

The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

Please ask for Amanda Clayton

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14 September 2018

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 24 SEPTEMBER 2018 at 1.00 pm in Committee Room 1, The Arc, High Street, Clowne, Chesterfield S43 4DH, 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 22nd May, 2018 (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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 of Part I of Schedule 12A to the Local Government Act 1972."

Part 2 (Non Public Information)

6. Bereavement Services Manager's Report (Pages 13 - 20)

Yours sincerely,

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

Local Government and Regulatory Law Manager and Monitoring Officer
(Chesterfield Borough Council)

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Tuesday, 22nd May, 2018

Present:-

Councillor Ludlow (Chair)

Councillors Bagley
Gordon

Councillors Kerry
Lilley

*Matters dealt with under the Delegation Scheme

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

That Councillor Ludlow be appointed Chair of the Chesterfield and District Joint Crematorium Committee for 2018/19.

(Councillor Ludlow then took the Chair.)

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

That Councillor Kerry be appointed Vice-Chair of the Chesterfield and District Joint Crematorium Committee for 2018/19.

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

No declarations of interest were received.

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Blank, A Diouf, Huckle, Ritchie, and the Treasurer to the Committee.

5 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 13 MARCH, 2018

RESOLVED –

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 13 March, 2018 be approved as a correct record and signed by the Chair.

6 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.

7 BEREAVEMENT SERVICES MANAGER'S REPORT

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

Information on cremation totals, comparisons with national and regional data, and geographical information on which areas funerals had been received from in 2017/18 was provided in Section 3 of the officer's report.

The report also provided detail on the Government's introduction of a Children's Funeral Fund in England, as well as the amendments to current regulations set out in the Cremation (England and Wales) Regulations 2017.

The Bereavement Services Manager informed members that, despite the deletion of the Crematorium's in-house Organ Service, the Chapel organ would remain available for use at funerals at no charge.

The report noted that the Annual Service of Remembrance and Open Day would take place on 15 July, 2018.

The Committee thanked all staff involved in the operation and presentation of the Crematorium and its grounds for their hard work and excellent results produced.

RESOLVED –

1. That the Cremation Figures, as set out in Section 3 of the officer's report, be noted.
2. That the Upcoming Service of Remembrance be noted.
3. That the Introduction of a Children's Fund in England and Wales be noted.
4. That the amendments to the Cremation (England and Wales) Regulations 2017 be noted.
5. That the deletion of the Use of Organ Service from the Fees and Charges be approved.
6. That the Staffing Items, as set out in Section 8 of the officer's report, be noted.
7. That the variances on Management Plan Projects be approved.

REASON FOR DECISION

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

8 RE-ADMISSION OF THE PUBLIC**RESOLVED –**

That after consideration of an item containing exempt information, the public be re-admitted to the meeting.

9 ACCOUNTS FOR THE YEAR ENDED 31 MARCH, 2018

The Treasurer to the Committee and the Bereavement Services Manager submitted a report on the final accounts of the Chesterfield and District Joint Crematorium Committee for the year ended 31 March 2018, including the Revenue Account and Balance Sheet.

The report noted that at year end there had been a surplus of £715,368, and outlined the areas where there had been variances from the approved budget.

Section 3 of the report provided detail on the schemes that required carry forwards to 2018/19.

Information was given on six useable reserves shown in the Balance Sheet, as attached at Appendix B to the officer's report:

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

The report noted that a redistribution of £512k had been made to the constituent authorities, the details of which were set out in paragraph 5.2 of the officer's report.

RESOLVED –

1. That the report be noted and the Statement of Accounts be approved.
2. That the carry forward requests, as detailed in paragraph 3.3 of the officer's report, be approved.

REASON FOR DECISION

To ensure that the Joint Committee approves the Statement of Accounts and that a balanced revenue budget is maintained for 2018/19.

BUDGET MONITORING PERIOD 5

MEETING: CHESTERFIELD AND DISTRICT JOINT CREMATORIUM
COMMITTEE

DATE: 24th September, 2018

REPORT BY: BEREAVEMENT SERVICES MANAGER
CLERK & TREASURER

FOR PUBLICATION:

1.0 PURPOSE OF REPORT

1.1 To report the budget monitoring position as at the end of August 2018.

2.0 RECOMMENDATIONS

2.1 That the report be noted.

3.0 PERIOD 5 BUDGET MONITORING

3.1 Appendix A shows the budget monitoring for period 5. The original budget was approved at the 18th December 2017 meeting, but does not include the carry forwards of £30,160 approved at the 22nd May 2018 meeting.

