

The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

Please ask for Amanda Clayton

Direct Line 01246 34 5273

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4 December 2020

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 14 DECEMBER 2020 at 1.00 pm in via Microsoft Teams, the agenda for which is set out below.

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

AGENDA

Part 1(Public Information)

1. Appointment of a Chair (to be appointed from Bolsover District Council)
2. Appointment of a Vice-Chair (to be appointed from Chesterfield Borough Council)
3. Declarations of Interest by Members and Officers relating to items on the Agenda
4. Apologies for Absence
5. Minutes of the Joint Crematorium Committee held on 21 September, 2020 (Pages 3 - 8)

6. Estimates of Revenue Expenditure for Years ending 31 March 2021 Onwards (Pages 9 - 30)
7. COVID 19 Update Report (Pages 31 - 42)
8. Bereavement Services Manager's Report (Pages 43 - 60)
9. Recycling of Metals – Donation to Charity Report (Pages 61 - 66)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Smith', written in a cursive style.

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

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE**Monday, 21st September, 2020**

Present:-

Councillor Ludlow and Powell (Chair)

Councillors Blank
Holmes
LudlowCouncillors J Innes
Mannion-Brunt

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

40 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Kenyon and Cllr Watson.

**41 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON
5TH JUNE, 2020**That the Minutes of the Chesterfield and District Joint Crematorium Committee on 5th June, 2020 be approved as a correct record and signed by the Chair.**42 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 2020.

There had been additional expenditure on staffing, supplies and services caused by the COVID 19 pandemic. A decision had been taken to offer free webcasting to families during this time and therefore £13,486 of income had been forgone. Planned works had been delayed and so premises costs and capital expenditure were below profile. The committee heard that the increase in income was as a result of an

increase in the number of cremations and extended use of the chapel. It was noted that therefore there was a favourable profiled variance.

RESOLVED –

That the report be noted.

REASON FOR DECISION

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

43 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.

44 COVID-19 UPDATE

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. The committee heard that 213 excess cremations were carried out across April, May and June compared to the five-year average for that period but the figures for July and August were back down to a manageable level. The seconded staff had returned to their normal duties and the service interval times had resumed their usual pattern. The chapel capacity had been increased from 24 to 30 and a track and trace system is in place.

The free webcasting continued to be on offer to families and the enhanced cleaning regime was still in place, both of which would be reviewed at the December meeting of the committee.

The Chair congratulated the whole team on the difficult task they had carried out balancing the needs and ensuring the safety of both members of the public and the funeral directors.

It was noted that the risk assessment was a live document that would need continuous review and amendments.

RESOLVED –

1. That the report be noted.
2. That webcasting continues to be offered free of charge until review at the December 2020 meeting of the Committee.
3. That additional building cleaning services are retained until review at the December 2020 meeting of the Committee.
4. That the Seasonal Gardener be given additional hours over the winter months

REASONS FOR DECISION –

1. To reduce the risk of contracting Covid-19 at Chesterfield and District Crematorium as far as practicable.
2. To build resilience of the service in response to the Pandemic.
3. To continue to build on the good reputation of the Crematorium and to assist as many people as possible to attend the service virtually when they otherwise could not participate at all.
4. For the future development of staff and their retention

45 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 2020/21 was provided in Section 2 of the officer's report.

The committee heard that the number of cremations from outside Derbyshire had increased disproportionately in the last period and this was thought to be related to the Crematorium's response to the COVID-

19 pandemic. In particular, the number of cremations from Sheffield had increased.

The ongoing investigation into the funeral sector by the Competition and Markets Authority had been interrupted by the pandemic but provisional conclusions had been published and this would involve a push towards more transparent pricing across the industry. Discussion took place around the rate of increase in cremation fees and the potential impact of fees on the number of cremations. The Bereavement Services Manager noted that price was the third highest factor in choosing a crematorium according to the satisfaction survey but that any substantial increase in cremation numbers would affect the service for local residents.

All of the scheduled repairs and improvement works had been recommenced or rescheduled. Good feedback had been received from the customer satisfaction survey and a rating of “reasonable assurance” had been received from internal audit.

Members acknowledged that the report gave confidence to the committee for the future. The Crematorium had dealt with difficult requests and high profile services but all had been dealt with in a professional manner.

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.

46 CHESTERFIELD CREMATORIUM FEES AND CHARGES 2020/2021

The Bereavement Service Manager presented a report recommending for approval a proposed increase in the Crematorium fees and charges for 2021.

The report provided a detailed service analysis, which included a benchmarking exercise with other local authorities across Derbyshire. The review identified that Chesterfield Crematorium was placed sixth out of nine local crematoria that were looked at, ranking them in terms of price from highest to lowest.

The high level of service provided by the Crematorium was also highlighted as a consideration when looking at the fees. The considerable cost of the response to the COVID-19 pandemic was discussed, which equated to approximately £45 per service. The potential for a decrease in numbers over next year or two as a direct result of the pandemic were also taken into account.

The committee was informed that the burden sharing scheme administrator CAMEO had recommended an increase in the environmental surcharge of £3. It was also proposed that the cost of memorials be increased for the first time in five years as suppliers costs and charges continued to increase.

It was noted by the committee that the COVID-19 pandemic presented a very delicate situation and the task of setting the fees and charges was as a result, very much a balancing act.

RESOLVED –

1. To approve Fees and Charges for 2021 according to Appendix A.
2. To increase Memorial Fees by 5%.
3. To increase Band A by 5% from £415.00 to £436.00
4. To increase Band B by 5% from £574.00 to £603.00.
5. To increase Banc C and other miscellaneous fees by 5%. BAND C would increase from £770.00 to £808.00.
6. To increase the Mercury Abatement Surcharge to £56.00 in accordance with industry guidance.

REASON FOR DECISIONS

1. To ensure sufficient funds to maintain high levels of standards for the bereaved, reach a balanced budget and to maintain sufficient reserve levels to meet any future pressures.
2. To provide an affordable option for cremation for all with below average fees and above average standards.
3. To ensure adequate funds are available to continue to respond to the Covid-19 in a Covid Secure way

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For publication

ESTIMATES OF REVENUE EXPENDITURE & INCOME **FOR YEARS ENDING 31ST MARCH 2021 onwards**

Meeting:	Chesterfield and District Joint Crematorium Committee
Date:	14 th December 2020
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 2020/21 to 2023/24, as detailed in the attached appendices:

Appendix 1 - Detailed Estimates

Appendix 2 - Details of Major variations in 2020/21

Appendix 3 - Notes on 2021/22 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 & 6.6).
- 2.3 In line with the recommendation agreed at the Joint Board meeting on the 12th December 2016 that a re-distribution of £500,000 to the Constituent Authorities be approved for 2020/21.
- 2.4 That the planned use of reserves be approved (para 6.0).

3.0 Revised 2020/21

- 3.1 There is a reported minor deficit of £19,417 in 2020/21 compared to the original breakeven budget.
- 3.2 Details of the variations are shown in **Appendix 2** and summarised below:

Table 1: Variances – Original to Revised 2020/21			
Para. Ref.		Amount £	Increase/(Decrease)
	Original Budget	0	
	<u>+/- Variances in the year:</u>		
3.3.1	Employees	62,340	Increase
3.3.2	Premises	(2,830)	Decrease
3.3.3	Supplies & Services	11,090	Increase
3.3.4	Agency/Contracted Services	32,050	Increase
	Central /Admin Support	(940)	Decrease
3.3.5	Income	38,260	Decrease
3.3.6	Increased contribution to reserves	1,500	Increase
3.3.6	Transfer from Summary Revenue Reserve	(97,953)	Increase
3.3.7	Reduced Re-distribution	(24,300)	Decrease

	Revised Out-turn	19,417	Deficit
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Source: Appendix 1

3.3 Explanation of Significant Variances

3.3.1 Employees:

- There is a projected increase of £62k on staffing. £49k of this relates to the re-deployment of staff in order to keep the Crematorium operational during the first Covid lockdown and a further £9.6k is the cost of additional staffing during winter already approved by the Joint Board at the meeting on 21st September.

