

Chesterfield and District Joint Crematorium Committee

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The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

Please ask for Donna Cairns

Direct Line 01246 345277
Fax 01246 345252

11 September 2015

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 21 SEPTEMBER 2015 at 3.30 pm in Chesterfield and District Joint Crematorium, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Interest by Members and Officers relating to items on the Agenda
2. Apologies for Absence
3. Minutes of the Joint Crematorium Committee held on 22 June 2015 (Pages 5 - 10)
4. Budget Monitoring Report - Period 5 (Pages 11 - 18)
5. Local Government Act 1972- Exclusion of the public

To move 'That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 3 of Part 1 of Schedule 12A to the

Local Government Act 1972' on the grounds that it contains information relating to financial or business affairs.

Part 2 (Non-Public Information)

6. Bereavement Service Manager's Report (Pages 19 - 22)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Monday, 22nd June, 2015

Present:-

Councillor Ludlow (Chair)

Councillors Bagley
Blank

Councillors A Diouf
Kerry

1 APPOINTMENT OF CHAIR (TO BE APPOINTED FROM CHESTERFIELD BOROUGH COUNCIL)

RESOLVED –

That Councillor Ludlow be appointed Chair of the Committee for 2015/16.

(Councillor Ludlow then took the Chair.)

2 APPOINTMENT OF VICE-CHAIR (TO BE APPOINTED FROM NORTH EAST DERBYSHIRE DISTRICT COUNCIL)

RESOLVED –

That Councillor Kerry be appointed Vice-Chair of the Committee for 2015/16.

3 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS RELATING TO ITEMS ON THE AGENDA

No declarations were received.

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Austen, Murray-Carr, Baxter, Ritchie, and Huckle.

5 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 23 MARCH 2015

RESOLVED –

That the Minutes of the Joint Crematorium Committee on 23 March 2015 be approved as a true record and signed by the Chair.

6 FEDERATION OF BURIAL AND CREMATION AUTHORITIES - REPRESENTATION ON EXECUTIVE COMMITTEE

The Committee discussed the possibility to nominate a representative to the Executive Committee of the Federation of Burial and Cremation Authorities. Further information on the Executive Committee was requested for a nomination to be considered in future years.

RESOLVED –

That no nominations be made from this Committee for 2015/16.

7 ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

The Treasurer to the Committee and the Bereavement Services Manager submitted a report on the final accounts of the Joint Committee for the year ended 31st March 2015, including the revenue account and balance sheet.

The report also contained explanations for significant variations from the approved budget.

Details were outlined in Table 2 to the report of schemes proposed to be carried forward to 2015/16.

Information was given on six useable reserves shown in the balance sheet:

- Revenue Reserve
- Mercury Abatement Reserve
- Equipment Reserve
- Organ Reserve
- Cremator Repairs Reserve
- Capital Improvement Reserve

A redistribution of £200k had been made to the constituent authorities from the 2014/15 underspend and a similar redistribution had been budgeted for in future years.

A copy of the Annual Audit Return for the Crematorium required the signature of the Chair, acknowledging the approval of the Statement of Accounts by the Committee. The Annual Governance Statement required Members to formally consider each statement and acknowledge their responsibilities for internal control.

The Committee praised the management and staff of the crematorium in achieving the current financial position.

RESOLVED –

- 1) That the report be noted and the Statement of Accounts be approved.
- 2) That the carry forward request for a new telephone line be approved.
- 3) That the responsibilities for internal control be acknowledged and the Annual Governance Statement at Appendix E to the report be approved.

REASON FOR DECISIONS

To update the Committee on the financial position of the Crematorium.

8 LOCAL GOVERNMENT ACT 1972- EXCLUSION OF THE PUBLIC

RESOLVED –

That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 3 of Part 1 of Schedule 12A to the Local Government Act 1972' on the grounds that it contains information relating to financial or business affairs.

9 BEREAVEMENT SERVICES MANAGER'S REPORT

The Bereavement Service Manager submitted a report on matters relating to the operation of the Crematorium.

