

The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

Please ask for Amanda Clayton

Direct Line 01246 34 5273

Fax 01246 345252

1 March 2019

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 11 MARCH 2019 at 1.00 pm in Committee Room 2, Town Hall, 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 17 December, 2018 (Pages 5 - 10)
4. Budget Monitoring Report - Period 10 (Pages 11 - 16)
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 by Paragraph 3 of Part 1 of Schedule 12A to the

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

Part 2 (Non Public Information)

6. Bereavement Services Managers Report (Pages 17 - 30)
7. Recycling of Metals - Donation to Charity Report (Pages 31 - 38)
8. Bereavement Services Risk Register Report (Pages 39 - 48)

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

Monday, 17th December, 2018

Present:-

Councillor Ludlow (Chair)

Councillors P Gilby
Gilmour
Gordon

Councillors Kerry
Lilley
Serjeant

*Matters dealt with under the Delegation Scheme

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

No declarations were received.

17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Ross Fawbert, Bereavement Services Manager, Councillors Blank, Ritchie and Smith.

**18 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON
24TH SEPTEMBER 2018**

That the minutes of the Chesterfield and District Joint Crematorium Committee on 24 September 2018 be approved as a true record and signed by the Chair.

**19 ESTIMATES OF REVENUE EXPENDITURE FOR YEARS ENDING 31
MARCH 2019 ONWARDS**

The Senior Accounting Technician presented the Committee's revenue estimate for 2018/19 to 2021/2022.

The following points were outlined in the report:

- The revised forecast for 2018/19 and explanations for significant variances, resulting in an expected operating deficit of £19,830, however this is after a proposed re-distribution of £498,860.
- Medium Term Forecasts for 2019/20 and 2021/22.
- The six reserves of the Joint Committee.
- The proposed re-distribution to constituent authorities.

RESOLVED –

1. That the revenue estimates for 2018/2019 be approved, subject to the approval of the fees & charges.
2. That the Capital schemes as outlined in paragraphs 3.4 and 6.7 of the officer's report be approved.
3. That pursuant to Minute No. 19 (Chesterfield and District Joint Crematorium Committee, 2016/17) approval be given to re-distribute funds to the total of £498,860 to the Constituent Authorities for 2018/19.
4. That the planned use of reserves as outlined in paragraph 6.0 of the officer's report be approved.

REASON FOR DECISION –

To enable the Crematorium to set a balanced budget and maintain adequate reserves for 2018/19 and in future years.

20 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

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 involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

21 CHESTERFIELD CREMATORIUM FEES AND CHARGES 2019/20

The Assistant Director – Commercial Services presented a report recommending for approval a proposed increase in the Crematorium fees and charges for 2019.

The report provided a detailed service analysis, which included a benchmarking exercise with other local authorities across Derbyshire. The review identified that Chesterfield Crematorium had the second lowest basic fee of the nine crematoria that were looked at.

The Committee was informed of the improvement work that had taken place over the last 12 months and the need to build a reserve to cover the cost of replacement cremators that are half way through their life expectancy.

It was noted that there has been recent scrutiny nationally of funeral costs and that consideration of cost pressures to the general public had been taken into account when proposing the amendments to fees.

RESOLVED –

1. That a 2.75% increase on the Current Band B Charge for 2019 be approved, to be reviewed from 1st January 2020.
2. That there would be no increase on the Current Band A Charge.
3. That there would be no increase in the charges for memorialisation and miscellaneous items.

REASON FOR DECISION –

1. To secure sufficient funds to; maintain a high level of standards for the bereaved, reach a balanced budget, maintain sufficient reserve levels and meet budget pressures in 2019.
2. To provide an affordable option for cremation for all.
3. To continue to provide affordable options to commemorate within the grounds of the crematorium at a time when national trends show a decline in remains leaving the Crematorium.

