



The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

Please ask for Amanda Clayton

Direct Line 01246 345273

Fax 01246 345252

6 December 2019

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 16 DECEMBER 2019 at 1.00 pm in Council Chamber, The Arc, High Street, Clowne, 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 23 September, 2019 (Pages 3 - 8)
4. Estimates of Revenue Expenditure for Years Ending 31 March 2020 Onwards (Pages 9 - 30)
5. Recycling of Metals - Donation to Charity Report (Pages 31 - 34)
6. Local Government Act 1972 - Exclusion of the Public

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 Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

7. Bereavement Service Manager's Report (Pages 35 - 40)

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 Borough Council)

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE**Monday, 23rd September, 2019**

Present:-

Councillor Powell (Chair)

Councillors Blank
Holmes
ParkerCouncillors J Innes
Mannion-Brunt

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cupitt, Dooley, Ludlow and Watson and Ross Fawbert, Bereavement Services Manager.

15 TOUR OF FACILITIES

Due to unforeseen circumstances the tour was postponed to a later date to be determined by the Bereavement Services Manager.

**16 APPOINTMENT OF A VICE-CHAIR (TO BE APPOINTED FROM
BOLSOVER DISTRICT COUNCIL)**

That the appointment of a Vice-Chair from Bolsover District Council be deferred to the next meeting of the Committee as no members from Bolsover District Council were present.

**17 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 23
MAY, 2019**

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 23 May, 2019 be approved as a correct record and signed by the Chair.

18 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 items of business on the grounds that they involve 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 they contain information relating to financial or business affairs.

19 BEREAVEMENT SERVICES MANAGER'S REPORT

The Assistant Director – Commercial Services presented a report on matters relating to the operation of the Crematorium.

It was noted that there was an opportunity to claim back the cost of a child's burial or cremation costs from the Child Funeral Fund for England. The Bereavement Services Manager intended to seek advice from the Institute of Crematorium and Cemetery Management on the matter. The committee agreed that the Bereavement Services Manager be given delegated authority to apply for this funding without delay.

The committee heard a recommendation from the recent internal audit regarding the Bereavement Services Manager having the prerogative to discount fees and charges where necessary in the form of compensation where the expected service has not been provided. It was agreed that this authorisation should be given to the Bereavement Services Manager, for compensation up to the cost of the cremation.

RESOLVED –

1. That the report be noted.
2. That the Bereavement Services Manager be given delegated authority to go ahead and claim costs from the government's Child Funeral Fund for England (CFF) for child burials or cremations.

3. That the committee grant delegated authority to the Bereavement Services Manager discount fees and charges when necessary in the form of compensation up to the value of the Cremation Fee.

REASON FOR DECISION –

1. To ensure Members are informed of matters relating to the management of the Crematorium.
2. To continue to provide an affordable option for cremation for all.
3. To ensure that the Crematorium satisfied the internal audit recommendations following its assessment in June 2019.

20 CHESTERFIELD CREMATORIUM FEES AND CHARGES 2020/2021

The Assistant Director – Commercial Services presented a report recommending for approval a proposed increase in the Crematorium fees and charges for 2020.

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 high level of service provided by the Crematorium was also highlighted as a consideration when looking at the fees. The fees had initially been calculated using an estimate of 2000 cremations a year but as the numbers of cremations have decreased in recent months this may create a risk.

The committee was advised that there was an increasing demand for Direct Cremation Services and that Chesterfield and District Crematorium was the only provider in the region not to offer this service. It was noted that Chesterfield and District Royal Hospital use another local provider for cremations of this nature.

Discussions took place around the possible implications on the other cremation booking slots in terms of people opting for the lowest priced option. The impact on parking and whether mourners would be permitted to attend were also considered.

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.

A vote was taken on each of the recommendations and all of the recommendations were approved by the committee. Councillor Holmes asked that it be noted that he voted against recommendations 1, 2 and 5.