3.3.2 Premises:

- There is a minor reduction in spend on premises costs. The Manager has reduced the trees/shrubs budget by £5k however utilities, in particular gas, are forecast at £4.9k more. The Manager has also reviewed the list of repairs/improvements scheduled for this year in the service improvement plan. There has been a minor increase in cost to one of the improvements and work to the Book of Remembrance Room has been moved back in 2021/22.
- It should be noted that there is still an ambitious plan of repairs/improvements scheduled for this year, however the ability to complete this will depend on how busy the Crematorium is and the whether contractors are able to carry out the works during lockdowns etc. Progress on these will be reported to the Joint Board at the year-end meeting.

3.3.3 Supplies & Services:

- £10k to cover additional Covid related items such as training materials, Perspex screens, hygiene consumables etc.
- There have been minor adjustments to other budgets.

3.3.4 Agency/Contracted Services:

- There is a £32k increased budget requirement on building cleaning due to additional cleaning required to keep the chapel Covid safe.

3.3.5 Income:

- The revised fee and banding structure approved at the Joint Board on 21st September 2020 has been included in the budgets. There has also been a review of the profiling of income across the different price bands since the new banding was only introduced last year. This has resulted in a decrease in income of £6k.
- The budgets for the miscellaneous income and other sales have reduced by £38k. This has mainly been caused by the free webcasting of funeral services (£24k) and a reduction on interest received on cash deposits (£14k).
- A payment of £6.5k has been estimated from CAMEO.

3.3.6 Reserves

- The contribution to the Mercury Abatement Reserve has increased by £1.5k due to the increase in fees agreed by the Joint Board at the meeting on 21st September.
- £98k excess funds retained in the Summary Revenue Reserve in 2019/20 has been brought back into the budget to assist in covering the additional expenditure on Covid.

3.3.7 Re-distribution

- The re-distribution made to the three constituent authorities has been reduced by £24k, again to assist in covering the additional costs incurred due to Covid.

3.4 Capital Projects

- Capital Improvement Reserve (see para 6.7) – this year there was budgeted spend of £18.5k on new gutters and soffits/facias. However following the management review it has been decided to move this work back into 2021/22 in order that the work coincides with planned work to renew some of the roof/ridge tiles.

4.0 ESTIMATES 2021/22

4.1 There is an estimated revenue surplus for the next financial year of **£514,130 (Appendix 1)** prior to any re-distribution after allowing for:

- Cremation fee increases across all bands in January 2022 of approximately 2.5%
- A pay award of 2.5% for 2021/22
- Revised cremation income based on 2,000 cremations

4.2 Expenditure to be funded from reserves

It is proposed to spend an additional £35.5k from reserves in 21/22 (see para 6.6).

5.0 MEDIUM TERM FORECASTS

5.1 The key assumptions made in producing the forecasts in Appendix 1 for 2022/23 and 2023/24 include:

- Pay awards of 2.5% over the next few years

- Cremation fee increases across all bands in 2022/23 and 2023/24 of approximately 2.5% in order to achieve a balanced budget
- Setting aside the Mercury Abatement surcharge income of £112,000 pa into a reserve for future replacements
- A revenue contribution of £90k in 2022/23 and 2023/24 into the Capital Improvement Reserve
- Re-distribution of all ongoing surpluses to the constituent authorities.

6.0 RESERVES

6.1 The Joint Crematorium maintains five reserves:

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

6.2 **Revenue Reserves** – the forecasts in **Appendix 4a** includes the approved fee increases from January 2021. 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. A re-distribution of £500k to the three constituent authorities leaves a minor deficit of £19k meaning that the projected balance of this reserve will be £231k. The Treasurer is happy that in the short term this reserve has sufficient balance whilst the situation around Covid becomes clearer and the balance will be made up over the next two financial years.

6.3 **Mercury Abatement Reserve** – **Appendix 4a** shows the contributions which will be made each year from income collected of £112k for 2021/22 onwards. The projected balance on the reserve at the end of 2020/21 is £948,128. The £56 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 halfway 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 2020/21 was £16,980. 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 **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.
- 6.6 **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 in 2019 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 £735k at the end of 2023/24. 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	2020/21 Original	2020/21 Revised	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Mercury Abatement	941	948	1,060	1,172	1,284
Equipment	22	22	28	33	38
Cremator Repairs	333	333	333	333	333
Capital Improvement	496	515	569	645	735
Total Earmarked Reserves	1,792	1,818	1,990	2,183	2,390
Revenue Reserves	250	231	245	250	250
Total Reserves	2,042	2,049	2,235	2,433	2,640

7.0 REDISTRIBUTION TO CONSITUENT AUTHORITIES

7.1 The last redistribution took place in 2019/20 when £639k 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. A re-distribution of £500k has been budgeted for this year.

7.3 Based on the number of cremations from each area over 3 years the distribution of the £500,000 would be as follows:

Proposed Distribution to Constituent Authorities

	Proportion	Share
Chesterfield	55%	£275,000
North East Derbyshire	31%	£155,000
Bolsover	14%	£70,000
Total	100%	£500,000

8.0 OTHER MATTERS

8.1 The triennial review of the Crematorium's pension fund has been completed. This resulted in an increase to employer contributions in 2020/21 of 1% to 18.8% which had already been included in budgets. There was no increase to past service contributions.

9.0 RECOMMENDATIONS

9.1 That the revenue estimates be approved.

9.2 That the Capital schemes be approved (para 3.4 & 6.6).

9.3 In line with the recommendation agreed at the Joint Board meeting on the 12th December 2016 that a re-distribution of £500,000 to the Constituent Authorities be approved for 2020/21.

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 2020/21 and in future years.

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 936279 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 2020/21
Annexe 3	Notes on 2021/22 estimates
Annexe 4a	Reserves Forecast
Annexe 4b	Capital Improvement Reserve

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE
Estimates of Revenue Expenditure and Income
2020/21, 2021/22, 2022/23 & 2023/24

	Actual 2019/20	Original Budget 2020/21	Revised Budget 2020/21	Original Budget 2021/22	Original Budget 2022/23	Original Budget 2023/24
Expenditure						
Employee Expenses	359,429	365,980	428,320	382,030	392,650	402,350
Premises Related Expenses	258,234	270,550	267,720	274,600	259,680	265,480
Minor Capital expenditure direct from revenue				24,150		
Transport Related Expenses	3,162	4,750	4,750	4,770	4,790	4,810
Supplies & Services	120,399	129,880	140,970	132,370	127,640	127,910
Agency & Contracted Services	13,484	13,890	45,940	14,240	14,670	15,110
Central, Departmental and Technical Support	81,032	85,780	84,840	89,230	95,150	97,880
Capital Charges	114,191	118,950	120,350	117,410	114,900	113,020
Direct Revenue Financing of Capital	423	450	450	460	470	480
Total Expenditure	950,354	990,230	1,093,340	1,039,260	1,009,950	1,027,040
Income						
Fees & Charges - Cremation Fees	1,396,676	1,354,920	1,348,590	1,407,590	1,442,490	1,478,740
- Sales	10,615	6,370	7,870	8,240	8,240	8,240
- Other	54,667	43,890	40,890	42,520	42,520	42,520
- Mercury Abatement	119,672	106,000	114,000	112,000	112,000	112,000
Other Income	85,085	85,760	47,330	72,990	73,660	78,410
Total Income	1,666,715	1,596,940	1,558,680	1,643,340	1,678,910	1,719,910
Net (Cost)/Income of Service	716,361	606,710	465,340	604,080	668,960	692,870
Asset Charge Contribution	114,191	118,950	120,350	117,410	114,900	113,020
Contribution to Capital Replacement Reserve	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
£53 surcharge to Mercury Abatement Reserve	(111,459)	(106,000)	(107,500)	(112,000)	(112,000)	(112,000)
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	97,753	0	0	0
Redistribution to Consituent Authorities	(639,190)	(524,300)	(500,000)	(500,000)	(571,213)	(598,530)
SURPLUS/ (DEFICIT) IN YEAR	(15,457)	0	(19,417)	14,130	5,287	0
Reserves Brought Forward	354,210	250,000	347,753	230,583	244,713	250,000
Transfer from/(to) another Reserve	9,000					
Transfer from/(to) another Revenue			(97,753)			
Revenue Reserve Carried Forward	347,753	250,000	230,583	244,713	250,000	250,000
Number of Cremations	2,126	2,000	2,000	2,000	2,000	2,000