22

BEREAVEMENT SERVICES MANAGER'S REPORT

The Assistant Director – Commercial Services presented a report on matters relating to the operation of the Crematorium. Information on cremations carried out during 2018/19, together with comparisons and trends from previous years was provided.

The report informed the Committee that the refurbishment of the staff mess room had been completed following a delay caused by asbestos. The committee was advised that a full asbestos survey would be undertaken to identify any further potential hidden costs.

It was highlighted that the ride-on mower needed replacing to avoid potential repair bills and impact on the standard of grounds maintenance.

The Assistant Director – Commercial Services explained that there had been a 70% increase in Public Health Funerals nationally. Accurate figures for the area covered by the crematorium were not available as Chesterfield Royal Hospital was using a different service provider and their data had not been obtained at that time. Conversations were ongoing with the hospital in order to provide cremation services to them.

The Committee were advised that the fixed term contract of the Bereavement Services Assistant would need to be extended by 5 months to complete the entry of the remaining cremation register records onto the digital BACAS Administrative System.

RESOLVED –

1. That the summary of cremation statistics be noted.
2. That the decision to purchase a replacement ride-on mower from the Capital Reserves be approved.
3. That the post of Bereavement Services Assistant be extended by 5 months to August 2019. The cost of the extension would be covered by the surplus created by vacant salaries.

REASON FOR DECISION –

1. To keep the Joint Committee informed of matters relating to the operation of the Crematorium.
2. To purchase a new mower to ensure the maintenance of the Crematorium Grounds to their current standard.

3. To extend the temporary position of Bereavement Services assistant for a further 5 months to complete the project of data entry of cremation records.

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BUDGET MONITORING PERIOD 10

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 11th March, 2019

REPORT BY: BEREAVEMENT SERVICES MANAGER
CLERK & TREASURER

FOR PUBLICATION:

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Budget Monitoring Report Period 10

LOCATION: Accountancy Section

1.0 PURPOSE OF REPORT

1.1 To report the budget monitoring position as at the end of January 2019.

2.0 RECOMMENDATIONS

2.1 That the report be noted.

3.0 PERIOD 10 BUDGET MONITORING

3.1 The original budget was approved on the 18th December 2017 and revised at the 17th December 2018 meeting. Appendix A shows the Budget Monitoring for Period 10.

There is currently a favourable profiled variance of £72,150, Details of the variances from the profiled budgets are shown below:

- **Employee costs** are under profile by £5,097 this consists of:
 - Salary costs are under spent by £6,245 mainly caused by vacant posts
 - Overtime is over spent by £701 due to providing cover for vacant posts
 - Minor items - £447 over spend

- **Premises costs** are under profile by £23,053 this consists of:
 - Service improvement plan (not commenced/completed) – under spend £17,683 (i.e. public toilets, memorialisation of rose beds & new signage)
 - General routine repairs – under spend £651
 - Cremator repairs - under spend £2,804
 - General grounds maintenance – under spend of £172
 - Utilities – under spend £1,488
 - Minor miscellaneous items – under spend £255.

- **Transport** costs are under profile by £1,637, mainly on car allowances and fuel for machinery.

- **Supplies & Services** costs are under profile by £3,036, this consists of:
 - Medical Referee Fees – under spent by £1,221
 - Service improvement plan – under spend £3,351 due to outstanding invoices for the Mess Room refurbishment
 - Purchases of memorials – over spend £4,342
 - Telephone costs – under spend £1,144
 - General Supplies & Services – under spend of £1,662 in other areas.

- **Contracted Services** are under profile by £85.

- **Income** is over profile by £39,242, this consists of:
 - Cremation fees (inc. Medical Referees & Mercury Abatement) – over profile by £33,065, this is due to an increase of approximately 39 more cremations than the 1,500 budgeted for at this stage.
 - CAMEO - £1,834 more received than budgeted for.
 - All Memorial Income – over profile by £3,314
 - Other Income – over profile by £1,029.