RESOLVED –

1. To approve an increase of 2.7% on the Current Band B Charge, to be renamed BAND C for 2020, to be reviewed from 1st January 2021.
2. To increase the Current Band A Charge by 2.5% to £574.00 and rename BAND B.
3. To not implement an increase in the charges for memorialisation and miscellaneous items.
4. To introduce a 20-minute Direct Cremation slot, named BAND A at 08.10am and 08.30am at £415.00.
5. To approve all fees and charges at Appendix 1 for 2020, including a 2.5% increase on the Saturday Service Charge, increasing the fee from £810 to £830.
6. To approve delegated authority for the Bereavement Service Manager to discount fees and charges where necessary in form of compensation where the expected service has not been provided up to the value of the Cremation Fee

REASONS 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 2020.
2. 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 (80% nationally).
3. To provide an affordable option for cremation for all.
4. To enable the Bereavement Services Manager to deal with any issues promptly and expediently.

That the public be re-admitted to the meeting.

22 BUDGET MONITORING REPORT - PERIOD 5

The Senior Accounting Technician submitted a report on the Period 5 Budget Monitoring position as at the end of August 2019.

It was noted that there was a favourable profiled variance. A significant proportion of this was due to creditors not having invoiced for goods and services. The committee heard that the increase in income was as a result of an increase in the number of cremations, an increase in memorial income and extended use of the chapel.

RESOLVED –

That the report be noted.

REASON FOR DECISION

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

23 CHESTERFIELD AND DISTRICT CREMATORIUM ENVIRONMENTAL IMPACT REPORT

The Assistant Director – Commercial Services presented a report to the committee on the environmental impact of the Crematorium. The committee was advised that since the publication of the report both Bolsover District Council and North East Derbyshire District Council had declared a climate emergency.

It was noted that the Bereavement Services Manager had engaged the services of a company that calculates the Carbon Footprint of organisations. Their findings were highlighted in section 2.1 of the report.

The current measures in place at the Crematorium to mitigate its environmental impact were listed as follows;

- Introduction of bio-degradable polytainers
- Reduction in the use of pesticides
- The use of solar panels
- The use of a heat exchange plate
- Mercury abatement

- Recycling
- Encouraging biodiversity

The members suggested that the crematorium should publicise the measures already in place, perhaps with signage at the facility.

RESOLVED –

1. That the report be noted.
2. That the actions suggested at 3.0 be approved with a further report presented to the committee in 2020 following investigations.

REASONS FOR DECISION –

1. To ensure that members are aware of the environmental impact of the Crematorium, current considerations and good practice and to endorse the Crematorium continuing to seek options that reduce the risk of harm to the environment over the next 12 months.

For publication

ESTIMATES OF REVENUE EXPENDITURE & INCOME FOR YEARS ENDING 31ST MARCH 2020 onwards

Meeting: Chesterfield and District Joint Crematorium
Committee

Date: 16th December 2019

Cabinet portfolio: N/A

Report by: Bereavement Services Manager
Clerk & Treasurer

For publication

1.0 PURPOSE OF REPORT

1.1 To present for Members consideration the Committee's revenue estimates for 2019/20 to 2022/23, as detailed in the attached appendices:

Appendix 1 - Detailed Estimates

Appendix 2 - Details of Major variations in 2019/20

Appendix 3 - Notes on 2020/21 estimates

Appendix 4a - Reserves Forecasts

Appendix 4b - Capital Improvement Reserve

2.0 RECOMMENDATIONS

- 2.1 That the revenue estimates be approved.
- 2.2 That the Capital schemes be approved. (para 3.4 & 6.7).
- 2.3 In line with the recommendation agreed at the Joint Board meeting on the 12th December 2016 that a re-distribution of £639,190 to the Constituent Authorities be approved for 2019/20. This includes an additional amount to re-distribute excess funds held in the Revenue Reserve from 2018/19 (see para 6.2).
- 2.4 That the planned use of reserves be approved (para 6.0).