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

Revised Estimate 2020/21 – Details of Major Variations		+Increase
Net Expenditure (increased by £113,210)		(Reduction)
1. <u>Employee Expenses</u>		
	Re-deployment of staff during 1 st Covid lockdown	48,950
	Additional staffing during winter (approved)	9,630
	Misc Salary cost increases	2,760
	Training	1,000
2. <u>Premises Related Expenses</u>		
	Minor changes to repairs in management plan	(2,750)
	Utilities	4,900
	Trees & Shrubs	(5,000)
	Minor misc items	20
3. <u>Supplies and Services</u>		
	Urns	1,000
	Additional Covid related expenditure	10,000
	Minor misc items	90
4. <u>Contracted Services</u>		
	Building Cleaning (due to Covid)	32,050
5. <u>Central Admin Support</u>		
	Decrease in various recharges	(940)
6. <u>Income</u>		
	Decrease in Cremation income	6,330
	CAMEO income	(6,500)
	Miscellaneous income	(330)
	Cost of free digital broadcasting	24,000
	Estimated reduced interest on balances	14,760
7.	Increase in contribution to Mercury Abatement Reserve	1,500
8.	Contribution from Summary Revenue Reserve	(97,753)
9.	Reduced Re-distribution of surplus	(24,300)
Total		19,417

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CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Notes on 2021/22 Estimates

1. Inflation

- a) Pay Award of 2.5%

2. Premises

- a) £10k included for improvements to the entrance area (see management improvement plan).
- b) £14k included for repairs to the roof (see management improvement plan).
- c) £4k included for improvements to the Book of Remembrance Room (see management improvement plan).

3. Supplies & Services

- a) £5k included to purchase a Grillo mower

4. Income

- a) Based on 2,000 Cremations (60 at Band A, 200 at Band B & 1,740 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 £808 in 2021 and £826 in 2022.

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Revenue Reserves						
	Outturn 2019/20	Original Budget 2020/21 £	Revised Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £	Original Budget 2023/24 £
Bal b/fwd at start of year after redistribution	354,210	250,000	347,753	230,583	244,713	250,000
Surplus / (Deficit) in the year	(15,457)		(19,417)	14,130	5,287	0
Transfer to revenue			(97,753)			
Transfer from other reserve	9,000					
Bal before c/fwd	347,753	250,000	230,583	244,713	250,000	250,000
Carry forward to 2020/21	4,900	0		0	0	0
Bal c/fwd	342,853	250,000	230,583	244,713	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 2019/20	Original Budget 2020/21 £	Revised Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £	Original Budget 2023/24 £
Bal b/fwd at start of year	729,169	835,169	840,628	948,128	1,060,128	1,172,128
£53 Surcharge	111,459	106,000	107,500	112,000	112,000	112,000
Transfer to Capital Reserve						
	840,628	941,169	948,128	1,060,128	1,172,128	1,284,128

Equipment Replacement Reserve						
	Outturn 2019/20	Original Budget 2020/21 £	Revised Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £	Original Budget 2023/24 £
Bal b/fwd at start of year	11,620	16,980	16,980	22,340	27,700	33,060
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	16,980	22,340	22,340	27,700	33,060	38,420

Cremator Repairs Reserve						
	Outturn 2019/20	Original Budget 2020/21 £	Revised Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £	Original Budget 2023/24 £
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

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

	Outturn 2019/20	Original Budget 2020/21 £	Revised Budget 2020/21 £	Original Budget 2021/22 £	Original Budget 2022/23 £	Original Budget 2023/24 £
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	14,902					
In year spend	(16,884)			(17,000)		
Transfer from other reserves	1,982			17,000		
Contribution from revenue						
C/fwd end of year	0	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)	0	(18,500)		
Transfer from other reserves		18,500	0	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	(24,617)					
Transfer from other reserves	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	361,432	424,834	424,833	514,833	569,333	644,743
In year spend						
Transfer to/from other reserves	-26,599	(18,500)		(35,500)	(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	424,833	496,334	514,833	569,333	644,743	734,743
Total - all schemes						
B/fwd start of year	376,334	424,834	424,833	514,833	569,333	644,743
In year spend	(41,501)	(18,500)	0	(35,500)	(14,590)	0
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	424,833	496,334	514,833	569,333	644,743	734,743

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For Publication

Impact of Covid-19 Update

Meeting: Chesterfield and District Joint Crematorium Committee

Date: 14 December 2020

Report by: Bereavement Services Manager

For Publication

1.0 Purpose of Report

Reports were presented at the June and September 2020 meetings on the Impact of Covid-19 at Chesterfield and District Joint Crematorium.

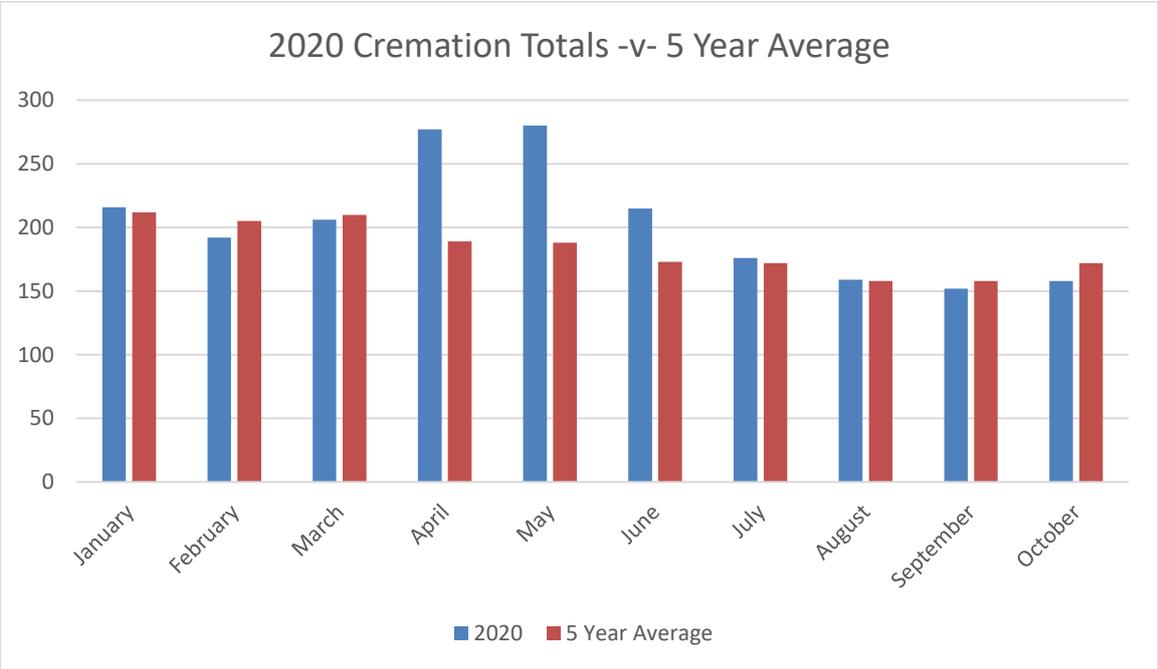
This report will update and inform Members on the current position with any key updates since the last meeting of the Joint Committee.