3.2 In conclusion at this stage it is anticipated that the bottom line outturn for the year will come in above the revised budget.

4.0 RECOMMENDATIONS

4.1 That the report be noted.

5.0 REASONS FOR THE RECOMMENDATIONS

5.1 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.	
<i>This must be made available to the public for up to 4 years.</i>	
Annexes to the report	
Annexe A	Budget monitoring report to period 10



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 - 201810									
1301	General Salaries	235,510	234,390	195,325	190,496	4,829	FAV	2%	45,014
1302	Overtime-Salaried Staff	22,650	23,100	19,250	19,937	(687)	ADV	-4%	2,713
1340	N.I.-Salaried Staff	24,060	23,400	19,500	19,231	269	FAV	1%	4,829
1342	Apprentice Levy	1,190	1,450	1,208	1,222	(14)	ADV	-1%	(32)
1350	Superann-Salaried Staff	37,110	36,960	30,800	29,653	1,147	FAV	4%	7,457
1352	Past Service Costs	29,000	29,000	24,167	24,087	80	FAV	0%	4,913
1366	First Aid Allowances	130	130	108	0	108	FAV	100%	130
1390	Training Costs - Employees	1,500	1,500	1,250	1,485	(235)	ADV	-19%	15
1411	Employee Prof Subs	0	0	0	400	(400)	ADV	0%	(400)
Employee Expenses		351,150	349,930	291,608	286,511	5,097	FAV	2%	64,639
2100	General Repairs	24,520	38,840	32,367	9,003	23,364	FAV	72%	15,517
2101	Internal Decorations	0	0	0	350	(350)	ADV	0%	(350)
2104	Plumbing	0	0	0	1,281	(1,281)	ADV	0%	(1,281)
2106	Joinery_Non-Structural	0	0	0	87	(87)	ADV	0%	(87)
2112	Heating & Ventilation Rep/Mtce	0	0	0	249	(249)	ADV	0%	(249)
2113	Electrical Repairs/Maintenance	0	0	0	3,974	(3,974)	ADV	0%	(3,974)
2114	Internal Doors	0	0	0	1,659	(1,659)	ADV	0%	(1,659)
2115	External Doors	0	0	0	135	(135)	ADV	0%	(135)
2116	Internal Fabric	0	0	0	213	(213)	ADV	0%	(213)
2118	Air Conditioning Units	0	0	0	1,028	(1,028)	ADV	0%	(1,028)
2119	Fire & Intruder Alarms	0	0	0	30	(30)	ADV	0%	(30)
2172	Boilers-Prog	0	0	0	860	(860)	ADV	0%	(860)
2179	Fire & Intruder Alarms-Prog	0	0	0	600	(600)	ADV	0%	(600)
2180	Drainage-Prog	0	0	0	315	(315)	ADV	0%	(315)
2192	Repairs to Cremators	30,000	93,600	78,000	75,196	2,804	FAV	4%	(45,196)
2201	Trees and Shrubs	7,975	7,980	6,650	3,346	3,304	FAV	50%	4,629
2204	General Grounds Maintenance	9,040	25,840	22,633	20,015	2,618	FAV	12%	(10,975)
2216	Electricity	15,010	14,500	10,875	9,645	1,230	FAV	11%	5,365
2217	Gas	40,640	35,000	26,250	25,576	674	FAV	3%	15,064