3.2 There is currently a favourable profiled variance of £42,815. Details of the variances from the profiled budgets are shown below:

- **Employee costs** there is an under spend of £11,483 mainly caused by vacant posts.

- **Premises costs** are over profile by £6,979 this consists of:
 - General routine repairs – under spend £3,518
 - Cremator repairs - over spend £14,384, however this has been caused by the Crematorium entering into a five year maintenance agreement approved by the Joint Board on 13th March 2018, since the last the budget was set. The budget will need to be reviewed to take into account this contract and any repairs/maintenance outside the contract. This will be offset by a reduction to the cremator repair reserve as a result of having this new maintenance agreement in place.
 - Utilities – under spend £3,514
 - Minor miscellaneous items – under spend £373
 - It should be noted that due to the dry weather some of the paths around the grounds have subsided. Due to health and safety considerations approval to carry out this work has already been obtained from the Treasurer and Joint Board chairperson. The work has not yet been completed but the cost should be approximately £13k.

- **Transport** costs are under profile by £870, mainly on fuel for machinery.

- **Supplies & Services** costs are under profile by £5,927 this consists of:
 - Medical Referee Fees – over spent by £1,198 caused by an increase in the number of cremations compared to target (see income paragraph below)
 - Telephones – under spent by £2,167 due to an issue with invoicing by BT
 - General Supplies & Services – underspend of £4,958 in other areas.

- **Income** is over profile by £31,514, this consists of:

- Cremation fees (inc. Medical Referees & Mercury Abatement) – over profile by £33,573, this is due to an increase of approximately 66 more cremations than budgeted for
- All Memorial Income – under profile by £662
- Other Income – under profile by 1,397.

4.0 Chapel Refurbishment Project

4.1 This project is nearing its completion with the total amount expended so far being £194k. The public conveniences are still to be completed with an estimated cost of £14k. This will bring total projected cost to £208k compared to the budget of £209k.

5.0 RECOMMENDATIONS

5.1 That the report be noted.

6.0 REASONS FOR THE RECOMMENDATIONS

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

Decision information

Key decision number	N/A
Wards affected	All
Links to Council Plan priorities	To provide value for money services

Document information

Report author	Contact number/email
David Corker	01246 345596 david.corker@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	

Titles of background documents used:

- Accounting Records

Location:

Accountancy Services Section

This must be made available to the public for up to 4 years.

