



Please ask for Rachel Lenthall
Direct Line: 01246 345277
Email committee.services@chesterfield.gov.uk

The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

30 September 2016

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 10 OCTOBER 2016 at 1.00 pm in Committee Room 2, Town Hall, Rose Hill, 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 16 June, 2016 (Pages 3 - 6)
4. Budget Monitoring Report - Period 5 (Pages 7 - 12)
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.

6. Bereavement Service Manager's Report

- *Report to follow*

7. Crematorium Delivery Options

- *Report to follow*

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', with a stylized flourish at the end.

Local Government and Regulatory Law Manager and Monitoring Officer

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Thursday, 16th June, 2016

Present:-

Councillor Ritchie (Vice-Chair in the Chair)

Councillors Austen
Lilley

Councillors Ludlow
Murray-Carr

1 APPOINTMENT OF CHAIR (TO BE APPOINTED FROM NORTH EAST DERBYSHIRE DISTRICT COUNCIL)

RESOLVED –

That Councillor Kerry be appointed Chair of the Committee for 2016/17.

2 APPOINTMENT OF VICE-CHAIR (TO BE APPOINTED FROM BOLSOVER DISTRICT COUNCIL)

RESOLVED –

That Councillor Ritchie be appointed Vice-Chair of the Committee for 2016/17.

(Councillor Ritchie then took the Chair.)

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 Bagley, Blank, Diouf, Gordon, Kerry and Huckle.

5 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 21 MARCH, 2016

RESOLVED –

That the Minutes of the Joint Crematorium Committee on 21 March, 2016 be approved as a correct record and signed by the Chair.

6 ACCOUNTS FOR YEAR ENDED 31 MARCH, 2016

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 March, 2016, including revenue account and balance sheet.

The report noted that at year end there had been a surplus of £262,853 and outlined the areas where there had been variances from the approved budget.

In addition, the report contained a table detailing the schemes that required carry forward requests to 2016/17.

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

Taking into account the redistribution of £200k to the constituent authorities, the current balance remained well above the minimum requirement. As agreed previously, the balance of the Revenue Reserve that was over and above the minimum working balance of £250k would be re-distributed to the constituent authorities. The redistribution would take place at the end of the 2016/17 financial year.

The Committee thanked the Head of Finance for all the work that he had done for the Committee.

RESOLVED –

- 1) That the report be noted and the Statement of Accounts be approved.
- 2) That the carry forward requests be approved.
- 3) That Members acknowledge the extension of the heating improvement scheme to the garage and that the funding of additional expenditure from the unallocated balance in the Capital Improvement Restructure be approved.

7 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.

8 BEREAVEMENT SERVICE MANAGER'S REPORT

The Bereavement Services 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 2014/15 against 2015/16 was provided.

The report included details of the projects that were to be delivered during 2016/17 and a timetable of works was attached to the report, these included:

- Chapel Refurbishment – Interior decoration, replacement windows, new seating, new floor covering and additional chapel entrance doors
- Refurbishment of all public toilets
- New floral tribute area
- Completion of lighting programme
- CCTV upgrade

The report updated the Committee on the progress of investigations into new management options for the Crematorium. Legal advice had been sought, the results of which were outlined in the report. The Bereavement Services Manager informed the Committee that a report would be prepared to present to the Cabinets and Executive of the constituent authorities requesting permission to set up a new trading company. It was estimated that the new trading company could be set up by April 2017.

RESOLVED –

- 1) That the report be noted.
- 2) That Members consider the future management of the service and discuss with their authorities with the support of the Bereavement Services Manager.

BUDGET MONITORING PERIOD 5

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 10th October, 2016

REPORT BY: BEREAVEMENT SERVICES MANAGER
CLERK & TREASURER

FOR PUBLICATION:

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Budget Monitoring Report Period 5 - 2016

LOCATION: Accountancy Section

1.0 PURPOSE OF REPORT

- 1.1 To report the budget monitoring position as at the end of August 2016.

2.0 PERIOD 5 BUDGET MONITORING

- 2.1 Appendix A shows the Budget Monitoring for Period 5. The Original Budget was approved at the 14th December meeting, but does not include the carry forwards of £33,848 approved at the 16th June 2016 meeting. There is currently a favourable profiled variance of £118,073, Details of the variances from the profiled budgets are shown below:
- **Employee costs** are under profile by £2,156, this is due to £550 of the training budget not being spent and a minor under spend on salaries/wages of £1,606.
 - **Premises costs** are under profile by £22,714 this consists of:
 - Repairs to Cremators – over-spent by £3,845, these will be funded from the repairs reserve at the year end.

