



The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

Cllrs Blank, Cupitt, Doolley, Holmes,
Innes, Kenyon, Ludlow, Mannion-
Brunt, Parkin, Powell and Watson.

Please ask for

Amanda Clayton

Direct Line

01246 34 5273

Fax

01246 345252

13 March 2020

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 23 MARCH 2020 at 1.00 pm in Committee Room 1, Town Hall, Rose Hill, Chesterfield S40 1LP, 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 16th December, 2019
4. Budget Monitoring Report - Period 10 (Pages 3 - 6)
5. 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.

6. Bereavement Service Manager's Report (To Follow)

*report to follow

7. Bereavement Services Risk Register Report (Pages 7 - 18)

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)

BUDGET MONITORING PERIOD 10

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 23rd March 2020

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 2020.

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 17th December 2018 and revised at the 16th December 2019 meeting. There is currently a favourable profiled variance of £53,413,

details of the variances from the profiled budgets are shown below:

- **Employee costs** are under profile by £5,467 this consists of:
 - Training budget are under spent by £1,250
 - Overtime is under spent by £4,929
 - Minor items - £712 overspend

- **Premises costs** are under profile by £23,142 this consists of:
 - Service improvement plan is under spent by £10,284 caused by projects not yet being invoiced or completed (i.e. memorialisation of rose beds, new signage etc)
 - General routine repairs – under spend £2,063
 - Cremator repairs - under spend £7,993 because so far there have been few repairs outside of the service contract however there are £4.5k of work planned before year end
 - General grounds maintenance – under spend of £4,486
 - Utilities – overspend of £2,203 mainly on gas
 - Minor miscellaneous items – under spend £519.

- **Transport** costs are under profile by £2,668, mainly on car allowances and fuel for machinery however there are plans to use this under spend on replacing the fuel tank.

- **Supplies & Services** costs are under profile by £17,216, this consists of:
 - Medical Referee Fees – under spent by £2,416
 - Service improvement plan – under spend £7,481 due to outstanding invoices for the Mess Room refurbishment
 - Professional Services – overspend £3,804
 - Telephone costs – under spend £3,780 due to a BT invoicing issue
 - General Supplies & Services – under spend of £7,343 in other areas however approximately £4k of this will be spent before year end on an upgrade to the Wesley Music System.

➤ **Contracted Services** are over profile by £3.

➤ **Income** is over profile by £4,923, this consists of:

- Cremation fees (inc. Medical Referees & Mercury Abatement) – under profile by £7,689.
- CAMEO - £2,213 more received than budgeted for.
- All Memorial Income – over profile by £9,128
- Other Income – over profile by £1,271.

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

3.3 At the Joint Board meeting on 16th December 2019 it was reported that some structural works had been identified which would need repairs but could not be included in the budgets because there had not been time to obtain estimates. Provisional costings have now been obtained which are £5,900 for the two drain repairs and £3,550 to repair the cracking.

3.4 In respect of capital schemes in the service improvement plan, the project to refurbish the chapel has now been completed at a total cost of £211k which was within the approved 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 | |
| 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 | |
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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