



CHESTERFIELD
BOROUGH COUNCIL



North East
Derbyshire
District Council

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The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

15 September 2022

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 26 SEPTEMBER 2022 at 1.00 pm in the Council Chambers, The Arc, High Street, Clowne S43 4JY, 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 24 May, 2022 (Pages 3 - 6)
4. Bereavement Services Manager's Report (Pages 7 - 10)
5. Budget Monitoring Report - Period 5 (Pages 11 - 14)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Amanda Clayton'.

Head of Regulatory Law and Monitoring Officer

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CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Tuesday, 24th May, 2022

Present:-

Councillor Powell (Chair)

Councillors Blank
Holmes
J Innes
Parkin
Dooley

Councillors Ludlow
Mannion-Brunt
Kenyon
Renwick
Watson

1 APPOINTMENT OF A CHAIR (TO BE APPOINTED FROM NORTH EAST DERBYSHIRE DISTRICT COUNCIL)

Councillor Alan Powell was appointed Chair of the Chesterfield and District Joint Crematorium Committee for 2022/23.

(Councillor Powell then took the Chair.)

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

Councillor Dooley was appointed Vice-Chair of the Chesterfield and District Joint Crematorium Committee for 2022/23.

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

Councillor Dooley and Councillor Watson declared an interest in this item as they had prior involvement in discussions regarding the development of a new crematorium by Bolsover District Council.

4 APOLOGIES FOR ABSENCE

An apology from absence was received from Ian Waller.

5 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 21 MARCH, 2022

RESOLVED –

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 21 March, 2022 be approved as a correct record and signed by the Chair.

6 ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2022

The Senior Accounting Technician 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, 2022, including the Revenue Account and Balance Sheet.

The report noted that at year end there had been a net surplus of £768,775 and outlined the areas where there had been variances from the approved budget.

The outturn was £169,000 more than budgeted, however a significant amount of this related to repairs/improvements in the Service Improvement Plan but these would be carried forward. The Capital Improvement Reserve had a balance of £605,000 but it was noted that £35,000 was committed to two improvement schemes that were not commenced during 2021/2022.

Cremations had remained at levels higher than those forecast and the number of outside area cremations had also continued to be high.

The report noted that a redistribution of £600k had been made to the constituent authorities, the details of which were set out in paragraph 5.2 of the officer's report.

It had not been necessary to use any reserves to balance the budget as forecast and so the reserves would be retained in order to maintain a prudent approach.

RESOLVED –

1. That the report be noted and the Statement of Accounts be approved.
2. That the carry forward requests be approved.

3. That the re-distribution to the three constituent authorities be approved.

REASON FOR DECISION

To ensure that Joint Committee approves the Statement of Accounts for 2021/22 and that a balanced revenue budget is maintained for 2022/23.

7 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 2021/22 was provided in Section 2 of the officer's report.

A review of the seasonal gardener position had been undertaken and it was acknowledged that the current post holder had a broad skills set, which, during the pandemic had proved to be very useful. Therefore the Bereavement Services Manager sought permission to adjust the job description of the seasonal gardener post to ensure greater resilience in the service.

A budget estimate had been received for the installation of CCTV cameras and enhanced lighting for the public car park areas, as detailed in section 3.2 of the officer's report. These improvements would provide greater safety and security for mourners arriving at and leaving the crematorium during hours of darkness. Sufficient funds were available in the Capital Improvement Plan Reserve to cover the costs involved.

RESOLVED –

1. That the report be noted and delegated authority be given to the Manager to review and then implement through delegation the outcome of the JE review the Job Description and Person Specification of the Seasonal Gardener Position.
2. That approval be given for the Manager to enter into a procurement exercise through the Lead Authority's ProContract System for the purchase of additional CCTV and lighting and funds be allocated from reserves to cover the costs of these improvements.

REASON FOR DECISION –

1. To develop the Crematorium Staff and provide further resilience over the Winter 22/23 and future.
2. To improve the security and safety of staff and visitors whilst making the crematorium a more welcoming place during the Winter Months

For Publication

Bereavement Services Manager's Report

Meeting: Chesterfield and District Joint Crematorium Committee

Date: 26th September 2022

Report by: Bereavement Services Manager

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 were received from.

