

GODALMING TOWN COUNCIL

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Godalming
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27 October 2023

I HEREBY SUMMON YOU to attend the EXTRAORDINARY **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 2 NOVEMBER 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery

Andy Jeffery
Town Clerk

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 Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Martin
Councillor Clayton	Councillor PS Rivers
Councillor Crooks	Councillor PMA Rivers
Councillor Crowe	Councillor Steel
Councillor Downey	Councillor Taylor
Councillor Heagin	Councillor Thomson
Councillor Holliday	Councillor Williams
Councillor Kiehl	

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 12 October 2023, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

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

RFO 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 invoices relating to these payments are available in the Council's office 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. CEMETERY FEES & CHARGES

Recommendation: Members are requested to resolve to agree for Cemetery Fees & Charges applicable from 1 April 2024.

Further to this committee's discussion of 12 October 2023, Members requested the following information (Min No 310-23 refers):

- a) An estimate of the number of unsold plots at Eashing Cemetery.
- b) A benchmarking report of cemetery charges of burial authorities in surrounding areas; and

In relation to point a) the estimated number of unsold plots within Eashing Cemetery is shown below, along with the 10-year average to 31 March 2023 of plots sold within each area and estimated time to capacity based on current usage within Eashing Cemetery:

- Main Cemetery – 6,500 (28–232 years)
- AMA – 368 (35 = 10.5 years)

It should be noted that the 10-year average for the number of funerals within the main cemetery is higher than the number of plots sold, throughout a year there will be a number of interments into pre-purchased and family grave spaces.

The cemetery fees and charges proposed on 12 October (7% resident increase and non-resident increased to 75%) is attached for the information of Members. Additionally, a comparative report regarding point b) that also provides a proposal for a three-tier fee structure based on a 7% increase to resident fees, a Waverley & Guildford Residents' rate

at double the resident costs, and a Residents of Other Areas option with the primary fees being at three times the Residents' rate.

8. COMMUNICATIONS ARISING FROM THIS MEETING

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

9. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 23 November 2023 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

10. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM 11 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E COMMERCIAL-IN CONFIDENCE

11. SERVICE LEVEL AGREEMENTS

On 7 September 2023, having made an initial consideration of Service Level Agreement applications, Members reconfirmed their commitment to the aims and activities of all four SLA applicants. In doing so, as The Wharf Nursery had met all previous reporting requirements and had reduced the amount requested, Members unanimously agreed to award The Wharf Nursery an SLA for £3,000 per annum on the current terms.

For the remaining applicants – Members agreed that further meetings be held with each applicant and that an outcome and recommendation report be brought to this committee.

Following meetings with the applicants, Members are requested to consider the attached confidential report and supporting documents and are requested to agree the recommendations contained therein.

Members to note the commercial-in-confidence nature of the report and supporting documents, which is in place due to the on-going negotiations.

GODALMING TOWN COUNCIL
CEMETERY FEES AND CHARGES EFFECTIVE FROM 1 APRIL 2024
(Resident Increase of 7%, Non-Resident increased to 75%)