3.0 Revised 2019/20

- 3.1 There is a reported deficit of £113,210 in 2019/20 compared to the original breakeven budget. However, this deficit is after a re-distribution of £639,190 is made to the three constituent authorities made up of £540k surplus and £99k funded from surplus funds in the Summary Revenue Reserve.
- 3.2 Details of the variations are shown in **Appendix 2** and summarised below:

Table 1: Variances – Original to Revised 2019/20			
Para. Ref.		Amount £	Over/(Under)
	Original Budget	0	
	<u>+/- Variances in the year:</u>		
3.3.1	Employees	6,310	Over-spend
3.3.2	Premises	1,825	Over-spend
	Transport	20	Over-spend
3.3.3	Supplies & Services	7,450	Over-spend

	Agency/Contracted Services	(50)	Under-spend
	Central /Admin Support	(4,870)	Under-spend
3.3.4	Income	(3,400)	Under-spend
	Increased re-distribution	105,925	Over-spend
	Revised Out-turn	113,210	Deficit

Source: Appendix 1

3.3 Explanation of Significant Variances

3.3.1 Employees:

- There is a projected over spend on staffing however this is covered by a carry forward from 2018/19 approved by the Joint Board on 23rd May 2019. This was to allow the extension of the contract for the fixed term employee in order that the digitalisation of the cremation records could be completed.

3.3.2 Premises:

- The over spend on premises costs has mainly been caused by the inclusion of a carry forward of £4k from 2018/19 approved on 23rd May 2019 in order to allow improvements to the rose beds to be completed. There has been minor adjustments to other budgets e.g. utilities etc.

3.3.3 Supplies & Services:

- £2.5k to cover the increased cost of providing environmentally friendly urns.
- £5.75k for the purchase/upgrade of essential equipment for example the Wesley Music requires an urgent upgrade (£4.5k)
- There have been minor adjustments to other budgets.

3.3.4 Income:

- The revised fee and banding structure approved at the Joint Board on 23rd September 2019 has been included in the budgets and has resulted in a decrease in income of £8k.
- The budgets for the miscellaneous income and other sales for example memorials have been reviewed and have been increased by £5.5k however £2k of this relates to the one-off sale of the old mower
- A payment of £6k has been estimated from CAMEO.

3.3.5 Reserves

- Contribution to reserves have been maintained at budgeted levels (£90k to Capital Improvement Reserve, £5.4k to Equipment Reserve & £106k to Mercury Abatement Reserve).

3.4 Capital Projects

- Capital Improvement Reserve (see para 6.7) – £14.9k was carried forward from 2018/19 to complete the chapel refurbishment. The refurbishment of the toilets is now complete with an estimated over spend of £2k. £29k had been budgeted to purchase a new mower this year, this has been purchased for £24.6k with an additional £2k revenue receipt being received from the sale of the old mower (see para 3.3.4).

4 ESTIMATES 2020/21

4.1 There is an estimated revenue surplus for the next financial year of **£524,300 (Appendix 1)** prior to any re-distribution after allowing for:

- Cremation fee increases on Bands B and C in January 2021 at the similar levels as approved this year
- A pay award of 2.5% for 2020/21
- Revised cremation income based on 2,000 cremations

4.2 Expenditure to be funded from reserves

It is proposed to spend an additional £18k from reserves in 20/21 (see para 6.7).

5.0 **MEDIUM TERM FORECASTS**

5.1 The key assumptions made in producing the forecasts in Appendix 1 for 2021/22 and 2022/23 include:

- Pay awards of 2.5% over the next few years
- Cremation fee increases on Bands B and C in 2020/21 and 2021/22 similar to those approved this year in order to achieve a balanced budget
- Setting aside the Mercury Abatement surcharge income of £106,000 pa into a reserve for future replacements
- A revenue contribution of £90k in 2021/22 and 2022/23 into the Capital Improvement Reserve
- Re-distribution of all ongoing surpluses to the constituent authorities.