- General repairs – under-spent by £9,546. However £6,842 of this relates to revenue projects on the service improvement which have not been commenced/completed. This is offset by expenditure of £3,382 relating items included in year-end carry forwards that have not yet been reflected in the budgets, leaving a net under spend of £6,086 on usual activity.
 - General/Grounds maintenance – under-spent by £12,353. £2,083 of this relates to a new mower on the service improvement plan which has not yet been purchased. The remaining £10,270, the majority of which is a £6,708 under spend on trees and shrubs.
 - Utilities/NNDR – under-spent by £4,659 caused mainly by business rates coming in £3,547 below budget.
- **Transport** costs are under profile by £1,092, mainly on car allowances & fuel costs so far this year.
- **Supplies & Services** costs are under profile by £12,429, this consists of:
- Medical Referees & Organist Fees – under-spent by £2,508, some of which is offset by a corresponding adverse variance of £1,364 on fee income from organist bookings (see below).
 - Floral tribute area - £3,437 of the under spend relates to this project in the service improvement plan which has not yet commenced.
 - General Supplies & Services – underspend of £6,484 in other areas e.g. kerbstones, telephone expenses, books & publications etc.
- **Agency & Contracted Services** – building cleaning costs are over profile by £388.
- **Income** is over profile by £80,070, this consists of:
- Cremation fees (inc. Medical Referees & Mercury Abatement) – over profile by £85,963, this is due to the number of cremations carried out being approximately 147 more than planned but is approximately 20 less than the same period last year.
 - All Memorial Income – under profile by £8,773. This is mainly caused by sales of the new memorials not meeting the planned income budget. This is a re-occurring variance and will be discussed with the Manager as part of the budget setting process.
 - Misc Income – is over profile by £4,500 due to the sale of the old tractor. However this is partly offset by an over spend on capital expenditure of £2,170 on the new tractor caused by the

need to purchase a new snow plough attachment as the old attachment was not compatible.

- Other Income – under profile by £1,620 mainly due to income from bookings of the organist.

2.2 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 12th December 2016.