EASHING CEMETERY		
EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	Resident & Excepted Category Fees	Non-Resident Fees
In an earthen grave 9 feet by 4 feet*	£825 (880)	£1,360 (1540)
In an earthen grave 6 feet by 3 feet (for children under 12)*	£330 (355)	£530 (620)
Cremated remains in an earthen grave 2 feet by 2 feet within main cemetery (limited plots to complete existing rows)	£330 (355)	£530 (620)
Cremated remains in an earthen grave 6 feet by 3 feet within main cemetery (plot to accept 4 sets of cremated remains)	£600 (640)	£960 (1120)
INTERMENTS For the interment into a purchased grave. (The fees indicated exclude the digging of the grave):-	Resident & Excepted Category Fees	Non-Resident Fees
Of the body of a child not exceeding 18 years*	£385 (410)	£610 (720)
Of the body of a person exceeding 18 years	£385 (410)	£610 (720)
Of an urn or casket containing the cremated into an existing purchased grave space	£330 (355)	£530 (620)
A surcharge will be applied for Weekend and Bank Holiday interments. Notification of cost upon application.		
INTERMENTS IN A COMMON GRAVE – ALL COMMON GRAVES ARE OWNED BY THE CEMETERY AND HAVE OTHER INTERMENTS IN THE GRAVE (Fees indicated exclude the digging of the grave).	Resident & Excepted Category Fees	Non-Resident Fees
Of the body of a person exceeding 18 years	£450 (480)	£720 (840)
CHAPEL GARDEN OF REMEMBRANCE – CREMATED REMAINS (Ashes)	Resident & Excepted Category Fees	Non-Resident Fees
First interment of an urn of casket containing cremated remains, 50-year exclusive right of burial, grave digging fee and memorial headstone permit. (Memorial headstone to be no bigger than 450mm (H) x 450mm (W) x 300mm (D)) *	£550 (590)	£880 (1032)
Second interment	£330 (355)	£530 (620)
Additional inscription or other change to tablet	£88 (95)	
NATURAL BURIAL AREA (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	Resident & Excepted Category Fees	Non-Resident Fees
Earthen grave 9 feet by 4 feet single depth graves only	£935 (1000)	£1500 (1750)
Tree to be purchased or planted	POA	POA
N.B. interment costs as above		
USE OF EASHING CEMETERY CHAPEL	Resident & Excepted Category Fees	Non-Resident Fees
Eashing Cemetery Chapel for Funeral Service	£100 (100)	

*Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.

NIGHTINGALE CEMETERY

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	Resident & Excepted Category Fees	Non-Resident Fees
In an earthen grave 9 feet by 4 feet*	£2000 (2140)	-
Cremated remains in an earthen grave 2 feet by 2 feet within main Cemetery	£660 (710)	£1050 (1240)
N.B. interment costs as above		

MEMORIALS – ALL CEMETERIES

For the right (for 30 years or until the expiry of burial rights, whichever is the earlier) to erect or place on a grave in respect of which the exclusive right of burial has been granted	Resident & Excepted Category Fees	Non-Resident Fees
A headstone or footstone (including kerbstone & Chippings) not exceeding 5ft in height.	£165 (175)	
A freestanding vase or additional tablet not exceeding 12 inches in height	£88 (95)	
Additional inscription or other change to a tablet or headstone	£88 (95)	
Garden Wall of Remembrance: Permission to erect standard Memorial Tablets in York Stone, White Marble and Nabresina 15 inches wide by 9 inches High	£88 (95)	
NB: Memorials and kerb sets in Nightingale Cemetery shall be constructed of York Stone, Portland Stone, Nabresina, Purbeck, dark Grey Eggshell Granite, or Karin Grey Eggshell Granite only		

OTHER CEMETERY FEES

	Resident & Excepted Category Fees	Non-Resident Fees
Purchase of additional 10 years of Exclusive Rights of Burial (may only be purchased after expiry of first 10 years and total period of outstanding Exclusive Rights shall not exceed 50 years)	£220 (235)	£350 (410)
Transfer of Ownership (other than as part of funeral arrangements)	£50 (55)	
Permission to build a brick vault grave	POA	
Administrative fee for the 'buy back' of pre-purchased graves and Exclusive Rights = 15% of current purchase price + VAT)		
Additional fees may be applicable for additional requirements not listed above, all additional fees are to be agreed in writing and paid in advance of burial		

Resident & Excepted Category Fees apply only to:

- (a) Applicants who reside within the Godalming or Busbridge Parish boundaries.
- (b) Original owners of Exclusive Rights of Burial purchased prior to 1 January 2019.
- (c) The Exclusive Right of Burial is owned by the surviving spouse/civil partner who is a resident of Godalming or Busbridge (if the grave is owned by anyone other than a surviving spouse/civil partner, a non-resident fee would be payable).
- (d) The deceased was originally a Godalming or Busbridge resident and moved out of the area to live in a nursing/care home outside the town (proof of prior residency may be required and the final decision is made at Godalming Town Council's discretion).