2.0 Cremation Numbers During 2020

From 1st January to 31st October 2020, 2031 Cremations have been undertaken at Chesterfield and District Joint Crematorium compared to the 5 year average of 1839 for the same period.

In summary, 192 excess cremations have been undertaken so far in 2020 compared to the 5 year average. Those majority of excess cremations took place in April, May and June.

The chart below shows, month by month, the 5 year average number of cremations (in red) compared to those undertaken in 2020 (shown in blue). Cremations taking place in July and August returned to manageable levels, similar to the 5 year averages. September and October saw cremation totals fall below the 5 year average.



The Manager regularly attends the Excess Deaths Sub Group arranged by DCC Emergency Planning and chaired by Public Health Officials. The predicted deaths for Derbyshire over Winter 2020/2021 are above the 5 year average but within the capacity of Derbyshire’s Crematoria and Cemeteries.

3.0 Seconded Staff

In recent weeks, four members of the Lead Authority’s staff who were seconded to the Crematorium during the first wave of the pandemic have returned to refresh the skills that they learnt.

Another two members of staff are on standby to return should the need arise. Refresher training shall continue to be arranged periodically over the Winter Period.

4.0 Chapel Capacity and Public Health England Updated Guidance

Government Guidance currently states that funeral services must have no more than 30 people attending, whether indoors or outdoors. The chapel capacity at Chesterfield and District Crematorium is currently 30. Current guidance allows both close family and friends to attend.

Ceremonial events linked to the funeral such as stone setting ceremonies or strewing of ashes must have no more than 15 people attending. Therefore, 15 people are now allowed to attend the strewing of ashes or stone setting within the grounds of the crematorium, an increase on the limit of 6 previously reported.

The Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020 came into force in England on 5th November 2020 and state that a person who is responsible for a crematorium or burial ground must ensure that the crematorium or burial ground is closed to members of the public, except for a) funerals or burials b) commemorative events celebrating the life of a person who has died and c) to allow a person to pay respects to a member of their household, a family member or friend.

The Crematorium Grounds remain open every day of the week, however, the Waiting Room, Public Toilets and Book of Remembrance Room remain closed at weekends with a Security Patrol, twice per day passing through. Usually, staff rotate to provide a patrol, book turning, light maintenance and litter picking service.

4.0 Impact on Staff

Clinically Vulnerable staff remain on site, unlike during the first wave of the Pandemic when instructed to shield at home.

Every step has been taken to protect Clinically Vulnerable staff and the updated service Risk Assessment is attached at Appendix A for information.

Administrative, Clerical and Supervisory duties continue to be done from home as far as practicable. Member's will appreciate that the nature of the service requires the majority of staff to be on site, however, for context, there are usually 2 members of staff working from home at any time.

Stress Risk Assessments were distributed in November 2020 which will be monitored and an action plan put in place to address any areas of concern.

Staff have been signposted to the Lead Authorities Employee Assistance Scheme which is a confidential counselling and information service which is available 24/7, 365 days a year and is there to assist with personal or work-related problems that may be affecting your health, wellbeing or performance.

As the high demands on the service began to slow from July onwards, most staff have taken their leave allocation with the exception of a small number of staff who have carried a handful of days over.

5.0 Track and Trace

Members will recall that from the beginning of August 2020, the Crematorium has been assisting the NHS Test and Trace by keeping a temporary record of everyone visiting the Chapel.

From September 24th, a QR Code Poster was downloaded and displayed in prominent areas for visitors to check in using the NHS Covid 19 App.

This method of scanning the code on arrival compliments the contact tracing card system that is still in place for mourners who may not have a smart phone.

At the time of writing, the Manager has not been informed by Health Authorities of an outbreak or a single case.

6.0 Webcasting

Members will recall that the webcasting of services was being provided free of charge during the pandemic since 24th March 2020.

The cost to date to the Joint Crematorium is approximately £20,550.00 to the end of October 2020. The cost reflects the £30 charged by the supplier per service and ordinarily this charge would be passed onto the applicant via the Funeral Director.

This facility continues to be a considerable success with approximately 685 services broadcast over the internet to friends and relatives who were otherwise unable to attend.

It is therefore recommended that the free webcasting of services is extended (to be reviewed at the March 2021 meeting) particularly as the Chapel Capacity remains at 30 people.

7.0 Additional Cleaning Regime

Throughout the pandemic, additional cleaning regimes have been in place with 1 full time equivalent cleaner rotating around the buildings cleaning surfaces and touch points including a clean of chapel in between all services.

It is recommended that the additional cleaning regime is kept in place to be reviewed in March 2021.

8.0 Recommendations

- 8.1 That the webcasting of services is continued to be offered free of Charge to be reviewed in March 2021.
- 8.2 The additional cleaning regime is extended for review in March 2021.

9.0 Reason for Recommendation

- 9.1 To continue to provide Cremation Services in a Covid 19 Secure manner.

Ross Fawbert
Bereavement Services Manager

COMMERCIAL SERVICES

Risk Assessment



CHESTERFIELD
BOROUGH COUNCIL

TASK: Social distancing procedure - Crematoria staff and visitors.			
Original Risk Assessor:	Print: Nick Bates	Signed:	
Reviewed: Monthly	Print:	Signed:	
Bereavement Services Manager	Print: Ross Fawbert	Signed:	
Date of Assessment:	29/09/2020	Task:	Social distancing procedure for Crematoria staff/stakeholders/visitors.

Vibration Exposure

Comments
N/A

C.A.T. & Genny

Comments
N/A

P.P.E. Requirements for this Risk Assessment

Safety Footwear	Hard Hat	Protective Gloves	Ear Defenders	Coveralls	Safety Glasses	Visor	Dust Mask	Respirator	High Visibility	Harness	Other
		 ✓					 ✓				Hand Sanitiser and Face Coverings
<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u> Face covering required	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>	<u>Comments</u>

What are the Hazards?	Who might be Harmed & How?	Risk	What are you Already Doing?	What Further Action is Necessary?	Residual Risk	Action by Who?	Action by When?	Done
THIS ASSESSMENT TO BE READ IN CONJUNCTION WITH METHOD STATEMENT SPECIFIC TO THIS JOB								
Person to person viral infection	Employee's/stakeholders/visitors	High	<ul style="list-style-type: none"> Cemeteries Team split into two teams (team A and B), single 	Funerals to be attended by Friends and Family to a maximum within the	High		Immediate and ongoing	