6.0 **RESERVES**

6.1 The Joint Crematorium maintains six reserves:

- Revenue Reserve (including the minimum Working Balance)
- Mercury Abatement Reserve
- Equipment Replacement Reserve
- Organ Reserve
- Capital Improvement Reserve
- Cremator Repairs Reserve

6.2 **Revenue Reserves** – the forecasts in **Appendix 4a** includes the approved fee increases from January 2020. It was approved at the Joint Board meeting on the 12th December 2016 to re-distribute any surplus over the £250k minimum working

balance to the constituent authorities provided that the surplus exceeded £100k. The budget has forecast a surplus of approximately £540k in 2019/20. Therefore, it is recommended that the additional £99k held in this reserve is included in the re-distribution to the constituent authorities leaving a balance of £250k.

- 6.3 **Mercury Abatement Reserve - Appendix 4a** shows the contributions which will be made each year from income collected of £106k for 2019/20 onwards. The projected balance on the reserve at the end of 2019/20 is £835,169. The £53 charge per cremation is still being made even though the plant is installed and will be set aside for future replacement works. It is estimated that the cremators are approximately half way through their original useful life. The Bereavement Services Manager has reviewed the balance on the reserve and projected contributions and currently views these to be sufficient. However, due to the potential significant cost of replacing the cremators in the future this reserve will be reviewed annually.
- 6.4 **Equipment Replacement Reserve - Appendix 4a** shows that the opening balance at the start of 2019/20 was £11,620. The contribution this year and in future will be £5,360. The next planned expenditure from this reserve is for a replacement mower and tractor (£60k) scheduled for 2030.
- 6.5 **Organ Reserve - Appendix 4a** shows an opening balance of £9,000 in 2019/20. The Crematorium no longer directly offers an organist service and use of the organ has been reducing. Contributions to this reserve were ceased in 2017/18. In order to consolidate the number of reserves it is recommended that this reserve be closed, and the balance transferred to the Revenue Reserve. It is viewed that any future repairs can be met from existing revenue budgets.

6.6 **Cremator Repairs Reserve – Appendix 4a** shows an opening balance of £333k. The Crematorium has entered into a 5 year servicing agreement which covers the majority of the routine maintenance required by the cremators. This reserve is maintained to cover unforeseen works outside of the contract e.g. duct work, waste heat cooler etc. This situation will be kept under review.

6.7 **Capital Improvement Reserve – Appendix 4b** shows the contributions made from the revenue account to fund capital schemes, and in which year the scheme will take place. A detailed condition survey was undertaken in 2015 and the management improvement plan has been reviewed again this year and approved by the Joint Board on 23rd May 2019. The revised management improvement plan (revenue & capital) has now been built into the budgets. This leaves a projected balance on the reserve of £645k at the end of 2022/23. It is therefore viewed that the balance of the reserve and budgeted contributions (£90k) are sufficient to meet the crematoriums medium term requirements.

6.8 Reserves summary

The table below shows that based on current estimates the earmarked reserves will continue to grow and it is viewed that these are sufficient to meet the Crematoriums requirements over the medium term.

Reserve	2019/20 Original - £000's	2019/20 Revised	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate
Mercury Abatement	829	835	941	1,047	1,153
Equipment	17	17	22	28	33
Organ	9	0	0	0	0

Cremator Repairs	333	333	333	333	333
Capital Improvement	422	425	496	569	645
Total Earmarked Reserves	1,610	1,610	1,792	1,977	2,164
Revenue Reserves	250	250	250	250	250
Total Reserves	1,860	1,860	2,042	2,227	2,414

7.0 REDISTRIBUTION TO CONSITUENT AUTHORITIES

7.1 The last redistribution took place in 2018/19 when £499k was redistributed.

7.2 At the Joint Board meeting on the 12th December 2016 approval was given to redistribute any surplus provided that it exceeded £100k and that the minimum working balance (£250k) was maintained in the Revenue Reserve. In this respect the planned re-distribution in 2019/20 will be £639,190.