Information on cremations for the year, together with a comparison of income for 2013/14 against 2014/15 was provided.

The report also included details of a Condition Survey carried out on the fabric of the buildings on the crematorium grounds, excluding the crematorium lodge. A couple of other surveys were also on-going. The recommendations would be considered with the Management Plan review. Funding for the suggested works would come from current reserves.

The review of the Crematorium Management Plan during 2015 was outlined, including consultation with funeral directors, ministers and members of the public. The results of the review would be submitted to the Joint Committee in December 2015.

The report also detailed the results of the tenders for works to improve the office accommodation and the heating system as well as the boiler replacement. The costs of these works were to be met from unallocated reserves.

It was reported that the annual Service of Remembrance and Open Day was planned for Sunday 28 June.

The Crematorium had recently been judged for the national Green Flag Awards and the official results were expected soon. Positive feedback had already been received, with praise for the commitment of the staff, the standards of maintenance and service and the interaction with the local community.

Approval was also sought for the updated Risk Register.

Nominations for charities to receive donations from the ICCM recycling fund were discussed. The Bereavement Services Manager was to circulate information on suggested charities and a list would be agreed from which nominations could be made in future.

RESOLVED –

- 1) That the report be noted.
- 2) That approval be given for the expenditure on both the office accommodation and new boiler and heating works as described in the report.
- 3) That the risk register be approved.

REASON FOR DECISIONS

To ensure the ongoing quality, cost effectiveness and safe operation of the service.

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FOR PUBLICATION

BUDGET MONITORING PERIOD 5

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 21 SEPTEMBER, 2015

REPORT BY: BEREAVEMENT SERVICES MANAGER
CLERK & TREASURER

FOR PUBLICATION:

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Budget Monitoring Report Period 5 - 2015

LOCATION: Accountancy Section

1.0 PURPOSE OF REPORT

1.1 To report the budget monitoring position as at the end of August 2015.

2.0 PERIOD 5 BUDGET MONITORING

2.1 Appendix A shows the Budget Monitoring for Period 5. The Original Budget was approved at the 8 December 2014 meeting, but does not include the carry forwards of £8,100 approved at the 22 June 2015 meeting. There is currently a favourable profiled variance of £102,460.

2.2 Details of the variances from the profiled budgets are shown below:

- **Employee costs** are under profile by £4,910. This is due to one of the cremation technician posts being frozen. This situation is being kept under review.

- **Premises costs** are over profile by £727. This consists of:
 - Repairs to Cremators – over-spent by £17,062. This will be funded from the repairs reserve at the year end.
 - General repairs – under-spent by £4,020.
 - General maintenance – under-spent by £10,450.
 - Utilities – under-spent by £1,865. It should be noted that an under-spend on business rates has been offset by an over-spend on water charges caused by a water leak however the possibility of a refund is being investigated.
- **Transport** costs are under profile by £1,216, mainly on car allowances and fuel costs so far this year.
- **Supplies and Services** costs are under profile by £2,292. This consists of:
 - Medical Referees and Organist Fees – over-spent by £1,125 due to the number of cremations carried out being over profile (see income).
 - General Equipment and Furniture – over-spent by £2,733. This is due to the fact that the annual fee for the Wesley Music System has been paid for the whole year.
 - General Supplies and Services – underspend of £6,150 in other areas e.g. general materials, kerbstones, telephone expenses etc.
- **Agency and Contracted Services** – building cleaning costs are over profile by £305.
- **Income** is over profile by £95,074. This consists of:
 - Cremation fees (inc. Medical Referees and Mercury Abatement) – over profile by £102,560. This is due to the number of cremations carried out being approximately 198 more than planned. As previously reported, last year the budget was decreased to compensate for the anticipated drop in numbers due to the building of the new crematorium at Swanwick.

- All Memorial Income – under profile by £5,796. New memorials have now been installed and will formally be launched when the new administration office is opened. Invoicing for memorials is behind schedule due to staffing issues which are in the process of being resolved.
- Other Income – under profile by £1,690.