3.0 RECOMMENDATIONS

3.1 That the report be noted.

3.2 That the increased capital expenditure of £28,170 from the £26,000 originally budgeted for the new tractor be noted.

4.0 Reasons for Recommendation

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

**H FOX
ACTING HEAD OF FINANCE**

**A DUNN
BEREAVEMENT SERVICES MANAGER**

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

This page is intentionally left blank



BUDGET MONITORING REPORT - BY COST CENTRE

Account Code	Description	Original Budget 2016 (£)	Revised Budget 2016 (£)	Profiled Budget 2016 (£)	Actual YTD 2016 (£)	Variance Profiled 2016 (£)	Adverse / Favourable	Variance %	Variance Original 2016 (£)
1499 Chesterfield Joint Crematorium 201600 - 201605									
1301 General Salaries		111,520	111,520	46,467	53,848	(7,381)	ADV	-16%	57,672
1302 Overtime-Salaried Staff		1,800	1,800	750	2,447	(1,697)	ADV	-226%	(647)
1304 Agency/Consultancy Fees		0	0	0	1,034	(1,034)	ADV	0%	(1,034)
1310 General Wages		99,130	99,130	41,304	27,447	13,857	FAV	34%	71,683
1311 Overtime-Wage Earners		16,320	16,320	6,800	8,979	(2,179)	ADV	-32%	7,341
1313 Wages-Sick Pay		0	0	0	1,284	(1,284)	ADV	0%	(1,284)
1314 Wages-Holiday Pay		13,600	13,600	5,667	3,127	2,540	FAV	45%	10,473
1340 N.I.-Salaried Staff		9,850	9,850	4,104	5,256	(1,152)	ADV	-28%	4,594
1341 N.I.-Wage Earners		10,940	10,940	4,558	3,827	731	FAV	16%	7,113
1350 Superann-Salaried Staff		18,290	18,290	7,621	9,864	(2,243)	ADV	-29%	8,426
1351 Superann-Wage Earners		13,420	13,420	5,592	3,818	1,774	FAV	32%	9,602
1352 Past Service Costs		27,000	27,000	11,250	11,586	(336)	ADV	-3%	15,414
1366 First Aid Allowances		130	130	54	44	10	FAV	19%	86
1390 Training Costs - Employees		1,500	1,500	625	75	550	FAV	88%	1,425
Employee Expenses		323,500	323,500	134,792	132,635	2,156	FAV	2%	190,865
2100 General Repairs		40,940	40,940	17,058	4,861	12,198	FAV	72%	36,079
2104 Plumbing		0	0	0	1,123	(1,123)	ADV	0%	(1,123)
2113 Electrical Repairs/Maintenance		0	0	0	547	(547)	ADV	0%	(547)
2115 External Doors		0	0	0	291	(291)	ADV	0%	(291)
2119 Fire & Intruder Alarms		0	0	0	30	(30)	ADV	0%	(30)
2172 Boilers-Prog		0	0	0	498	(498)	ADV	0%	(498)
2178 Air Conditioning Units-Prog		0	0	0	59	(59)	ADV	0%	(59)
2179 Fire & Intruder Alarms-Prog		0	0	0	103	(103)	ADV	0%	(103)
2192 Repairs to Cremators		30,000	30,000	12,500	16,345	(3,845)	ADV	-31%	13,655
2201 Trees and Shrubs		16,100	16,100	6,708	0	6,708	FAV	100%	16,100
2204 General Grounds Maintenance		10,640	10,640	4,433	100	4,333	FAV	98%	10,540
2216 Electricity		11,590	11,590	3,863	3,640	223	FAV	6%	7,950
2217 Gas		39,140	39,140	13,047	12,179	868	FAV	7%	26,961
2227 NNDR		49,390	49,390	49,390	45,873	3,517	FAV	7%	3,517
2228 Water Charges (Metered)		1,200	1,200	500	455	45	FAV	9%	745
2230 Sewerage & Environmental Charges		1,470	1,470	613	606	7	FAV	1%	865
2236 Other Fixtures & Fittings		2,000	2,000	833	0	833	FAV	100%	2,000
2238 Burglar Alarm		340	340	142	48	94	FAV	66%	293
2247 Window Cleaning		750	750	313	0	313	FAV	100%	750
2249 Refuse Collection Charges		1,660	1,660	1,660	1,630	30	FAV	2%	30
2252 Boiler/Engineering Insurance		100	100	42	0	42	FAV	100%	100
Premises Related Expenses		205,320	205,320	111,102	88,388	22,714	FAV	20%	116,932
3901 Rep/Mtce of Transport/Plant		150	150	63	0	63	FAV	100%	150
3902 Petrol		1,730	1,730	721	0	721	FAV	100%	1,730
3927 Public Transport - Employees		0	0	0	20	(20)	ADV	0%	(20)
3928 Car Allowances - Employees		2,000	2,000	833	505	328	FAV	39%	1,495
3931 General Transport Insurance		900	900	0	0	0	FAV	0%	900
Transport Related Expenses		4,780	4,780	1,617	525	1,092	FAV	68%	4,255
4101 Office Equipment & Furniture		9,450	9,450	8,283	7,458	825	FAV	10%	1,992
4125 First Aid Equipment		30	30	13	0	13	FAV	100%	30
4160 Urns		3,500	3,500	1,458	1,371	88	FAV	6%	2,129
4161 Memorial Plates		4,000	4,000	1,667	1,768	(101)	ADV	-6%	2,232
4162 Entries in Book of Remembrance		3,910	3,910	1,629	771	858	FAV	53%	3,139
4163 Miniature Bks of Rem(Standard)		420	420	175	0	175	FAV	100%	420
4165 Miniature Bks of Rem(De Luxe)		0	0	0	69	(69)	ADV	0%	(69)
4166 Memorial Kerbstones		6,160	6,160	2,567	1,102	1,465	FAV	57%	5,059
4199 Roses/Shrubs/Trees/Seats		3,000	3,000	1,250	697	553	FAV	44%	2,303
4204 General Equipment/Materials		7,260	7,260	3,025	4,631	(1,606)	ADV	-53%	2,629
4243 Vending Machine Provisions (Snacks)		700	700	292	69	223	FAV	76%	631
4245 Clothing and Uniforms		1,200	1,200	500	429	71	FAV	14%	771
4247 Books & Publications		2,380	2,380	992	0	992	FAV	100%	2,380
4264 Printing & Stationery		4,700	4,700	1,958	1,620	338	FAV	17%	3,080
4299 Medical Referees Fees		45,000	45,000	18,750	17,210	1,540	FAV	8%	27,790
4301 Organists Fees		8,900	8,900	3,708	2,740	968	FAV	26%	6,160
4305 Professional Services		7,650	7,650	3,188	3,028	160	FAV	5%	4,622
4330 Postage & Franking Machines		2,500	2,500	1,042	1,426	(385)	ADV	-37%	1,074
4337 Telephone Expenses		5,200	5,200	2,167	1,363	803	FAV	37%	3,837
4365 Subsistence		950	950	396	90	306	FAV	77%	861
4402 Other Subscriptions		1,070	1,070	446	0	446	FAV	100%	1,070
4411 Other Insurances		11,890	11,890	11,890	11,897	(7)	ADV	0%	(7)
4415 Advertising		830	830	346	0	346	FAV	100%	830