Annexes to the report

Annexe A	Budget monitoring report to period 5



BUDGET MONITORING REPORT - BY COST CENTRE

Account Code	Description	Original Budget 2018 (£)	Revised Budget 2018 (£)	Profiled Budget 2018 (£)	Actual YTD 2018 (£)	Variance Profiled 2018 (£)	Adverse / Favourable	Variance %	Variance Original 2018 (£)
1499 Chesterfield Joint Crematorium 201800 - 201805									
1301	General Salaries	235,510	239,705	99,877	91,002	8,875	FAV	9%	144,508
1302	Overtime-Salaried Staff	22,650	22,650	9,438	10,498	(1,061)	ADV	-11%	12,152
1340	N.I.-Salaried Staff	24,060	24,360	10,150	9,419	731	FAV	7%	14,641
1342	Apprentice Levy	1,190	1,190	496	603	(107)	ADV	-22%	587
1350	Superann-Salaried Staff	37,110	37,855	15,773	13,310	2,463	FAV	16%	23,800
1352	Past Service Costs	29,000	29,000	12,083	12,002	81	FAV	1%	16,998
1366	First Aid Allowances	130	130	54	0	54	FAV	100%	130
1390	Training Costs - Employees	1,500	1,500	625	0	625	FAV	100%	1,500
1411	Employee Prof Subs	0	0	0	180	(180)	ADV	0%	(180)
Employee Expenses		351,150	356,390	148,496	137,014	11,482	FAV	8%	214,136
2100	General Repairs	24,520	24,520	10,217	3,418	6,798	FAV	67%	21,102
2104	Plumbing	0	0	0	297	(297)	ADV	0%	(297)
2112	Heating & Ventilation Rep/Mtce	0	0	0	146	(146)	ADV	0%	(146)
2113	Electrical Repairs/Maintenance	0	0	0	1,070	(1,070)	ADV	0%	(1,070)
2114	Internal Doors	0	0	0	1,190	(1,190)	ADV	0%	(1,190)
2119	Fire & Intruder Alarms	0	0	0	30	(30)	ADV	0%	(30)
2172	Boilers-Prog	0	0	0	347	(347)	ADV	0%	(347)
2179	Fire & Intruder Alarms-Prog	0	0	0	200	(200)	ADV	0%	(200)
2192	Repairs to Cremators	30,000	30,000	7,500	21,884	(14,384)	ADV	-192%	8,116
2201	Trees and Shrubs	7,975	7,975	3,323	3,090	233	FAV	7%	4,885
2204	General Grounds Maintenance	9,040	9,040	3,767	4,000	(233)	ADV	-6%	5,040
2216	Electricity	15,010	15,010	5,003	4,354	650	FAV	13%	10,656
2217	Gas	40,640	40,640	13,547	11,075	2,472	FAV	18%	29,565
2227	NNDR	68,060	68,060	68,060	67,541	519	FAV	1%	519
2228	Water Charges (Metered)	1,160	1,160	290	348	(58)	ADV	-20%	812
2230	Sewerage & Environmental Charges	1,380	1,380	288	356	(68)	ADV	-24%	1,024
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	1,710	1,710	1,710	1,744	(34)	ADV	-2%	(34)
2252	Boiler/Engineering Insurance	100	100	0	0	0	FAV	0%	100
Premises Related Expenses		200,685	200,685	114,158	121,137	(6,979)	ADV	-6%	79,548
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
3928	Car Allowances - Employees	2,000	2,000	833	746	87	FAV	10%	1,254
3931	General Transport Insurance	670	670	0	0	0	FAV	0%	670
Transport Related Expenses		4,550	4,550	1,617	746	870	FAV	54%	3,804
4101	Office Equipment & Furniture	10,450	10,450	8,554	7,470	1,084	FAV	13%	2,980
4125	First Aid Equipment	30	30	13	0	13	FAV	100%	30
4160	Urns	3,500	3,500	1,458	1,527	(68)	ADV	-5%	1,973
4161	Memorial Plates	5,000	5,000	2,083	4,030	(1,946)	ADV	-93%	970
4162	Entries in Book of Remembrance	3,910	3,910	1,629	693	937	FAV	57%	3,217
4163	Miniature Bks of Rem(Standard)	420	420	175	0	175	FAV	100%	420
4166	Memorial Kerbstones	4,000	4,000	1,667	708	959	FAV	58%	3,293
4199	Roses/Shrubs/Trees/Seats	3,000	3,000	1,250	3,013	(1,763)	ADV	-141%	(13)
4204	General Equipment/Materials	7,260	7,260	3,025	2,065	960	FAV	32%	5,195
4243	Vending Machine Provisions (Snacks)	700	700	292	70	222	FAV	76%	630
4245	Clothing and Uniforms	1,200	1,200	500	(180)	680	FAV	136%	1,380
4247	Books & Publications	2,380	2,380	992	0	992	FAV	100%	2,380
4264	Printing & Stationery	4,700	4,700	1,958	1,691	268	FAV	14%	3,010
4299	Medical Referees Fees	45,000	45,000	18,750	19,948	(1,198)	ADV	-6%	25,052
4301	Organists Fees	4,500	4,500	1,875	1,400	475	FAV	25%	3,100
4305	Professional Services	7,650	7,650	3,188	3,410	(223)	ADV	-7%	4,240
4330	Postage & Franking Machines	3,000	3,000	1,250	1,435	(185)	ADV	-15%	1,565
4337	Telephone Expenses	5,200	5,200	2,167	0	2,167	FAV	100%	5,200
4365	Subsistence	950	950	396	0	396	FAV	100%	950
4402	Other Subscriptions	1,070	1,070	446	143	303	FAV	68%	928
4411	Other Insurances	10,010	10,010	5,005	3,859	1,146	FAV	23%	6,151
4415	Advertising	830	830	346	0	346	FAV	100%	830
4428	Env.Protection Act Licence	1,670	1,670	696	0	696	FAV	100%	1,670
4448	Bank Charges	1,380	1,380	575	627	(52)	ADV	-9%	753
4453	Miscellaneous Expenses	1,000	1,000	417	871	(454)	ADV	-109%	129
4493	Contrib to Grds Maint Reserve	5,360	5,360	0	0	0	FAV	0%	5,360
4507	Cont. to Cap Improvement Reserve	90,000	90,000	0	0	0	FAV	0%	90,000