2.3 In conclusion at this stage it is anticipated that the outturn for the year should come in under the original budget. All the above issues will be taken into account when the revised budget is prepared and presented to the committee on the 14 December 2015.

3.0 RECOMMENDATION

3.1 That the report be noted.

4.0 REASON FOR RECOMMENDATION

4.1 In order that the Committee is kept informed of the current financial position of the Joint Crematorium.

**B DAWSON
HEAD OF FINANCE**

**A DUNN
BEREAVEMENT SERVICES MANAGER**

Further information on this report can be obtained from David Corker,
Accountancy Services ext 2010.

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BUDGET MONITORING REPORT - BY COST CENTRE

Appendix A

Account Code	Description	Original Budget 2015 (£)	Latest Budget 2015 (£)	Profiled Budget 2015 (£)	Actual YTD 2015 (£)	Variance Profiled 2015 (£)	Adverse / Favourable	Variance %	Variance Original 2015 (£)
1499 Chesterfield Joint Crematorium 201501 - 201505									
1301	General Salaries	109,190	0	45,496	48,281	(2,785)	ADV	-6%	60,909
1302	Overtime-Salaried Staff	1,800	0	750	83	667	FAV	89%	1,717
1304	Agency/Consultancy Fees	0	0	0	116	(116)	ADV	0%	(116)
1310	General Wages	83,810	0	34,921	29,299	5,622	FAV	16%	54,511
1311	Overtime-Wage Earners	16,160	0	6,733	10,320	(3,587)	ADV	-53%	5,840
1313	Wages-Sick Pay	0	0	0	333	(333)	ADV	0%	(333)
1314	Wages-Holiday Pay	13,470	0	5,613	2,534	3,079	FAV	55%	10,936
1340	N.I.-Salaried Staff	7,080	0	2,950	3,242	(292)	ADV	-10%	3,838
1341	N.I.-Wage Earners	10,760	0	4,483	3,500	984	FAV	22%	7,260
1350	Superann-Salaried Staff	16,460	0	6,858	7,522	(664)	ADV	-10%	8,938
1351	Superann-Wage Earners	10,200	0	4,250	3,884	366	FAV	9%	6,316
1352	Past Service Costs	26,000	0	10,833	9,000	1,833	FAV	17%	17,000
1366	First Aid Allowances	130	0	54	44	10	FAV	19%	86
1390	Training Costs - Employees	1,500	0	625	499	126	FAV	20%	1,001
Employee Expenses		296,560	0	123,567	118,656	4,910	FAV	4%	177,904
2100	General Repairs	24,520	0	10,217	1,760	8,457	FAV	83%	22,760
2103	Roof	0	0	0	156	(156)	ADV	0%	(156)
2104	Plumbing	0	0	0	574	(574)	ADV	0%	(574)
2112	Heating & Ventilation Rep/Mtce	0	0	0	336	(336)	ADV	0%	(336)
2113	Electrical Repairs/Maintenance	0	0	0	1,736	(1,736)	ADV	0%	(1,736)
2115	External Doors	0	0	0	80	(80)	ADV	0%	(80)
2120	Drainage	0	0	0	480	(480)	ADV	0%	(480)
2172	Boilers-Prog	0	0	0	893	(893)	ADV	0%	(893)
2179	Fire & Intruder Alarms-Prog	0	0	0	109	(109)	ADV	0%	(109)
2180	Drainage-Prog	0	0	0	73	(73)	ADV	0%	(73)
2192	Repairs to Cremators	0	0	0	17,062	(17,062)	ADV	0%	(17,062)
2201	Trees and Shrubs	16,100	0	6,708	(1,328)	8,036	FAV	120%	17,428
2204	General Grounds Maintenance	340	0	142	0	142	FAV	100%	340
2216	Electricity	11,290	0	3,763	3,571	192	FAV	5%	7,719
2217	Gas	47,300	0	11,825	10,372	1,453	FAV	12%	36,928
2227	NNDR	48,900	0	48,900	45,504	3,396	FAV	7%	3,396
2228	Water Charges (Metered)	2,700	0	1,125	2,636	(1,511)	ADV	-134%	64
2230	Sewerage & Environmental Charges	2,550	0	1,063	2,727	(1,665)	ADV	-157%	(177)
2238	Burglar Alarm	5,340	0	2,225	306	1,920	FAV	86%	5,035
2247	Window Cleaning	750	0	313	33	279	FAV	89%	717
2249	Refuse Collection Charges	1,630	0	1,630	1,586	44	FAV	3%	44
2252	Boiler/Engineering Insurance	70	0	29	0	29	FAV	100%	70
Premises Related Expenses		161,490	0	87,939	88,666	(727)	ADV	-1%	72,824