7.3 Based on the number of cremations from each area over 3 years the distribution of the £639,190 would be as follows:

Proposed Distribution to Constituent Authorities

	Proportion	Share
Chesterfield	55%	£351,555
North East Derbyshire	31%	£198,149
Bolsover	14%	£89,486
Total	100%	£639,190

8.0 OTHER MATTERS

- 8.1 In recent months minor cracking to some of the walls at the rear of the chapel and damage to two drains has been identified. An engineer's report has been obtained however, at the time of writing this report the remedial works required has not been fully ascertained and costed and therefore not included within these budgets.
- 8.2 The triannual review of the Crematorium's pension is due before the end of the financial year. In anticipation of this employer contributions have been increased by 1% to 18.8% from 2020/21 although once the outcome of the review is known further action may need to be taken to address any pension shortfall.
- 8.3** £3k has been built into the budgets from 2020/21 in order to accommodate the costs of a carbon offsetting scheme as discussed by the Joint Board on 23rd May 2019. Further details will be provided by the Bereavement Services Manager once suitable schemes have been identified.

9.0 RECOMMENDATIONS

- 9.1 That the revenue estimates be approved.
- 9.2 That the Capital schemes be approved (para 3.4 & 6.7).
- 9.3 In line with the recommendation agreed at the Joint Board meeting on the 12th December 2016 that a re-distribution of £639,190 to the Constituent Authorities be approved for 2019/20. This includes an additional amount to re-distribute excess funds held in the Revenue Reserve from 2018/19 (see para 6.2).
- 9.4 That the planned use of reserves be approved (para 6.0).

10.0 Reasons for recommendations

- 10.1 To enable the Crematorium to set a balanced budget and maintain adequate reserves for 2019/20 and in future years.

Glossary of Terms <i>(delete table if not relevant)</i>	

Decision information

Key decision number	
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 1	Detailed estimates
Annexe 2	Details of major variations in 2019/20
Annexe 3	Notes on 2020/21 estimates
Annexe 4a	Reserves Forecast
Annexe 4b	Capital Improvement Reserve

This page is intentionally left blank

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE
Estimates of Revenue Expenditure and Income
2019/20, 2020/21, 2021/22 & 2022/23

	Actual 2018/19	Original Budget 2019/20	Revised Budget 2019/20	Original Budget 2020/21	Original Budget 2021/22	Original Budget 2022/23
Expenditure						
Employee Expenses	345,203	360,490	366,800	365,980	376,020	386,410
Premises Related Expenses	292,336	263,375	265,200	270,550	267,450	266,890
Minor Capital expenditure direct from revenue					24,150	
Transport Related Expenses	2,714	4,720	4,740	4,750	4,770	4,790
Supplies & Services	131,604	122,250	129,700	129,880	132,440	127,700
Agency & Contracted Services	13,109	13,530	13,480	13,890	14,270	14,660
Central, Departmental and Technical Support	81,286	86,100	81,230	85,780	88,590	91,980
Capital Charges	115,525	113,250	114,190	118,950	116,050	113,880
Direct Revenue Financing of Capital	434	450	450	450	460	470
Total Expenditure	982,211	964,165	975,790	990,230	1,024,200	1,006,780
Income						
Fees & Charges - Cremation Fees	1,392,634	1,348,650	1,340,600	1,354,920	1,393,010	1,421,580
- Sales	7,815	6,570	8,370	6,370	6,370	6,370
- Other	42,505	37,890	43,890	43,890	43,890	43,890
- Mercury Abatement	121,247	106,000	112,000	106,000	106,000	106,000
Other Income	83,171	86,430	84,080	85,760	91,740	98,460
Total Income	1,647,372	1,585,540	1,588,940	1,596,940	1,641,010	1,676,300
Net (Cost)/Income of Service	665,161	621,375	613,150	606,710	616,810	669,520
Asset Charge Contribution	115,525	113,250	114,190	118,950	116,050	113,880
Contribution to Capital Replacement Reserve	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
£53 surcharge to Mercury Abatement Reserve	(112,413)	(106,000)	(106,000)	(106,000)	(106,000)	(106,000)
Contribution (to)/from Organ Reserve	0	0	0	0	0	0
Contribution to Cremator Repairs Reserve	0	0	0	0	0	0
Contribution to Equipment Replacement Reserve	(5,360)	(5,360)	(5,360)	(5,360)	(5,360)	(5,360)
Appropriations (to)/from Reserves	0	0	0	0	0	0
Redistribution to Constituent Authorities	(498,863)	(533,265)	(639,190)	(524,300)	(531,500)	(582,040)
SURPLUS/ (DEFICIT) IN YEAR	74,050	0	(113,210)	0	0	0
Reserves Brought Forward	280,160	260,330	354,210	250,000	250,000	250,000
Transfer from another reserve			9,000			
Revenue Reserve Carried Forward	354,210	250,000	250,000	250,000	250,000	250,000
Number of Cremations	2,122	2,000	2,000	2,000	2,000	2,000