			<p>occupancy in vehicles advised when PHE 2m guideline cannot be consistently maintained.</p> <ul style="list-style-type: none"> • Cleaning and disinfecting regime regularly carried out in operational areas between each service throughout the day. • Hand sanitizer available - given to all entering chapel and again whilst leaving. Automatic/Sensor dispensers installed to remove staff from close contact with mourners. • Hand shaking and hugging to be strongly discouraged amongst mourners and Ministers and to be forbidden amongst our own staff and stakeholders. • Limitations on numbers of mourners attending • Stakeholder media advises 	<p>Crematorium Chapel and Graveside of 30.</p> <p>Mourners will wear Face Coverings in Chapel, Public Indoor areas and outside at any time Social Distancing becomes difficult.</p> <p>Members of staff must wear face coverings at Graveside and Chapel Entrance if Social Distancing becomes difficult.</p> <p>Staff to wear Face Coverings when moving around the buildings.</p> <p>Each seating row in the Chapel is a minimum of 2m away from the next. 3 members from the same household or Social Bubble advised to use each available row.</p> <p>If an organist is playing at the service then the last row on the left hand side will be closed off.</p> <p>Adequate signage regarding Social Distancing and signposting hand washing facilities is in place to build awareness.</p> <p>Signage advising on maximum capacity in</p>				
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			<p>that those with symptoms not to attend.</p> <ul style="list-style-type: none"> • Service Sheets and Books are no longer in the Chapel. • Individual Service Sheets will be provided, the deceased's representatives should take these sheets home at the end of the service. • Bereaved should not touch the coffin and should be encouraged to wave or blow a kiss. Ceremonial barriers in situ around catafalque to prevent access. • Use sanitiser on all equipment coming into physical contact with staff members. • Office Restrictions in place – two visitors at a time only and members of the public dealt with wherever possible over phone or by comms. Perspex 	<p>place (incl. 30 Chapel, 3 Waiting Room, 2 Book of Remembrance Room, 1 Office Reception). Mess Room capacity must be observed with no congregating in communal areas.</p> <p>Singing and playing of instruments in chapel has been restricted until further notice.</p> <p>Windows opened between services for ventilation.</p> <p>NHS Test and Trace Scheme in place for all visitors and rotas available for staff working patterns.</p> <p>Manager and Officers will work in separate offices or work from home to reduce person to person contact to maintain business continuity.</p> <p>Crematorium, Chapel and Grounds Staff separated into Teams for business continuity and to limit the number of people staff regularly have contact with.</p> <p>Clean down Wesley PC, Cremator Equipment Before and After use including any telephones</p>				
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shield in place on reception.

- Staff breaks alternated at Crematorium and Cemeteries to minimise social contact
- Staff areas are off limits to stakeholders.
- Staff at burials should lead family to grave, remove batons then retreat to social distance of a minimum of 2 metres.
- Chapel attendants must leave the chapel areas during services.
- Staff assist stakeholder access, carry out checks and tidying, and should then retreat to control or music rooms during the service observing events via monitors.
- **Webcasting is made available free of charge to help reduce funeral attendances to a modest number.**

and touch points, rakes etc.

Monthly refresher/toolbox talks to revue this risk assessment.

			<ul style="list-style-type: none"> • Separate entrance and exit for different gatherings to separate those that would be unknown to one another. • Mourners are not seated face to face, rather side by side. 					
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Page 4	
Review Date:	24 th March 2020
Published date / Author	30 th March 2020 / R. Fawbert / N. Bates
Review Date / reviewed by:	
Amendments Made:	

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For Publication

Bereavement Services Manager's Report

Meeting: Chesterfield and District Joint Crematorium Committee

Date: 14th December 2020

Report by: Bereavement Services Manager

For publication

1.0 Purpose of Report

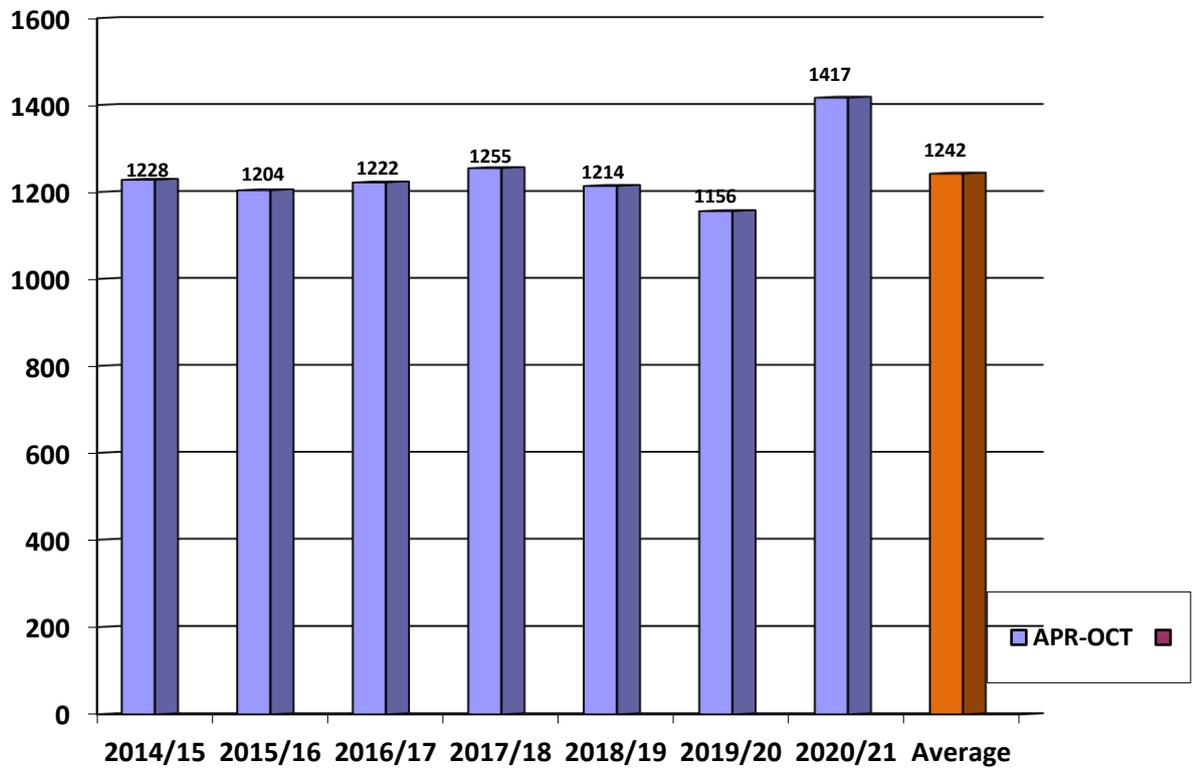
1.1 To keep Members informed of matters relating to the Operation of the Crematorium.

2.0 Cremation Figures

2.1 This part of the report details the cremation totals, comparisons and which area funerals are being received from for the 2020/21 Financial Year to date.

	CJCC Cremations	Derbyshire Registered Deaths	England and Wales Registered Deaths
APR- SEPT 19/20	972	3,824	247,636
APR - SEPT 20/21	1259	4,622	303,233
+/-	+29%	+21%	+22%

	CBC	WEST	NEDDC	BDC	AV	OUTSIDE
APR-OCT 18/19	577	80	314	153	9	81
APR-OCT 19/20	480	74	334	185	4	79
APR-OCT 20/21	629	82	409	154	16	127



In summary, there has been a considerable rise in cremation numbers in the Financial Year to date due to the impact of the Covid-19 Pandemic.

The number of cremations increased by 29% on the previous year for the same period, which was a higher increase than the County and National picture. The Manager has previously reported on the increase in cremations from outside the constituent areas

(particularly Sheffield) during the first wave which has contributed to the overall picture.

3.0 Management Plan and Works

A number of improvement and necessary repair works have commenced or have been completed including;

- Replacement Fuel Tank
- Replacement Gates to the Maintenance Yard
- Refurbishment of Vestry (Ministers Preparation Room)
- Phase II of Rose Bed Refurbishment
- Land Drainage Improvements and Repairs
- Repairs to drainage from Chapel
- Structural Repairs to Chapel Walls
- Redecoration of Music Room and Crematory Area

However, some other projects have been delayed due to disruption from the Pandemic and will be scheduled to take place in the next Financial Year along with other scheduled improvement for 2021/22 including;

- Path Repairs to Strewing Heaths
- Resurfacing of the Woodland Walk Path
- Structural Repairs to Chapel Walls
- Repairs to Drainage
- Ridge and Roof Tile Repairs
- Soffits, Facias and Gutter Replacement
- Maintenance Garage Repairs and Improvements
- Improvements to Chapel Entrance including lighting and signage
- Chapel Air Conditioning
- Book of Remembrance Flooring and Roof Repairs/Refurb

4.0 Environmental Impact

At the meeting of the Joint Crematorium in September 2019, the Manager presented a report detailing the impact on the Environment from Chesterfield and District Crematorium (see Appendix 1).

