



The Chair and Members of  
Chesterfield and District Joint  
Crematorium Committee

Please ask for Amanda Clayton

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11 September 2020

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 21 SEPTEMBER 2020 at 1.00 pm via Microsoft Teams, the agenda for which is set out below.

This meeting will be held virtually via Microsoft Teams software, for which Members of the Committee and others in attendance will receive an invitation. Members of the public will be able to access the public parts of the meeting online by following the link from the Council's website at [click here](#)

## 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 5th June, 2020 (Pages 3 - 8)
4. Budget Monitoring Report – Period 5 (Pages 9 - 12)
5. Local Government Act 1972 - Exclusion of the Public

6. COVID-19 Update (Pages 13 - 26)
7. Bereavement Services Manager's Report (Pages 27 - 52)
8. Chesterfield Crematorium Fees and Charges 2020/2021 (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 Borough Council)

**CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE****Friday, 5th June, 2020**

Present:-

Councillor Powell (Chair)

Councillors Blank  
Holmes  
J Innes  
Cupit  
Parkin

Councillors Ludlow  
Mannion-Brunt  
Watson  
Dooley

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**32 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Kenyon.

**33 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 16  
DECEMBER 2019**

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 16 December, 2019 be approved as a correct record and signed by the Chair.

**34 ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2020**

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, 2020, including the Revenue Account and Balance Sheet.

The report noted that at year end there had been a surplus of £623,733 this was £92,853 more than budgeted and outlined the areas where there had been variances from the approved budget.

Section 3.3 of the officer's report provided detail on the schemes that required carry forwards to 2020/21 which totalled £4,900.

The report noted that a redistribution of £639k had been made to the constituent authorities, the details of which were set out in paragraph 5.2 of the officer's report.

It was noted that the impact of the COVID-19 pandemic was not yet quantifiable. The death rate had increased in the short term but there had been increased expenditure due to additional cleaning costs, PPE and extended opening hours etc. As a consequence, the committee was advised that the additional surplus made in 2019/20 had been put into reserves pending budget updates being presented to the Board at future meetings.

RESOLVED –

1. That the report be noted.
2. That the Statement of Accounts be approved.
3. That the carry forward requests, as set out 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 for 2019/20 and that a balanced revenues budget is maintained for 2020/21.

## **35 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.

## 36 **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 2019/20 was provided in Section 2 of the officer's report.

It was noted that the Funerals Market Study by the Competition and Markets Authority had been extended due to COVID-19. All vacant positions at the Crematorium had been filled and a team member had completed a successful phased return to work following a long term sickness absence.

The committee was advised that the environmental impact of the Crematorium will be a key feature of the management reports in the future. Carbon offsetting schemes and other ideas were already being considered.

Members acknowledged that the staff at the Crematorium had been very busy but behaved admirably through this difficult period. The committee felt that the team had exceeded expectations and expressed their gratitude to all involved.

RESOLVED –

1. That the report be noted.

REASONS FOR DECISION –

1. To keep the Joint Committee informed of matters relating to the operation of the Crematorium.

## 37 **BEREAVEMENT SERVICES RISK REGISTER REPORT**

The Bereavement Services Manager presented a report on the risks to Chesterfield and District Crematorium and the actions taken to manage each risk. Amendments to the Register made since the previous year were highlighted to the committee.

The value of the risk register was acknowledged by the committee following its effectiveness in helping to respond to the COVID-19 pandemic. A suggestion was made to add the vulnerability of the crematorium drains to the register and this was accepted as a prudent action.

#### RESOLVED –

That the Register amendments be noted and that the Risk Register for 2020 be approved.

#### REASONS FOR DECISION –

To annually inform Members of the risks to Chesterfield and District Crematorium and the actions taken to manage each risk.

### 38 **COVID 19 UPDATE REPORT**

The Bereavement Services Manager presented a report to the committee updating the members on the impact of COVID-19 on the Chesterfield and District Crematorium. Gratitude was expressed to the lead authority for the readily available support that the Crematorium had received throughout the pandemic.

It was explained that, due to the high proportion of the team that were required to self-isolate, it had been necessary to second staff from other departments in order to maintain service levels. Initial training took around a month to complete. Professionalism was demonstrated by both the existing team and the new colleagues.

Work had taken place in conjunction with the emergency planning departments, mortuaries, funeral directors and ministers to ensure that government guidelines were complied with whilst using a common-sense approach. A number of practical measures were brought in to safeguard the staff and the public and these had been well received. It was noted that Building Cleaning Services had been invaluable in ensuring a safe working environment and helping to prevent the spread of the virus.

