

**CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE****Monday, 22nd June, 2015**

Present:-

Councillor Ludlow (Chair)

Councillors Bagley  
BlankCouncillors 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 31<sup>st</sup> 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.