This followed each of the three constituent authorities declaring their own Climate Emergency Motions in 2019.

The report detailed the Crematorium's carbon footprint whilst detailing actions taken to date to reduce that impact.

To recap, those actions already taken included;

- a) Reduction of Plastics from 2019 Onwards
- b) Reduction in Chemical Spraying Within the Grounds
- c) Solar Energy via Panels on Crematory and Office Roof
- d) Reuse and Recycle Crematory Heat to Warm Buildings
- e) Abatement and Filtration Plant
- f) Recycling of Metals, Plastics, Paper and Cardboard
- g) Green Waste Not Leaving Site and Reused
- h) Biodiversity and Maintenance Regimes

At the 2019 meeting a recommendation was approved to take forward the following actions with an update to Committee in 2020.

Action	Reason	Date	Progress
Investigate the potential to switch to HVO Fuel as a replacement for 1000L Diesel per annum	Reduce greenhouse emissions by up to 90% against diesel. Renewable, sustainable, carbon offset. Drop in Replacement for Diesel and Gas Oil	2019	Fuel sourced from local supplier. Research needed on compatibility with vehicles.
Investigate the possibility of submission of	Reduce journeys by Funeral Directors to deliver paperwork.	2019	System now in place.

Cremation Forms Electronically	Encouraged within amendments to Cremation Regulations.		
Promote and encourage the reduction of plastics in floral tributes.	ICCM Policy and Good Practice. Plastic wrappers in eco system and damage to wildlife. Reduce plastic to landfill.	2020	No progress made due to other pressures. Reconvene in 2021.
Increase headland and reduce mowing regime to create habitat by 200m ²	Increase wildlife habitat	2020	Headland increased.
Investigate and recommend participation in Carbon offsetting schemes.	Crematorium becomes carbon neutral.	2020	Schemes investigated. Proposal to Committee in 2021.
Investigate the need to promote and encourage car sharing for mourners.	Reduce greenhouse emissions. Must be promoted in a dignified and sensitive manner. Increase car parking availability at the Crematorium.	2020	Vehicles to site have drastically reduced during Pandemic. Vehicle sharing not possible at present.
Continue to keep updated on latest Cremation Technologies.	To recommend environmentally friendly alternatives when the replacement of	Ongoing	Ongoing, meetings with manufacturers took place in 2019.

	cremation equipment is next undertaken.		
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5.0 **Lead Authority Structural Change**

An update will be given on a structural change within the Lead Authority.

6.0 **Recommendations**

5.1 That the report be noted.

7.0 **Reasons for Recommendation**

6.1 To update Members on the day to day operation of the Crematorium and to continue to raise awareness of the Environmental Impact of the Crematorium and current good practice.

6.2 That the Crematorium continues to seek options that reduce the risk of harm to the Environment from its operation at the earliest opportunity despite current pressures.

Ross Fawbert
Bereavement Services Manager

For Publication

Environmental Impact Report

For Publication

Meeting: Chesterfield and District Joint Crematorium
Committee

Date: 23 September 2019

Report by: Bereavement Services Manager

For Publication

1.0 Purpose of Report

- 1.1 To inform Members of the environmental impact of the Operation of the Crematorium and the current regard for environmental issues.
- 1.2 To promote and facilitate the provision of cremation services with due regard to the environmental impact.
- 1.3 Encourage service options that reduce the risk of harm to our environment.

2.0 Background

- 2.1 In June 2019, the UK became the first major economy in the world to pass laws to end its contribution to global warming by 2050. The target will bring all greenhouse gas emissions to net zero by 2050. Net zero means any emissions would be balanced by schemes to offset an equivalent amount of greenhouse gas from the atmosphere such as planting trees or using technology like carbon capture and storage.

- 2.2 A motion was agreed at Chesterfield Borough Council's Full Council Meeting on 17 July 2019 to declare a climate emergency in the Borough.
- 2.3 A Climate Motion was submitted to North East Derbyshire District Council, to be debated on 8th July 2019.
- 2.4 A Climate Emergency Motion was sent to Bolsover District Council to be debated on 17th July 2019.

2.0 **Carbon Footprint**

2.1 The Manager has registered with the Carbon Footprint Ltd (<https://www.carbonfootprint.com/aboutus.html>) website and has had conversations with the Managing Director and Co-Founder, Mr John Buckley, to seek assistance in calculating the Crematorium's Carbon Footprint calculated against the energy consumed over a 12 month period.

The results of the calculation were that the Crematorium's Carbon Footprint was the equivalent of ***317.17 tonnes of CO2e***.

A summary of the CO2 produced along with the energy used over 12 months at the Crematorium can be found below;

		Cost	CO2e
Electricity	115,377 kWh	£17,471.61	31.99 tonnes
Gas	1,537,036 kWh	£36,724.77	282.58 tonnes
Fuel (Grounds Maintenance Vehicles)	1000L	£784.00	2.59 tonnes
Total		£54,980.38	317.16 tonnes

To put this into some context, the Crematorium's Carbon Footprint is equivalent to the following;

Equivalent Carbon Footprint of 83 average cars per annum (source www.quora.com - 3.8 tonnes CO2e per car per annum)

18,726 Miles Flown by a Boeing 737-400 (Source www.quora.com - 17.2kg per mile)

149 average UK households per annum (source World Energy Council - average UK household 2.12 tCO2)

3.0 **Current Regard for the Environment**

Reduction of Plastic 2019 From Onwards

We are all increasingly aware of the harm to the environment from plastic because it is non-biodegradable often harming our rivers, ponds oceans and wildlife.

For decades the standard container in which cremated remains were collected from the Crematorium was a Polytainer - a plastic urn within a box. Often the Funeral Director would offer a range of urn or caskets to the bereaved at their premises after collection.

Until this year, 1500-2000 polytainers were purchased each year, manufactured in Asia and transported overseas before UK distribution by Funeral Suppliers. In December 2018, local Funeral Directors were surveyed on their preference and overwhelmingly supported a move towards a bio-degradable, UK made container. Feedback from Funeral Directors is that the bio-degradable urn is a more dignified and suitable container with a gold leaf emblem and higher quality, sturdy surround.

Pre 2019	2019 Onwards
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Reduction of Chemical Spraying/Pesticides

In March 2013, a plan was devised to reduce the amount of chemical use by grounds maintenance operations after pledging in its Management Plan to minimise the use of herbicides and chemicals.

To put the results of this pledge into context, 2009 spraying records show 6100ml of Round Up Liquid Weed Control used. In 2018, 1635ml were used. The reduction is primarily down to the decision to stop spraying rose beds and weed by hand. The results are not only beneficial to the environment, but the condition and standard of roses has increased tremendously.

Other chemicals have either been banned or ceased to be ordered including Casaron G Weed Control, Rose Clear Insecticide, Spearhead Weed Control.

Other areas which were historically sprayed are now also maintained by hand including seat bases, tree bases and site furniture.

Although spraying continues, it is now primarily focused on the driveways, paths and building perimeters. The correct spraying nozzles are used and the weed killer is mixed carefully to manufacturers guidance, according to the Risk Assessments to prevent overuse.