This page is intentionally left blank

APPENDIX 2**CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE**

Revised Estimate 2018/19 – Details of Major Variations		+Increase
Net Expenditure (increased by £113,210)		(Reduction)
1.	<u>Employee Expenses</u>	
	Misc Staffing variances i.e. c/fwd from 18/19	6,310
2.	<u>Premises Related Expenses</u>	
	Carry forward 18/19 - repairs in management plan	4,000
	Increase for waiting room toilets	2,850
	Trees & Shrubs	(6,100)
	Minor misc items	1,075
3.	<u>Transport Related Expenses</u>	
	Insurance	20
4.	<u>Supplies and Services</u>	
	Insurance	(720)
	Environmentally friendly urns	2,500
	Misc equipment	5,750
	Minor misc items	(80)
5.	<u>Contracted Services</u>	
	Building Cleaning	(50)
6.	<u>Central Admin Support</u>	
	Decrease in various recharges	(4,870)
7.	<u>Income</u>	
	Decrease in Cremation income	8,050
	CAMEO income	(6,000)
	Miscellaneous income	(5,450)
8.	Increase in re-distribution to constituent authorities	105,925
Total		113,210

This page is intentionally left blank

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Notes on 2020/21 Estimates

1. Inflation
 - a) Pay Award Manual & Staff min 2.5%

2. Premises
 - a) £3.9k included for improvements to the Vestry (see management improvement plan).
 - b) £1.4k included for work to the music room (see management improvement plan).
 - c) £4k included for improvements to the Book of Remembrance Room (see management improvement plan).

3. Supplies & Services
 - a) £2.7k included to purchase three new mowers
 - b) £3k included to cover the cost of a carbon offsetting scheme

4. Income
 - a) Based on 2,000 Cremations (66 at Band A, 118 at Band B & 1,816 at Band C).
 - b) The estimates include a recharge to Chesterfield Borough Council for the cost of a Joint Bereavement Service.
 - c) An increase to Band C cremations to £770 in 2020 and £790 in 2021.

This page is intentionally left blank

Revenue Reserves						
	Outturn 2018/19	Original Budget 2019/20 £	Revised Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £
Bal b/fwd at start of year after redistribution	280,160	260,330	354,210	250,000	250,000	250,000
Surplus / (Deficit) in the year	74,050	(10,330)	(113,210)		0	0
Transfer from other reserve			9,000			
Bal before c/fwd	354,210	250,000	250,000	250,000	250,000	250,000
Carry forward to 2019/20	14,330	0		0	0	0
Bal c/fwd	339,880	250,000	250,000	250,000	250,000	250,000
Minimum working balance required - (10%) of turnover b/f	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)

Mercury Abatement Reserve						
	Outturn 2018/19	Original Budget 2019/20 £	Revised Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £
Bal b/fwd at start of year	616,756	722,756	729,169	835,169	941,169	1,047,169
£53 Surcharge	112,413	106,000	106,000	106,000	106,000	106,000
Transfer to Capital Reserve						
	729,169	828,756	835,169	941,169	1,047,169	1,153,169

