0	3	3
31-Dec-20	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
31-Mar-21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30-Jun-21	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
30-Sep-21	3	3	6	0	0	0	0	0	0	0	1	1	3	4	7
31-Dec-21			0			0			0			0			0
31-Mar-22			0			0			0			0			0

Total

Year Ending	<u>Godalming</u>			<u>Busbridge</u>			<u>Excepted Category</u>			<u>Non-Parishioners</u>			<u>Total</u>		
	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>	<u>Inhum-ations</u>	<u>Ashes</u>	<u>Total</u>
31-Mar-13	16	6	22	0	0	0	4	1	5	6	0	7	27	7	34
31-Mar-14	10	10	20	0	0	0	5	2	7	5	1	6	20	13	33
31-Mar-15	19	11	30	0	0	0	3	1	4	7	4	11	29	16	45
31-Mar-16	16	6	22	0	0	0	4	0	4	7	7	14	27	13	40
31-Mar-17	19	5	24	0	0	0	8	3	11	3	5	8	30	13	43
31-Mar-18	9	0	9	0	0	0	4	2	6	7	6	13	20	8	28
31-Mar-19	19	10	29	0	0	0	5	5	10	4	2	6	28	17	45
31-Mar-20	9	7	16	0	0	0	4	3	7	6	1	7	19	11	30
31-Mar-21	13	5	18	0	0	0	4	3	7	46	2	48	63	10	73
31-Mar-22	10	6	16	0	0	0	0	1	1	17	8	25	27	15	42

Plots Sold

Quarter Ending	<u>Eash</u>	<u>Natural</u>	<u>N'gale</u>	<u>AMA</u>	<u>Total</u>	<u>Year End Total</u>
2009/10	16	8	7		31	31
2010/11	13	6	22		41	41
2011/12	11	3	2		16	16
2012/13	14	5	12		31	31
2013/14	12	1	15		28	28
2014/15	14	1	19		34	34
2015/16	15	1	5		21	34
2016/17	13	9	2		24	24
2017/18	11	8	6		25	25
2018/19	24	1	4		29	29
2019/20	12	2	9		23	23
2020/21	18	4	3	43	68	68
30-Jun-21	2	0	0	6	8	
30-Sep-21	6	3	6	8	23	
31-Dec-21	2			2	4	
31-Mar-22						35

<u>Interments 10 Year Average</u>	
18/19	36
19/20	36
20/21	39
21/22	41

<u>Plots Sold 10 Year Average</u>	
2018/19	29
2019/20	29
2020/21	31
2021/22 to date	33

GODALMING JOINT BURIAL COMMITTEE

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the Codes of Conduct adopted by Godalming Town Council & Busbridge Parish Council).

As required by the Localism Act 2011 and the adopted Codes of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.