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The Chair and Members of  
Chesterfield and District Joint  
Crematorium Committee

2 December 2016

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 12 DECEMBER 2016 at 1.00 pm in the Council Chamber, Bolsover District Council, The Arc, High Street, Clowne, S43 4JY 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 10 October, 2016 (Pages 3 - 8)
4. Estimates of Revenue Expenditure for Years ending 31 March 2017 onwards

- *Report to follow*

5. Local Government Act 1972 - Exclusion of the Public

To move "That under Section 100(A)(4) of the Local Government Act, 1972 the public be excluded from the meeting for the following items of business

on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act” on the grounds that it contains information relating to financial or business affairs.

Part 2 (Non-Public Information)

6. Bereavement Services Manager's Report
  - *Report to follow*
7. Chesterfield Crematorium Fees and Charges 2017/18
  - *Report to follow*
8. Future Management Options
  - *Report to follow*

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, 10th October, 2016**

Present:-

Councillor Kerry (Chair)

Councillors Bagley  
Blank  
Burrows  
A Diouf

Councillors Gordon  
Lilley  
Murray-Carr  
Ritchie

### **9 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

### **10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Austen and Ludlow.

### **11 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 16 JUNE, 2016**

That the Minutes of the Joint Crematorium Committee on 16 June, 2016 be approved as a correct record and signed by the Chair.

### **12 BUDGET MONITORING REPORT - PERIOD 5**

The Bereavement Services Manager and Clerk and Treasurer submitted a report on the Period 5 Budget Monitoring position as at the end of August 2016.

It was noted that the budget was currently showing a favourable profiled variance of £118,073 and this was detailed in the following:

- Employee costs
- Premises costs
- Transport
- Supplies and services

- Agency and contracted services
- Income

The report also noted that an increased capital expenditure was required for the purchase of a new tractor.

It was anticipated that the outturn for the year would come in under the original budget. All the above issues would be taken into account when the revised budget was prepared and presented to the committee on 12 December, 2016.

### **RESOLVED –**

- 1) That the report be noted.
- 2) That the capital expenditure of £28,170 for the new tractor, increased from the £26,000 as originally budgeted for, be noted.

### **REASON FOR RECOMMENDATIONS**

To keep the Joint Committee informed about the current financial performance of the Joint Crematorium.

## **13 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.

## **14 BEREAVEMENT SERVICE MANAGER'S REPORT**

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

Information on cremations from April to September 2016, together with a comparison of income for the period April/September 2016 against April/September 2015 was provided.

The report noted that the Crematorium had recently accepted a Green Flag Award at an awards ceremony in Nottingham recognising and rewarding the best green spaces.

Events from Baby Loss Awareness Week were reported and an international “Wave of Light” event was to take place in the Chapel on 15 October, 2016 where candles would be lit across the globe as part of the international Pregnancy and Infant Loss Awareness Day.

It was reported that refurbishments to the Chapel had begun which included the installation of additional doors at the Chapel entrance and the replacement of Chapel windows. Work would be commencing soon to install an additional Chapel exit which would allow mourners to congregate after the service under a covered area. A seating supplier had been found to replace the seating in the Chapel, increasing the capacity from 80 to 100 seats. An increase in the budget for refurbishing the seating was required however the extra capacity would allow the Crematorium to deal with large funerals more effectively without the loss of comfort. In addition, the report noted that the modesty and organ screens at the front of the Chapel and the lectern would need to be changed to match the new seating at an additional cost.

## **RESOLVED –**

- 1) That the report be noted.
- 2) That the additional expenditure on seating for the Chapel be approved.

## **REASONS FOR DECISIONS –**

- 1) To ensure statutory compliance the ongoing quality, cost effectiveness and safe operation of the service.
- 2) To improve the capacity and quality of seating and associated screening in the Chapel.

## **15 CREMATORIUM DELIVERY OPTIONS**

The Bereavement Services Manager submitted a report to consult Members on the available options for the future management of Chesterfield Crematorium, including the potential to establish a company.

The options that were available for consideration were outlined in the report which included:

- Reduce fees to ensure a surplus is not made
- Outsource to a private operator
- Operate as a social enterprise
- Operate as a wholly owned company

The report noted that specialist legal advice had been sought from an external solicitor, Freeths LLP, and the legal report from the solicitor was included as an appendix to the report. Further legal advice, at an additional cost, would need to be sought to move forward with the creation of a wholly owned company.

A financial report from accountancy firm Mazars LLP was included with the report which focussed on the VAT and other tax implications if the Crematorium was transferred out of Local Authority control.

The report outlined the human resources, people management and financial implications of the options that were considered. The proposals had been discussed at the Joint Crematorium Committee, Joint Board and the Cabinets of the three constituent authorities.

Councillor Lilley voted against the recommendations.

## **RESOLVED –**

- 1) That the establishment of a Council owned company for the future operation of the Chesterfield crematorium, with the new company articles and shareholders agreement based on the “sharing agreement” agreed by the three councils in 2003 which specified the arrangements for dealing with member representation, the calculation and distribution of surpluses and deficits as well as any other relevant matters, be supported.
- 2) That further expenditure in respect of legal advice for the establishment of the Council owned company be approved.

- 3) That, following consideration of all the options available, a recommendation be made, in line with legal advice received, to each of the authorities' cabinet meetings for the approval of the establishment of a Council owned company and to outline the necessary legal and governance arrangements.

#### **REASON FOR DECISION –**

- 1) To allow the project to be suitably considered by the Joint Crematorium Committee and the preferred recommendation made to constituent authorities.

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