Equipment Replacement Reserve						
	Outturn 2018/19	Original Budget 2019/20 £	Revised Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £
Bal b/fwd at start of year	6,260	11,620	11,620	16,980	22,340	27,700
Contributions from revenue	5,360	5,360	5,360	5,360	5,360	5,360
Expenditure in year						
Balance c/fwd at end of year	11,620	16,980	16,980	22,340	27,700	33,060

Organ Reserve						
	Outturn 2018/19	Original Budget 2019/20 £	Revised Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £
Bal b/fwd at start of year	9,000	9,000	9,000	-	-	-
Contributions from revenue	-	-	-	-	-	-
Expenditure in year						
Transfer to other Reserve			(9,000)			
Balance c/fwd at end of year	9,000	9,000	-	-	-	-

Cremator Repairs Reserve						
	Outturn 2018/19	Original Budget 2019/20 £	Revised Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £
Bal b/fwd at start of year	332,984	332,984	332,984	332,984	332,984	332,984
Contributions from revenue	-		-	-	-	-
Expenditure in year						
Balance c/fwd at end of year	332,984	332,984	332,984	332,984	332,984	332,984

This page is intentionally left blank

Capital Improvement Reserve – (at current prices + separate inflation provision)

	Outturn 2018/19	Original Budget 2019/20 £	Revised Budget 2019/20 £	Original Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £
Mercury Abatement Plant, Cremators & building works						
Balance b/fwd		0	0			
In year spend						
Transfer to/from other reserves						
Contribution to other reserves			0			
C/fwd end of year	0	0	0			
Chapel Refurbishment						
Balance b/fwd	25,242		14,902			
In year spend	(10,340)		(16,884)		(17,000)	
Transfer from other reserves	0		1,982		17,000	
Contribution from revenue						
C/fwd end of year	14,902	0	0	0	0	0
Car Park						
Balance b/fwd						
In year spend						
Transfer from other reserves						
Contribution from revenue						
C/fwd end of year	-	0	-	0	0	0
Gutters, Soffits & Facia's						
Balance b/fwd						
In year spend				(18,500)		
Transfer from other reserves				18,500		
Contribution from revenue						
C/fwd end of year	-	-	-	0	0	0
Strewing Grounds						
Balance b/fwd				-		
In year spend						
Contribution to other reserves						
Contribution from revenue						
C/fwd end of year	-	-	-	-	-	-
New Mower						
Balance b/fwd						
In year spend		(29,000)	(24,617)			
Transfer from other reserves		29,000	24,617			
Contribution from revenue						
C/fwd end of year	-	-	-	-	-	-
Garage Area						
Balance b/fwd						
In year spend						(14,590)
Transfer from other reserves						14,590
Contribution from revenue						
C/fwd end of year	-	-	-	-	-	-
Unallocated						
B/fwd start of year	271,433	361,433	361,433	424,834	496,334	569,334
In year spend						
Transfer to/from other reserves		(29,000)	(26,599)	(18,500)	(17,000)	(14,590)
Appropriation to revenue						
Contribution from revenue	90,000	90,000	90,000	90,000	90,000	90,000
C/fwd end of year	361,433	422,433	424,834	496,334	569,334	644,744
Total - all schemes						
B/fwd start of year	296,675	361,433	376,335	424,834	496,334	569,334
In year spend	(10,340)	(29,000)	(41,501)	(18,500)	(17,000)	(14,590)
Transfer to/from other reserves						
Appropriation to revenue						
Contribution from revenue	90,000	90,000	90,000	90,000	90,000	90,000
C/fwd end of year	376,335	422,433	424,834	496,334	569,334	644,744

This page is intentionally left blank

RECYCLING OF METALS - DONATION TO CHARITY

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 16 December 2019

REPORT BY: BEREAVEMENT SERVICES MANAGER

FOR PUBLICATION:

1. PURPOSE OF REPORT

- 1.1 To update Members on the surplus derived from the recovery of metals following cremation and recommend a proposal for its distribution to a local charity over the next 12 months.