Time slots for funeral services had been reduced at the start of the pandemic in order to increase capacity but the Bereavement Services Manager advised that this had been closely monitored throughout. This meant that the normal diary had been reinstated from Monday 22<sup>nd</sup> June 2020.

The committee formally thanked the Bereavement Services Manager for his exemplary leadership and management during this difficult time. It was also noted that the conduct of all the Crematorium staff had been superb, maintaining a sensitive service whilst operating within the government guidelines.

#### RESOLVED –

1. That the report be noted.
2. That the formal thanks of the committee be placed on record to the Bereavement Services Manager and staff for their professionalism and adaptability during a very challenging period.

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## BUDGET MONITORING PERIOD 5

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MEETING: CHESTERFIELD AND DISTRICT JOINT CREMATORIUM  
COMMITTEE

DATE: 21<sup>st</sup> September 2020

REPORT BY: BEREAVEMENT SERVICES MANAGER  
CLERK & TREASURER

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FOR PUBLICATION:

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### **1.0 PURPOSE OF REPORT**

1.1 To report the budget monitoring position as at the end of August 2020.

### **2.0 RECOMMENDATIONS**

2.1 That the report be noted.

### **3.0 PERIOD 5 BUDGET MONITORING**

3.1 The original budget was approved at the 16<sup>th</sup> December 2019 meeting, but does not include the carry forwards of £4,900 approved at the 21<sup>st</sup> May 2020 meeting.

3.2 There is currently a favourable profiled variance of £99,460. Details of the variances from the profiled budgets are shown below:

- **Employee costs** there is an overspend of £45,174. On budgeted expenditure there is an under spend of £1,308 on general salaries and £2,468 on overtime and miscellaneous

staffing costs. However, there is £48,950 of additional staffing costs caused by the need to re-deploy other staff from Chesterfield Borough Council during the COVID 19 lockdown in order to cover staff self-isolating so that the Crematorium remained fully operational during this period. This additional spend is covered by additional income from the increase in cremation numbers.

- **Premises costs** are under profile by £29,409 this consists of:
  - General routine repairs – under spend of £7,212, however some repairs may have been delayed due to COVID 19.
  - Cremator repairs - under spend £7,015
  - Utilities – under spend £4,328
  - £6,937 of the under spend relates to projects outlined in the Service Improvement Plan which have not yet commenced due to COVID 19. These include improvements to the vestry, music room and book of remembrance room. Plans are now being put in place to start these improvements.
  - Trees & Shrubs – under spend of £4,167
  - Minor miscellaneous items – overspend £250
  
- **Transport** costs are under profile by £956.
  
- **Supplies & Services** costs are over profile by £13,443 this consists of:
  - Medical Referee Fees – overspent by £5,502 due to the increase in cremation numbers carried out during the peak of the COVID 19 pandemic (see cremation fee income below)
  - £14,391 has been spent on additional supplies and services purely to cope with COVID 19. This includes £8,723 on additional cleaning in order to keep the premises safe, £2,020 on cremator operator training, £1,285 on new Perspex screens and there has been other miscellaneous spending on sanitiser, face masks etc
  - Service Improvement Plan - £1,125 under spend because the new mowers have not yet been purchased
  - General Supplies & Services – underspend of £5,325 in other areas.

- **Income** is over profile by £127,723, this consists of:
  - Cremation fees (including Medical Referees & Mercury Abatement) – over profile by £143,578, this is due to an increase of approximately 272 more cremations than budgeted for
  - All Memorial Income – under profile by £3,684
  - Other Income – over profile by £1,315 mainly caused by extended use of the Chapel of Rest.
  - There has been £13,486 of income foregone due to the decision to offer bereaved families free webcasting whilst lockdown was in place and the number of people able to attend services is restricted. This was reported to the Joint Board at the meeting on the 5<sup>th</sup> June.

#### **4.0 Capital Expenditure Projects**

4.1 The only capital expenditure budgeted for this year is to the roof including work to the ridge tiles, soffits, fascia's and guttering. This work has not yet commenced however the Manager still wishes to try and plan this work during this financial year and the Joint Board will be updated at future meetings.

#### **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**

<b>Key decision number</b>	
<b>Wards affected</b>	<b>All</b>
<b>Links to Council Plan priorities</b>	To provide value for money services

## Document information

Report author	Contact number/email
David Corker	01246 936279 david.corker@chesterfield.gov.uk
<b>Background documents</b> These are unpublished works which have been relied on to a material extent when the report was prepared.  Titles of background documents used: <ul style="list-style-type: none"><li>- Accounting Records</li></ul> Location: Accountancy Services Section	
<i>This must be made available to the public for up to 4 years.</i>	
<b>Annexes to the report</b>	

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