Natural Energy - Solar

Members approved a recommendation in the Manager's report dated 27 June 2011 for the installation of photo voltaic panels on the roof of both the office and Crematory at a cost of approximately £50,000 for 60 panels (20 on the office and 40 on the crematory). At that time, the Manager's Report estimated carbon savings over the life of the panels to be around 33 tonnes.

Over 12 months in 2018/2019, the energy generated and returned to the national grid was the equivalent of 11904 kWh generating a total net income of £3,806.80.

Heat Re-use and Recycle

In 2015, heating boiler plant was replaced and a new system incorporated along with a heat exchange plate. In summary, heat generated through the cremation process heats up the plate, which in turn, heats water within the storage tank that is then circulated around the buildings. Whilst the cremators are in operation, zero gas is taken from the grid to heat buildings, rather, waste heat from the Cremators heats office, crematory, chapel, grounds and waiting building areas.

Cremation Emissions and Filtration

In 2005, DEFRA introduced a requirement for the cremation industry as a whole to remove mercury from 50% of cremations by 2012. Along with the 50% target, the principle of "burden sharing" was introduced, a process whereby Operators who could install abatement plant do so, and the cost is shared with those could not install such abatement equipment. Defra recognised this as the most equitable way of achieving the target, whilst the cost or "burden" is shared by the entire sector.

In 2012, Chesterfield and District Crematoria saw the installation of Filtration Abatement Equipment designed to reduce harmful emissions to the environment.

Each year since 2012, the Crematorium has attained a Pollution Prevention and Mercury Abatement Certificate which details the number of abated cremations and the number we are able to contribute to the burden scheme, administered by CAMEO (Crematoria Abatement of

Mercury Emissions Organisation). The clean cremations are then purchased by crematoria without abatement thus sharing the financial burden of installation.

The Crematoria is regulated by the Local Authority Environmental Health Officer in accordance with the Pollution Prevention and Control Act and DEFRA Process Guidance Notes 5/2 for Crematoria.

Emissions to the environment are continuously monitored with excursions immediately investigated and addressed.

Since installation of Filtration Equipment in 2012, emissions of Hydrogen Chloride, Particulate, Carbon Monoxide and Organic Compounds have dramatically fallen. Gone are the days when visual emissions could be seen from the stack.

Each year the Crematorium is obliged under its permit to arrange annual independent stack emissions test measuring all emissions to the atmosphere. The last test in 2018 saw results well within the permitted parameters.

The Crematorium regulations restrict the use of materials harmful to the environment and for each cremation taking place, the Funeral Director will declare that the coffin and its contents meet these regulations. The Crematorium accepts eco coffins including cardboard, leaf and shroud cremations.

Recycling

The Crematorium has the following Recycling Schemes in place;

Metals; The recycling of metals from cremation, with the consent of the bereaved is undertaken as part of a scheme administered by the Institute of Cremation and Cemetery Management (ICCM). Orthopaedic implants and metals from the construction of the coffin are the majority of metals recovered. The surplus generated from this scheme is then distributed to Bereavement related charities throughout the UK.

Plastics; The Crematorium has an annual collection of plastics with Agriplast (Recycling) including a return scheme for used plastic urns (provided they have been completely emptied and suitably cleaned), plastic flower pots and plastic tubs for delivery of carbon filter additive.

Paper and Cardboard; Paper and cardboard is collected as part of a Chesterfield Borough Council.

Green Waste; No green waste leaves site. The retention of timber cuts in habitat piles is encouraged around the grounds. Timber that is chipped is used as mulch. Grass cuttings are left at strategic places around the headland of the Crematorium.

Biodiversity and Habitat

Maintenance regimes have been developed within the grounds to provide for a range of use. Differential mowing regimes have been put in place to encourage a diversity of flora and fauna with the Crematorium.

A woodland walk has been developed to provide a more natural area for the strewing of cremated remains.

The Crematoriums Wildlife Policy is attached at Appendix 1.

3.0 **Future Considerations**

It is recommended that the following actions are approved to continue to reduce the risk of harm to our environment over the next 12 months.

Action	Reason	Date	Officer(s)
Investigate the potential to switch to HVO Fuel as a replacement for 1000L Diesel per annum	Reduce greenhouse emissions by up to 90% against diesel. Renewable, sustainable, carbon offset. Drop in Replacement for Diesel and Gas Oil	2019	RF DC SR
Investigate the possibility of submission of	Reduce journeys by Funeral Directors to deliver paperwork.	2019	RF GB

Cremation Forms Electronically	Encouraged within amendments to Cremation Regulations.		
Promote and encourage the reduction of plastics in floral tributes.	ICCM Policy and Good Practice. Plastic wrappers in eco system and damage to wildlife. Reduce plastic to landfill.	2020	RF DC
Increase headland and reduce mowing regime to create habitat by 200m2	Increase wildlife habitat	2020	RF RP
Investigate and recommend participation in Carbon offsetting schemes.	Crematorium becomes carbon neutral.	2020	RF
Investigate the need to promote and encourage car sharing for mourners.	Reduce greenhouse emmissions. Must be promoted in a dignified and sensitive manner. Increase car parking availability at the Crematorium.	2020	RF
Continue to keep updated on latest Cremation Technologies.	To recommend environmentally friendly alternatives when the replacement of cremation equipment is next undertaken.	Ongoing	RF

4.0 **Recommendations**

4.1 That the report be noted.

4.2 Approve actions suggested at 3.0 with a further report presented to the Committee in 2020 following investigations.

5.0 **Reasons for Recommendations**

- 5.1 That Members are aware of the Environmental Impact of the Crematorium, current awareness and good practice and ensure that the Crematorium continues to seek options that reduce the risk of harm to environment over the next 12 months.

ROSS FAWBERT
BEREAVEMENT SERVICES MANAGER

Wildlife Policy

Statement of Aims

The Chesterfield and District Crematorium will seek to protect and enhancing the quality of the local environment and support the concept of a sustainable Chesterfield. The Crematorium will ensure that environmental priorities are fully integrated into all its functions and will:

- (a) take all reasonable steps to prevent cruelty to wild animals;
- (b) seek to conserve protected wildlife species and habitats;
- (c) manage existing wildlife habitats, create new ones, and encourage others to do the same;
- (d) work with nature conservation organisations to monitor and maintain records of wildlife in the Crematorium grounds;
- (e) encourage public access to and enjoyment of the Crematorium grounds; and
- (f) protect and enhance the open space, waters, trees and hedges under its control to meet the aims and objectives of 'A Greenprint for Chesterfield'.

Priorities for Action

Trees and Woodland

All broad-leaved trees and woodland are valuable for wildlife, but some types are particularly important. Although the Crematorium has no ancient or secondary semi-natural woodland, it does have a small area of planted wet woodland, which provides a useful habitat. This will be designated as an informal wildlife conservation area. Individual trees within the Crematorium grounds are also a valuable resource, providing some of the benefits of woodland in an urban setting. It is important that these trees are recognised for their conservation value and protected from mismanagement and loss.

The Crematorium will address the need for management of this resource, to maximise its wildlife and landscape potential, by the development of an arboricultural management programme. This will support the Wet Woodland Habitat Action Plan for Lowland Derbyshire, published in 2003. Special attention will be given to preserving dead wood, which is vital for many invertebrates, fungi, ferns and lichens.

Bats

Bats have been chosen as a Flagship Species in Chesterfield because they require specific actions over and above those for the habitats in which they are found. Their numbers have declined significantly in the UK over the last century. They require good roosting and overwintering sites such as hollow trees and old buildings, and insect-rich feeding sites such as flowery meadows, wetland and open water. Bat boxes have been installed in the Crematorium grounds in an effort to increase the number of available roosting areas and enhance the numbers of the bats in the neighbourhood. In addition, the Crematorium will minimise use of wildlife "unfriendly" herbicides and chemicals and increase the area of open water within the grounds to provide additional feeding sites.