2227	NNDR	68,060	67,540	67,540	67,541	(1)	ADV	0%	519
2228	Water Charges (Metered)	1,160	1,160	677	875	(199)	ADV	-29%	285
2230	Sewerage & Environmental Charges	1,380	1,200	850	1,066	(216)	ADV	-25%	314
2238	Burglar Alarm	340	340	283	140	144	FAV	51%	200
2247	Window Cleaning	750	750	625	480	145	FAV	23%	270
2249	Refuse Collection Charges	1,710	1,710	1,710	1,744	(34)	ADV	-2%	(34)
2252	Boiler/Engineering Insurance	100	110	0	0	0	FAV	0%	100
Premises Related Expenses		200,685	288,570	248,460	225,407	23,053	FAV	9%	(24,722)
3901	Rep/Mtce of Transport/Plant	150	150	125	0	125	FAV	100%	150
3902	Petrol	1,730	1,730	1,442	636	806	FAV	56%	1,094
3928	Car Allowances - Employees	2,000	2,000	1,667	961	706	FAV	42%	1,039
3931	General Transport Insurance	670	800	0	0	0	FAV	0%	670
Transport Related Expenses		4,550	4,680	3,233	1,597	1,637	FAV	51%	2,953
4101	Office Equipment & Furniture	10,450	10,450	8,708	9,413	(704)	ADV	-8%	1,037
4125	First Aid Equipment	30	30	25	0	25	FAV	100%	30
4160	Urns	3,500	3,500	2,917	3,104	(187)	ADV	-6%	396
4161	Memorial Plates	5,000	5,000	4,167	9,206	(5,039)	ADV	-121%	(4,206)
4162	Entries in Book of Remembrance	3,910	3,910	3,258	3,242	17	FAV	1%	668
4163	Miniature Bks of Rem(Standard)	420	420	350	0	350	FAV	100%	420
4166	Memorial Kerbstones	4,000	4,000	3,333	1,198	2,136	FAV	64%	2,803
4199	Roses/Shrubs/Trees/Seats	3,000	3,000	2,500	4,305	(1,805)	ADV	-72%	(1,305)
4204	General Equipment/Materials	7,260	7,260	6,050	6,407	(357)	ADV	-6%	853
4243	Vending Machine Provisions (Snacks)	700	700	583	70	513	FAV	88%	630
4244	Laundry	0	0	0	42	(42)	ADV	0%	(42)
4245	Clothing and Uniforms	1,200	1,200	1,000	1,044	(44)	ADV	-4%	156
4247	Books & Publications	2,380	2,380	1,983	36	1,947	FAV	98%	2,344
4264	Printing & Stationery	4,700	4,700	3,917	3,886	30	FAV	1%	814
4299	Medical Referees Fees	45,000	45,000	37,500	36,279	1,221	FAV	3%	8,721
4301	Organists Fees	4,500	1,400	1,400	1,400	0	FAV	0%	3,100
4305	Professional Services	7,650	7,650	6,375	6,817	(442)	ADV	-7%	833
4330	Postage & Franking Machines	3,000	3,000	2,500	2,032	468	FAV	19%	968
4337	Telephone Expenses	5,200	5,200	4,333	3,189	1,144	FAV	26%	2,011
4365	Subsistence	950	950	792	0	792	FAV	100%	950
4402	Other Subscriptions	1,070	1,070	892	1,418	(526)	ADV	-59%	(348)
4411	Other Insurances	10,010	7,720	7,720	7,717	3	FAV	0%	2,293