FEES AND CHARGES 2023/24 COMPARATOR

(2024/25 Fee Proposals shown in Red - Resident Increase of 7%, Waverley & Guildford Rate = 200% of Resident Rate, Other Areas Rate = 300% of Resident Rate)

Comparative Costs for Purchase of EROB & First Interment:

Eashing	GTC Resident - £1,290	Waverley & Guildford - £2,610	Residents Other Areas - £3,870 (+ Grave Digging Fee)
Guildford	GBC Resident - £3,185		Non-Resident - £6275
Farnham	FTC Resident - £2,995		Non-Resident - £5,990 (+ Grave Digging Fee)
Rushmore (Aldershot)	RBC Resident - £4,166		Non-Resident - £8,332
Merton/Sutton Joint Cemetery	MSJC Resident - £4,225		Non-Resident - £7410

EASHING CEMETERY							
<u>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</u> (Including the Deed of Grant of Exclusive Right of Burial (EROB) for a period of 50 years)	Resident & Excepted Category	Waverley & Guildford Resident	Residents of Other Areas	GBC Resident (Non-Resident)	FTC Resident (Non-Resident)	RBC Resident (Non-Resident)	MSJCB Resident (Non-Resident)
In an earthen grave 9 feet by 4 feet*	£825(880)	£1760	£2640	£2150(4205)	£2445(4890)	£2234(4468) 30 years	£2600(4560)
In an earthen grave 6 feet by 3 feet (for children under 12)*	£330(355)	£710	£1005	N/A	£370(740)	£1037(2074)	N/A
Cremated remains in an earthen grave 2 feet by 2 feet Within main cemetery (limited plots to complete existing rows)	£330(355)	£710	£1005	£630(1250)	£555(1110)	£1220(2440)	£1750(3176)
Cremated remains in an earthen grave 6 feet by 3 feet within main cemetery (plot to accept 4 sets of cremated remains)	£600(640)	£1280	£1920	N/A	N/A	N/A	N/A
<u>INTERMENTS</u> For the interment into a purchased grave. (The fees indicated exclude the digging of the grave)							
Of the body of a child not exceeding 18 years*	£385(410)	£820	£1230	No Charge	No Charge	No Charge	£1250(2185)#
Of the body of a person exceeding 18 years	£385(410)	£820	£1230	£1035(2070) #	£550(1100)	£1932(3864)#	£1625(2850)#
Of an urn or casket containing the cremated into an existing purchased grave space	£330(355)	£710	£1005	£400(800)#	£395(800)	£1220(2440)#	£450(450)#
A surcharge will be applied for Weekend and Bank Holiday interments. Notification of cost upon application.							

*Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.

#Includes grave digging

INTERMENTS IN A COMMON GRAVE – ALL COMMON GRAVES ARE OWNED BY THE CEMETERY AND HAVE OTHER INTERMENTS IN THE GRAVE (Fees indicated exclude the digging of the grave).	Resident & Excepted Category	Waverley & Guildford Resident	Residents of Other Areas	GBC Resident (Non-Resident)	FTC Resident (Non-Resident)	RBC Resident (Non-Resident)	MSJCB Resident (Non-Resident)
Of the body of a person exceeding 18 years	£450(480)	£960	£1440	£530(530)	N/A	N/A	£1250(2185)
CHAPEL GARDEN OF REMEMBRANCE – CREMATED REMAINS (Ashes)							
First interment of an urn of casket containing cremated remains, 50-year exclusive right of burial, grave digging fee and memorial headstone permit. (Memorial headstone to be no bigger than 450mm (H) x 450mm (W) x 300mm (D)) *	£550(590)	£1180	£1770	£400 (800)	£950(1900)	£1846(3692)	N/A
Second Interment	£330(355)	£710	£1065	£400 (800)	£335(670)	£626(1252)	N/A
Additional inscription or other change to tablet	£95			N/A	N/A	£170	N/A
NATURAL BURIAL AREA (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)							
Earthen grave 9 feet by 4 feet single depth graves only	£935(1000)	£2000	£3000	N/A	N/A	N/A	N/A
Tree to be purchased or planted	POA	POA	POA	N/A	N/A	N/A	N/A
N.B. interment costs as above							
USE OF EASHING CEMETERY CHAPEL	All Categories						
Eashing Cemetery Chapel for Funeral Service	£100				N/A	N/A	N/A