Ivy

Ivy is a climbing, scrambling plant abundant as a groundcover shrub in the understorey of much rural woodland. It has a variety of conservation benefits and causes no direct damage to trees. Where ivy has grown high into the crown, it may affect tree stability. The natural balance of the crown, stem and roots may be adversely affected by dense ivy growth and the tree may be liable to blow over in high winds, particularly when accompanied by rain or snow. Where such trees are near public footpaths or roads, we may remove ivy in the interests of public safety. Ivy may also be removed where it is detrimental to the visual aims of the planting.

Ivy does, however, provide a valuable habitat for insects and nesting birds and its berries provide food for birds, particularly during the winter months, when other food is scarce. It is also an important source of early and late nectar for insects.

Butterflies

Butterflies face constant threat from contemporary farming and forestry practices and from creeping urbanisation. Seven out of ten British butterfly species are in decline. The management of grassland habitats will be particularly important for the survival of the butterfly in Chesterfield. The Crematorium has relaxed its mowing regimes on amenity grassland around the grounds by leaving uncut margins around the perimeter boundary of the site. This will enable the main larval foodplants to flourish in sunny sheltered positions.

Our Bulb Remembrance Scheme will be amended to enable families to contribute to the purchase bulbs of local provenance.

Lowland Birds

Numbers of many once-common lowland birds have declined over the last 25 years to the extent that several species are protected. The song thrush, house sparrow, tree sparrow, linnets and grey partridge are all listed on the red list of birds of conservation concern in the UK. To improve the prospects for lowland birds, the Crematorium will work to maintain and enhance its stock of hedgerows, increase the density of tree cover in the Crematorium grounds, and has begun a programme of placing bird boxes in appropriate habitats.

Organisation

Our work to protect and enhance the prospects for wildlife around the Crematorium will proceed in co-operation with relevant organisations that share our aspirations. In particular, we will be working with the Royal Society for the Protection of Birds and the Derbyshire Wildlife Trust to develop a conservation management plan for the site.

In addition, we will seek to be represented on the Environmental Theme Group of CHART, the Local Strategic Partnership, which has the responsibility of taking forward the aims of Local Agenda 21 in the area.

RECYCLING OF METALS - DONATION TO CHARITY

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 14 December 2020

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, Alzheimer's Research UK and Nenna Kind Cancer Charity.

Nominated Charities often receive in the region of £12,000 per annum via two separate payments during the year.

3. **IMPACT OF COVID19**

3.1 It is understood that many trustees are having to cope with financial challenges that will have a major impact on their charities and those who depend on them (Source; <https://www.gov.uk/guidance/manage-financial-difficulties-in-your-charity-caused-by-coronavirus>).

3.2 The challenges faced by charities is reflected in the number of requests received since the last nomination was approved. This year 10 charities have contacted the Manager requesting consideration. For context, 4 requests were received for the corresponding report in 2019.

4. **2021 NOMINATIONS**

The ten nominations received from Charities to be considered are listed below, some of whom have previously benefited from the scheme.

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.

Previous Members also steered towards Charities that could demonstrate direct assistance to residents of the constituent areas.

Charity	Bereavement Function (Core –v- Element)	Direct Assistance to Constituents
<i>The Air Ambulance Service</i>	<i>Element of Charity supports the Bereaved via Legacy and Wills and working with Forestry partners with memorial planting.</i>	<i>5 Counties including Derbyshire</i>
<i>Ashgate Hospice</i>	<i>Element of Charity provides support for Bereaved People.</i>	<i>Direct Assistance to North Derbyshire</i>
<i>Weston Park Cancer Charity</i>	<i>Element of Charity is Counselling and</i>	<i>Regional</i>

	<i>support for the Bereaved</i>	
<i>Diabetes UK</i>		<i>National and Regional</i>
<i>Derbyshire Asbestos Support Team</i>	<i>Support to Bereaved people including legal and</i>	<i>Direct Assistance to North Derbyshire</i>
<i>Alzhiemers Society</i>		<i>National and Regional</i>
<i>Make a Wish UK</i>		<i>National</i>
<i>SANDS Stillbirth and Neonatal Death Charity</i>	<i>Core element of Charity is to support bereaved families.</i>	<i>National and Regional</i>
<i>Child Bereavement UK</i>	<i>Core element of Charity is to support the bereaved.</i>	<i>National and Regional</i>
<i>MacMillan Cancer Support</i>	<i>Element of Charity provides support for the Bereaved.</i>	<i>National and Regional</i>

4. **RECOMMENDATIONS**

That the Joint Committee;

- (i) Approve the nomination of Ashgate Hospice to be the recipient of the donation for 2021.

5. **REASON FOR RECOMMENDATIONS**

- (i) The Ashgate Hospicecare provide direct assistance to the residents of the constituent authorities. An urgent appeal for fundraising was recently issued below;

“At Ashgate Hospicecare, we have had to **transform the way we provide our care, in the most difficult of circumstances, to reach more people than ever before.** We are now expanding our end of life and bereavement support into the wider community, including care homes.”

A core element is to provide bereavement support and is therefore eligible for nomination.

Although Derbyshire Asbestos Support Team also meet the criteria whilst serving local residents, that Charity received the donation as recently as 2018.



Ashgate Hospicecare

Ashgate Hospicecare provides specialist palliative and end of life care to the people of North Derbyshire. Our belief is that every person matters and that they matter until the end of their life. Our aim is to not only help them to die peacefully, but also to help them to live until they die; adding quality to their lives when every single day is so important. Enabling them to experience a 'good' death; one without pain, with those they love around them in a place where they feel cared for and comfortable, whether that is at home or at the Hospice.

In the past 12 months, Ashgate Hospicecare has given compassionate and dignified care and support to over 2,500 people with life limiting illnesses, and their loved ones, across an area of approximately 800 square miles and a population of over 420,000 people.

It has delivered outstanding care on the IPU which now has 21 private bedrooms. Enabled hundreds of patients to stay at home when it mattered most and given emotional support to pre and post bereaved children and adults.

Pre and post bereavement support

Our Supportive Care Team give emotional, therapeutic and spiritual support to anyone in our community struggling with the loss of someone they love. This is given by our 16 staff who include specialist bereavement counsellors, chaplains and an art therapist who are supported by our 20 trained volunteer counsellors. The Hospice doesn't receive any statutory funding for this vital service, which is entirely funded by voluntary donations.

The Supportive Care Team are working tirelessly to respond to the impact of the Coronavirus crisis so that they can continue to give bereavement counselling support. They have done this by delivering one to one support over the telephone and virtually; and through group support in the community. They are seeing an increase in the demand for bereavement support because of the Covid-19 crisis. This is partly due to the sad increase in deaths and because people in our community who have lost a loved one have not been able to say goodbye or spend precious time with their loved one.

However, like many hospices and charities across the country we are now experiencing a very difficult time as we strive to continue to give our care and support during the Coronavirus crisis. The virus is also having a significant impact on our fundraising income as we had to close our 15 shops for 3 months (and now again, during another period of lockdown) and cancel our fundraising events. Because of this, and the lack of statutory funding for end of life care, the Hospice is now facing a significant deficit which has led to the Hospice asking staff to take voluntary redundancies and now sadly, possibly compulsory redundancies to continue to deliver its services. This is devastating, as it will have a direct impact on the level of support the Hospice can give on the Inpatient Unit and in the community.

Therefore, we sincerely hope that you will consider supporting us to reach as many people as we can through the most difficult time in their lives. We can also arrange for your donation to be allocated to the work of our Supportive Care Service which will support local families who are bereaved or facing the loss of a loved one.

Thank you from us all at the Hospice for your kind consideration of our application. If you would like any further information, please don't hesitate to contact us.

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