BUDGET MONITORING REPORT - BY COST CENTRE

Account Code	Description	Original Budget 2018 (£)	Revised Budget 2018 (£)	Profiled Budget 2018 (£)	Actual YTD 2018 (£)	Variance Profiled 2018 (£)	Adverse / Favourable	Variance %	Variance Original 2018 (£)
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		260,670	260,670	58,705	52,778	5,927	FAV	10%	207,892
5011 Building Cleaning		13,110	13,110	3,278	3,277	0	FAV	0%	9,833
Agency & Contracted Services		13,110	13,110	3,278	3,277	0	FAV	0%	9,833
9030	Chesterfield Borough Council	189,560	189,560	0	0	0	FAV	0%	189,560
9031	North East Derbyshire D.C.	177,241	177,241	0	0	0	FAV	0%	177,241
9032	Bolsover District Council	80,044	80,044	0	0	0	FAV	0%	80,044
9047	Miscellaneous Income	(250)	(250)	(104)	(35)	(69)	ADV	66%	(215)
9062	Recharges	(17,850)	(17,850)	0	0	0	FAV	0%	(17,850)
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	(4,000)	(4,000)	(1,667)	(2,012)	346	FAV	-21%	(1,988)
9181	Memorial Planting-Roses	(4,500)	(4,500)	(1,875)	(2,119)	244	FAV	-13%	(2,381)
9182	Memorial Planting-Trees	(780)	(780)	(325)	(588)	263	FAV	-81%	(192)
9183	Memorial Planting-Bulbs	(100)	(100)	(42)	(100)	58	FAV	-140%	0
9184	Roses-Readoptions	(1,500)	(1,500)	(625)	(1,633)	1,008	FAV	-161%	133
9185	Memorial Plates	(2,000)	(2,000)	(833)	(203)	(630)	ADV	76%	(1,797)
9186	Book of Remembrance Entries	(10,000)	(10,000)	(4,167)	(2,602)	(1,564)	ADV	38%	(7,398)
9187	Scattering Ashes	(3,500)	(3,500)	(1,458)	(1,508)	50	FAV	-3%	(1,992)
9188	Chapel of Rest	(1,500)	(1,500)	(625)	(1,123)	498	FAV	-80%	(377)
9189	Temporary Deposit of Ashes	(10)	(10)	(4)	(150)	146	FAV	-3514%	140
9190	Cremation Fee	(1,342,100)	(1,342,100)	(464,573)	(493,221)	28,648	FAV	-6%	(848,879)
9191	Crematorium Seats-Purchase	(1,000)	(1,000)	(417)	(162)	(255)	ADV	61%	(838)
9192	Crematorium Seats-Maintenance	(1,000)	(1,000)	(417)	(323)	(93)	ADV	22%	(677)
9193	Organ and Organist's Fee	(8,050)	(8,050)	(3,354)	(1,612)	(1,742)	ADV	52%	(6,438)
9209	Trees - Re-adoption	(1,000)	(1,000)	(417)	(276)	(141)	ADV	34%	(724)
9215	Memorial Kerb Units	(14,000)	(14,000)	(5,833)	(3,555)	(2,278)	ADV	39%	(10,445)
9236	Readoption of Memorial Kerbs	(8,000)	(8,000)	(3,333)	(5,714)	2,381	FAV	-71%	(2,286)
9256	General Rents	(5,260)	(5,260)	0	0	0	FAV	0%	(5,260)
9266	Medical Referee's Fee (CREM)	(41,700)	(41,700)	(14,435)	(15,825)	1,391	FAV	-10%	(25,875)
9268	Mercury Abatement Surcharge	(106,000)	(106,000)	(36,692)	(40,227)	3,535	FAV	-10%	(65,773)
9286	Wesley Digital Media	0	0	0	147	(147)	ADV	0%	(147)
9300	Revenue Balances	(11,170)	(11,170)	0	0	0	FAV	0%	(11,170)
Income		(1,138,745)	(1,138,745)	(541,329)	(572,843)	31,514	FAV	-6%	(565,902)
		(308,580)	(303,340)	(215,076)	(257,891)	42,815	FAV	-20%	(50,689)

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

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