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#Includes grave digging

NIGHTINGALE CEMETERY							
<u>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</u> (Including the Deed of Grant of Exclusive Right of Burial for a period of 50 years)	Resident & Excepted Category	Waverley & Guildford Resident	Residents of Other Areas	GBC Resident (Non-Resident)	FTC Resident (Non-Resident)	RBC Resident (Non-Resident)	MSJCB Resident (Non-Resident)
In an earthen grave 9 feet by 4 feet*	£2000(2140)	-		N/A	N/A	N/A	N/A
Cremated remains in an earthen grave 2 feet by 2 feet within main Cemetery	£660(710)	£1420	£2130	N/A	N/A	N/A	N/A
N.B. interment costs as above							
MEMORIALS – ALL CEMETERIES							
For the right (for 30 years or until the expiry of burial rights, whichever is the earlier) to erect or place on a grave in respect of which the exclusive right of burial has been granted	All Categories			GBC All Categories	FTC All Categories	RBC All Categories	MSJCB All Categories
A headstone or footstone (including kerbstone & Chippings) not exceeding 5ft in height.	£165(175)			£250	£300	£383	£316
A freestanding vase or additional tablet not exceeding 12 inches in height	£88(95)			£120	N/A	£383	£130
Additional inscription or other change to a tablet or headstone	£88(95)			£235	£115	£170	£130
Garden Wall of Remembrance: Permission to erect standard Memorial Tablets in York Stone, White Marble and Nabresina 15 inches wide by 9 inches High	£88(95)			N/A	N/A	N/A	N/A
NB: Memorials and kerb sets in Nightingale Cemetery shall be constructed of York Stone, Portland Stone, Nabresina, Purbeck, dark Grey Eggshell Granite, or Karin Grey Eggshell Granite only							

*Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.

#Includes grave digging

OTHER CEMETERY FEES							
	Resident & Excepted Category	Waverley & Guildford Resident	Residents of Other Areas	GBC All Categories	FTC Resident (Non-Resident)	RBC All Categories	MSJCB All Categories
Purchase of additional 10 years of Exclusive Rights of Burial (may only be purchased after expiry of first 10 years and total period of outstanding Exclusive Rights shall not exceed 50 years)	£220(235)	£470	£705	N/A	£225(450) 5 years	?	?
Transfer of Ownership (other than as part of funeral arrangements)	£50(55)			£105	£75	£198	£125
Permission to build a brick vault grave	POA			N/A	N/A	N/A	N/A
Administrative fee for the 'buy back' of pre-purchased graves and Exclusive Rights = 15% of current purchase price + VAT)							
Additional fees may be applicable for additional requirements not listed above, all additional fees are to be agreed in writing and paid in advance of burial							

Resident & Excepted Category Fees apply only to:

- Applicants who reside within the Godalming or Tusesley & Munstead parish boundaries and pay the parish precept element of Council Tax for either of those areas.
- Original owners of Exclusive Rights of Burial purchased prior to 1 January 2019.
- The Exclusive Right of Burial is owned by the surviving spouse/civil partner who is a resident of Godalming or Tusesley & Munstead (if the grave is owned by anyone other than a surviving spouse/civil partner, the appropriate non-resident fee would be payable).
- The deceased was originally a Godalming or Tusesley & Munstead parish resident and moved out of the area to live in a nursing/care home outside of those areas (proof of prior residency may be required and the final decision is made at Godalming Town Council's discretion).

*Fees are not payable by the person arranging the funeral of a child under the age of 18 where the fees are recoverable via the Government's Children's Funeral Fund.

#Includes grave digging

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (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 Interests	Other Registerable Interests (Non-Pecuniary Interests)	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 registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.