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3901	Rep/Mtce of Transport/Plant	150	0	63	0	63	FAV	100%	150
3902	Petrol	1,730	0	721	50	671	FAV	93%	1,680
3928	Car Allowances - Employees	2,000	0	833	352	482	FAV	58%	1,648
3931	General Transport Insurance	1,270	0	0	0	0	FAV	0%	1,270
Transport Related Expenses		5,150	0	1,617	401	1,216	FAV	75%	4,749
4101	Office Equipment & Furniture	11,090	0	4,621	7,354	(2,733)	ADV	-59%	3,736
4125	First Aid Equipment	30	0	13	0	13	FAV	100%	30
4160	Urns	3,500	0	1,458	1,395	63	FAV	4%	2,105
4161	Memorial Plates	4,000	0	1,667	843	824	FAV	49%	3,157
4162	Entries in Book of Remembrance	2,230	0	929	2,120	(1,191)	ADV	-128%	110
4163	Miniature Bks of Rem(Standard)	420	0	175	0	175	FAV	100%	420
4164	Memorial Cards	0	0	0	27	(27)	ADV	0%	(27)
4166	Memorial Kerbstones	6,160	0	2,567	1,071	1,496	FAV	58%	5,089
4199	Roses/Shrubs/Trees/Seats	3,000	0	1,250	1,200	50	FAV	4%	1,800
4204	General Equipment/Materials	7,260	0	3,025	1,035	1,990	FAV	66%	6,225
4243	Vending Machine Provisions (Snacks)	700	0	292	19	272	FAV	93%	681
4245	Clothing and Uniforms	1,200	0	500	1,281	(781)	ADV	-156%	(81)
4247	Books & Publications	2,380	0	992	0	992	FAV	100%	2,380
4264	Printing & Stationery	4,700	0	1,958	2,232	(274)	ADV	-14%	2,468
4299	Medical Referees Fees	45,000	0	18,750	19,382	(632)	ADV	-3%	25,618
4301	Organists Fees	8,800	0	3,667	4,160	(493)	ADV	-13%	4,640
4305	Professional Services	7,650	0	3,188	2,395	793	FAV	25%	5,255
4330	Postage & Franking Machines	2,500	0	1,042	1,573	(532)	ADV	-51%	927
4337	Telephone Expenses	3,900	0	1,625	225	1,400	FAV	86%	3,675
4348	Software Purchase/Licence	11,910	0	0	162	(162)	ADV	0%	11,748
4365	Subsistence	950	0	396	68	328	FAV	83%	883
4402	Other Subscriptions	1,070	0	446	597	(151)	ADV	-34%	473
4411	Other Insurances	11,210	0	11,210	11,596	(386)	ADV	-3%	(386)
4415	Advertising	830	0	346	0	346	FAV	100%	830
4428	Env.Protection Act Licence	1,670	0	696	0	696	FAV	100%	1,670
4448	Bank Charges	300	0	125	256	(131)	ADV	-105%	44
4453	Miscellaneous Expenses	1,000	0	417	69	347	FAV	83%	931
4493	Contrib to Grds Maint Reserve	5,360	0	0	0	0	FAV	0%	5,360
4507	Cont. to Cap Improvement Reserve	172,000	0	0	0	0	FAV	0%	172,000
4516	Cont To Organ Reserve	1,500	0	0	0	0	FAV	0%	1,500
4518	Contribution to Cremator Repairs fund	65,000	0	0	0	0	FAV	0%	65,000
Supplies & Services		387,320	0	61,352	59,060	2,292	FAV	4%	328,260