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 (£)
4415	Advertising	830	830	692	0	692	FAV	100%	830
4428	Env.Protection Act Licence	1,670	1,670	1,392	1,161	231	FAV	17%	509
4448	Bank Charges	1,380	1,380	1,150	1,380	(230)	ADV	-20%	(0)
4453	Miscellaneous Expenses	1,000	7,250	6,042	3,198	2,843	FAV	47%	(2,198)
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
4516	Cont To Organ Reserve	1,500	0	0	0	0	FAV	0%	1,500
4518	Contribution to Cremator Repairs fund	35,000	0	0	0	0	FAV	0%	35,000
Supplies & Services		260,670	225,030	109,578	106,543	3,036	FAV	3%	154,127
5011	Building Cleaning	13,110	13,110	7,648	7,563	85	FAV	1%	5,547
Agency & Contracted Services		13,110	13,110	7,648	7,563	85	FAV	1%	5,547
9030	Chesterfield Borough Council	189,560	158,843	0	0	0	FAV	0%	189,560
9031	North East Derbyshire D.C.	177,241	154,647	0	0	0	FAV	0%	177,241
9032	Bolsover District Council	80,044	69,840	0	0	0	FAV	0%	80,044
9047	Miscellaneous Income	(250)	(250)	(208)	(43)	(166)	ADV	80%	(208)
9062	Recharges	(17,850)	(17,630)	0	0	0	FAV	0%	(17,850)
9106	Vending Sales (Drinks)	(200)	(200)	(167)	0	(167)	ADV	100%	(200)
9111	Sale of Urns	(120)	(120)	(100)	0	(100)	ADV	100%	(120)
9123	Sales-Memorials	(4,000)	(6,000)	(5,000)	(7,552)	2,552	FAV	-51%	3,552
9181	Memorial Planting-Roses	(4,500)	(4,500)	(3,750)	(3,419)	(331)	ADV	9%	(1,081)
9182	Memorial Planting-Trees	(780)	(780)	(650)	(1,177)	527	FAV	-81%	397
9183	Memorial Planting-Bulbs	(100)	(100)	(83)	(140)	57	FAV	-68%	40
9184	Roses-Readoptions	(1,500)	(1,500)	(1,250)	(3,434)	2,184	FAV	-175%	1,934
9185	Memorial Plates	(2,000)	0	0	(551)	551	FAV	0%	(1,449)
9186	Book of Remembrance Entries	(10,000)	(10,000)	(8,333)	(4,938)	(3,395)	ADV	41%	(5,062)
9187	Scattering Ashes	(3,500)	(3,500)	(2,917)	(2,752)	(165)	ADV	6%	(748)
9188	Chapel of Rest	(1,500)	(1,500)	(1,250)	(3,081)	1,831	FAV	-146%	1,581
9189	Temporary Deposit of Ashes	(10)	(10)	(8)	(150)	142	FAV	-1700%	140
9190	Cremation Fee	(1,342,100)	(1,310,050)	(975,300)	(1,005,485)	30,185	FAV	-3%	(336,615)
9191	Crematorium Seats-Purchase	(1,000)	(1,000)	(833)	(162)	(672)	ADV	81%	(838)
9192	Crematorium Seats-Maintenance	(1,000)	(1,000)	(833)	(323)	(510)	ADV	61%	(677)
9193	Organ and Organist's Fee	(8,050)	(1,610)	(1,610)	(1,612)	2	FAV	0%	(6,438)
9209	Trees - Re-adoption	(1,000)	(1,000)	(833)	(562)	(271)	ADV	33%	(438)
9215	Memorial Kerb Units	(14,000)	(8,500)	(7,083)	(8,225)	1,142	FAV	-16%	(5,775)
9236	Readoption of Memorial Kerbs	(8,000)	(8,000)	(6,667)	(8,147)	1,480	FAV	-22%	147
9256	General Rents	(5,260)	(5,260)	0	0	0	FAV	0%	(5,260)
9266	Medical Referee's Fee (CREM)	(41,700)	(41,700)	(31,275)	(32,088)	813	FAV	-3%	(9,612)
9268	Mercury Abatement Surcharge	(106,000)	(113,000)	(86,500)	(90,401)	3,901	FAV	-5%	(15,599)
9282	Recorded Music Charge	0	0	0	(20)	20	FAV	0%	20
9286	Wesley Digital Media	0	0	0	367	(367)	ADV	0%	(367)
9300	Revenue Balances	(11,170)	(10,830)	0	0	0	FAV	0%	(11,170)
Income		(1,138,745)	(1,164,710)	(1,134,652)	(1,173,895)	39,243	FAV	-3%	35,150
		(308,580)	(283,390)	(474,124)	(546,275)	72,150	FAV	-15%	237,695

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

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