BUDGET MONITORING REPORT - BY COST CENTRE

Account Code	Description	Original Budget 2016 (£)	Revised Budget 2016 (£)	Profiled Budget 2016 (£)	Actual YTD 2016 (£)	Variance Profiled 2016 (£)	Adverse / Favourable	Variance %	Variance Original 2016 (£)
4428	Env.Protection Act Licence	1,670	1,670	696	0	696	FAV	100%	1,670
4448	Bank Charges	1,200	1,200	500	593	(93)	ADV	-19%	607
4453	Miscellaneous Expenses	9,250	9,250	3,854	30	3,824	FAV	99%	9,220
4493	Contrib to Grds Maint Reserve	360	360	0	0	0	FAV	0%	360
4507	Cont. to Cap Improvement Reserve	167,000	167,000	0	0	0	FAV	0%	167,000
4516	Cont To Organ Reserve	1,500	1,500	0	0	0	FAV	0%	1,500
4518	Contribution to Cremator Repairs fund	35,000	35,000	0	0	0	FAV	0%	35,000
Supplies & Services		346,680	346,680	70,790	58,361	12,429	FAV	18%	288,319
5011	Building Cleaning	10,960	10,960	3,653	4,041	(388)	ADV	-11%	6,919
Agency & Contracted Services		10,960	10,960	3,653	4,041	(388)	ADV	-11%	6,919
9030	Chesterfield Borough Council	147,040	147,040	0	0	0	FAV	0%	147,040
9031	North East Derbyshire D.C.	150,970	150,970	0	0	0	FAV	0%	150,970
9032	Bolsover District Council	68,180	68,180	0	0	0	FAV	0%	68,180
9047	Miscellaneous Income	(250)	(250)	(104)	(4,618)	4,514	FAV	-4334%	4,368
9062	Recharges	(15,990)	(15,990)	0	0	0	FAV	0%	(15,990)
9106	Vending Sales (Drinks)	(200)	(200)	(83)	0	(83)	ADV	100%	(200)
9111	Sale of Urns	(120)	(120)	(50)	0	(50)	ADV	100%	(120)
9123	Sales-Memorials	(15,000)	(15,000)	(6,250)	(565)	(5,685)	ADV	91%	(14,435)
9181	Memorial Planting-Roses	(4,000)	(4,000)	(1,667)	(1,540)	(127)	ADV	8%	(2,460)
9182	Memorial Planting-Trees	(1,360)	(1,360)	(567)	0	(567)	ADV	100%	(1,360)
9183	Memorial Planting-Bulbs	(650)	(650)	(271)	(30)	(241)	ADV	89%	(620)
9184	Roses-Readoptions	(5,000)	(5,000)	(2,083)	(1,483)	(601)	ADV	29%	(3,518)
9185	Memorial Plates	(730)	(730)	(304)	(963)	658	FAV	-216%	233
9186	Book of Remembrance Entries	(13,540)	(13,540)	(5,642)	(3,537)	(2,104)	ADV	37%	(10,003)
9187	Scattering Ashes	(3,000)	(3,000)	(1,250)	(1,480)	230	FAV	-18%	(1,520)
9188	Chapel of Rest	(1,500)	(1,500)	(625)	(750)	125	FAV	-20%	(750)
9189	Temporary Deposit of Ashes	(10)	(10)	(4)	0	(4)	ADV	100%	(10)
9190	Cremation Fee	(1,052,370)	(1,052,370)	(424,996)	(501,414)	76,418	FAV	-18%	(550,956)
9191	Crematorium Seats-Purchase	(1,990)	(1,990)	(829)	0	(829)	ADV	100%	(1,990)
9192	Crematorium Seats-Maintenance	(480)	(480)	(200)	(162)	(38)	ADV	19%	(318)
9193	Organ and Organist's Fee	(15,400)	(15,400)	(6,417)	(5,052)	(1,364)	ADV	21%	(10,348)
9209	Trees - Re-adoption	(1,620)	(1,620)	(675)	(287)	(388)	ADV	58%	(1,333)
9215	Memorial Kerb Units	(12,000)	(12,000)	(5,000)	(5,399)	399	FAV	-8%	(6,601)
9236	Readoption of Memorial Kerbs	(5,460)	(5,460)	(2,275)	(3,025)	750	FAV	-33%	(2,435)
9256	General Rents	(5,260)	(5,260)	0	0	0	FAV	0%	(5,260)
9266	Medical Referee's Fee (CREM)	(36,630)	(36,630)	(14,793)	(17,766)	2,973	FAV	-20%	(18,864)
9268	Mercury Abatement Surcharge	(81,000)	(81,000)	(32,712)	(39,285)	6,573	FAV	-20%	(41,715)
9286	Wesley Digital Media	0	0	0	487	(487)	ADV	0%	(487)
9300	Revenue Balances	(9,720)	(9,720)	0	0	0	FAV	0%	(9,720)
Income		(917,090)	(917,090)	(506,797)	(586,867)	80,070	FAV	-16%	(330,223)
		(25,850)	(25,850)	(184,844)	(302,917)	118,073	FAV	-64%	(1)