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5011 Building Cleaning		10,350	0	3,450	3,755	(305)	ADV	-9%	6,595
Agency & Contracted Services		10,350	0	3,450	3,755	(305)	ADV	-9%	6,595
9030 Chesterfield Borough Council		5,990	0	0	0	0	FAV	0%	5,990
9031 North East Derbyshire D.C.		62,000	0	0	0	0	FAV	0%	62,000
9032 Bolsover District Council		28,000	0	0	0	0	FAV	0%	28,000
9047 Miscellaneous Income		(250)	0	(104)	0	(105)	ADV	100%	(250)
9062 Recharges		(15,210)	0	0	0	0	FAV	0%	(15,210)
9106 Vending Sales (Drinks)		(200)	0	(83)	0	(83)	ADV	100%	(200)
9111 Sale of Urns		(120)	0	(50)	0	(50)	ADV	100%	(120)
9123 Sales-Memorials		(25,000)	0	(10,417)	(1,417)	(9,000)	ADV	86%	(23,583)
9181 Memorial Planting-Roses		(4,000)	0	(1,667)	(2,453)	786	FAV	-47%	(1,548)
9182 Memorial Planting-Trees		(1,360)	0	(567)	(858)	292	FAV	-51%	(502)
9183 Memorial Planting-Bulbs		(650)	0	(271)	(43)	(228)	ADV	84%	(607)
9184 Roses-Readoptions		(5,000)	0	(2,083)	(423)	(1,660)	ADV	80%	(4,577)
9185 Memorial Plates		(730)	0	(304)	(577)	272	FAV	-90%	(153)
9186 Book of Remembrance Entries		(13,540)	0	(5,642)	(4,797)	(845)	ADV	15%	(8,743)
9187 Scattering Ashes		(3,000)	0	(1,250)	(1,480)	230	FAV	-18%	(1,520)
9188 Chapel of Rest		(1,500)	0	(625)	(494)	(131)	ADV	21%	(1,006)
9189 Temporary Deposit of Ashes		(10)	0	(4)	0	(4)	ADV	100%	(10)
9190 Cremation Fee		(951,410)	0	(365,927)	(455,540)	89,613	FAV	-24%	(495,870)
9191 Crematorium Seats-Purchase		(1,990)	0	(829)	(162)	(667)	ADV	81%	(1,828)
9192 Crematorium Seats-Maintenance		(480)	0	(200)	(779)	579	FAV	-290%	299
9193 Organ and Organist's Fee		(15,400)	0	(6,417)	(5,160)	(1,257)	ADV	20%	(10,240)
9209 Trees - Re-adoption		(1,620)	0	(675)	(1,452)	777	FAV	-115%	(168)
9215 Memorial Kerb Units		(12,000)	0	(5,000)	(5,828)	828	FAV	-17%	(6,173)
9236 Readoption of Memorial Kerbs		(5,460)	0	(2,275)	(5,346)	3,071	FAV	-135%	(114)
9256 General Rents		(3,840)	0	0	0	0	FAV	0%	(3,840)
9266 Medical Referee's Fee (CREM)		(34,600)	0	(13,308)	(17,338)	4,030	FAV	-30%	(17,262)
9268 Mercury Abatement Surcharge		(76,500)	0	(29,423)	(38,340)	8,917	FAV	-30%	(38,160)
9286 Wesley Digital Media		0	0	0	290	(290)	ADV	0%	(290)
9300 Revenue Balances		(8,900)	0	0	0	0	FAV	0%	(8,900)
Income		(1,086,780)	0	(447,120)	(542,195)	95,074	FAV	-21%	(544,585)
		(225,910)	0	(169,197)	(271,657)	102,460	FAV	-61%	(1)

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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