2. BACKGROUND

- 2.1 A decision was taken by the Joint Committee back in March 2007 to participate in a national scheme for the recovery of metals following cremation (Min. No. 03/07 of 28 March 2007 refers).
- 2.2 Following that decision, recovered metals were retained at the Crematorium for collection by a waste metal collection and recycling company, Orthometals Limited, on behalf of the Institute of Cemetery and Crematorium Management (ICCM), who are the scheme administrators. Metals are only recovered and recycled with the consent of the application for cremation (usually next of kin and/or Executor).
- 2.3 The terms of the Scheme require that any surpluses generated from this process shall be donated to national or local bereavement-related charities nominated by the contributing crematoria.

Locally, nominations have previously been approved by the Committee for donations made to CRUSE Bereavement Counsellors, SANDS (Stillbirth and Neo-Natal Charity), Weston Park Cancer Charity, Ashgate Hospice Care, Bluebell Wood Children's Hospice, MacMillan Cancer Support, Derbyshire Asbestos Support Team and Alzheimer's Research UK.

3. NOMINATION 2019/20

The Bereavement Services Manager has received four requests from Charities to be considered (two of which have previously benefited from the scheme).

Requests received since the last nomination was approved are summarised below. To be considered, the core function of the charity should be bereavement related or a definable element/function of the charity should be bereavement related providing support or a service to the Bereaved or their family.

Charity	Bereavement Function (Core –v- Element)	Direct Assistance to Constituents
MAKE A WISH (UK)	Grants life changing wishes to children with critical illness.	National Charity
MacMillan Cancer Support <ul style="list-style-type: none"> • Previously received donation towards unit at CNDRH. 	For funding towards Welfare Rights Service and Supportive Care	Regional – Derbyshire and South Yorkshire
Nenna Kind Cancer Support Drop In Centre	Cancer Support Charity including support to clients that are palliative care and their loved ones after death.	Chesterfield and North Derbyshire
Bluebell Wood Childrens Hospice <ul style="list-style-type: none"> • Previously received donation. 	Care for Children at the Hospice and home whos lifes are sadly often too short.	Regional (based at North Anston)

4. RECOMMENDATIONS

The Joint Committee is requested to:

- (i) Approve the nomination of the Nenna Kind Charity to receive share of the surplus funds from the scheme for the next 12 months with further nominations presented to the Committee in December 2020 or March 2021.

5. REASON FOR RECOMMENDATIONS

- (i) The Nenna Kind Charity have not previously received support from this scheme and provide various support to those affected by Cancer and their loved ones. See email at Appendix A from Chair Person, Barbara Wallace. The Charity also directly support residents of North Derbyshire by providing a Free Bus Service, twice daily to Weston Park Hospital. The main aim of the Charity is to relieve sickness and preserve the health and welfare of patients.

APPENDIX A

Dear Ross,

Thank you for the reply to my email.

As you are aware we are a cancer support charity, and we support not just cancer patients but their families as well. Unfortunately we do have clients that are palliative care and they and their families can have treatment for as long as they are well enough to attend . As you can imagine we tend to get to know them well and when the client passes away their relatives still come to us either just to have someone to talk to or for therapy.

We still have clients that come to us for a long time after their loved one has passed away , they like to talk about their relative to us as we have got to know them quite well over the time they have spent with us, and although we are not councillors we can support them by giving them a listening ear for as long as they wish to come to Nenna Kind.

Kind regards

Barbara Wallace
Chair Person
Nenna Kind cancer Support drop in Centre
3rd Floor Dents Chambers
81 New Square
Chesterfield
S40 1AH
Tel 01246 555514
E-mail nenna.kind@btinternet.com
Company Limited By Guarantee in England and Wales No7897112
Registered Charity No 1154088

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

Document is Restricted

This page is intentionally left blank