	CBC	WEST	NEDDC	BDC	AV	OUTSIDE
APR- JUL 18/19	370	48	185	92	5	43
APR – JUL 19/20	303	47	193	105	3	43
APR - JUL 20/21	394	55	290	96	10	103
APR-JUL 21/22	317	51	209	102	3	45
APR – JUL 22/23	352	38	226	80	3	60

	CJCC Cremations	Derbyshire Registered Deaths	England and Wales Registered Deaths
APR – JUN 19/20	531	1,997	126,808
APR – JUN 20/21	772	2,750	182,916
APR – JUN 21/22	544	1,971	120,519
APR – JUN 22/23	581	2,238	138,537

3.0 **Green Flag Award and Chesterfield in Bloom**

The Manager is pleased to inform Members that, in July, Chesterfield and District Crematorium received the Green Flag award for the 10th consecutive year. The Green Flag Award scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

The Crematorium also featured on the Chesterfield in Bloom Judging route on Friday 8th July 2022.

4.0 **Internal Audit Report**

The Internal Audit annual review of the processes and controls was completed by Bolsover, Chesterfield and North East Derbyshire District Council's Internal Audit Consortium.

The Internal Audit Report was issued on 22nd June 2022 and reviewed processes and controls relating to all aspects of Funeral Administration, Memorialisation, Cash Handling, Income and Debtor Accounts.

The Audit Report gave an Assurance Level of "Substantial Assurance", the highest possible, with a risk register link described as negligible/low impact.

Four low priority recommendations were made and will be addressed as soon as possible. Those recommendations relate to memorial adoption dates, three delays on invoicing funeral directors during the year and improvements to the inventory.

5.0 Update on Projects

Replacement Music System

This system is now operational and there has been a noticeable improvement on quality since installation, particularly around webcasting and visual tributes.

Pond Area

Works to clear out the pond and rebuild the far wall commenced on 5th September. This will be followed by the creation of additional memorial areas within the Woodland Walk.

Air Conditioning

This project was postponed during the pandemic due to understandable health and safety concerns around air circulation within the Chapel. The Manager, assisted by the Lead Authorities Facilities Maintenance Team, has now begun to relook at the design and refresh budget costs. The recent heatwave of 2022 highlighted the need for air conditioning in Chapel and the Manager will update Members at the next meeting.

Ventilation in Crematory

The design and specification for this project to reduce temperatures in the crematory area has been advertised on the Lead Authorities Procurement System twice.

At the first attempt, no proposals were submitted on the second attempt at the process two bids were incomplete and rejected. Again, the recent heatwave highlighted concerns around working temperatures for staff and the safety of buildings and equipment. The Manager will be working with Facilities Maintenance to resolve this and an update will be provided to Members at a later meeting.

6.0 Medical Examiner Scheme and Changes to Death Certification

- 6.1 The Ministry of Justice provided an update in May 2022 on the Medical Examiner Scheme. Secondary Legislation had been laid in Parliament to remove form Cremation 5. This legislation came into effect on 25 March 2022 and form Cremation 5 has been removed on a permanent basis.

The Medical Examiner scheme has been rolled out on a non-statutory basis to all acute settings and is in the process of being rolled out across non-acute settings. The Government is working towards implementing the statutory medical examiner system from April 2023. As set out in the 2016 consultation on the Introduction of Medical Examiners and reforms to death certification in England and Wales, the scrutiny provided by the statutory medical examiners will replace the current arrangements for completing form Cremation 4. The consultation also set out the intention to remove medical referees upon implementation of the statutory medical examiner scheme.

Medical Examiners are senior doctors who, in the period before a death is registered (five days), provide independent scrutiny of the causes of death.

4.0 Recommendations

- 4.1 That the report be noted.
- 4.2 That the recent achievements in obtaining Green Flag Award and positive Audit report be noted as a reflection of the efforts of the Team.

Ross Fawbert
Bereavement Services Manager

BUDGET MONITORING PERIOD 5

**MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE**

DATE: 26th September 2022

**REPORT BY: BEREAVEMENT SERVICES MANAGER
CLERK & TREASURER**

FOR PUBLICATION:

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Budget Monitoring Report Period 5

LOCATION: Accountancy Section

1.0 PURPOSE OF REPORT

1.1 To report the budget monitoring position as at the end of August 2022.

2.0 RECOMMENDATIONS

2.1 That the report be noted.

3.0 PERIOD 5 BUDGET MONITORING

3.1 The original budget was approved on the 13th December 2021 but does not include the carry forwards of £66,560 approved at the 24th May meeting.

3.2 There is currently a favourable profiled variance of £55,678, details of the variances from the profiled budgets are shown below:

- **Employee costs** are over profile by £3,236 this consists of:

- Normal staffing budgets are overspent by £1,027
 - Further additional spend of £2,041 on staff re-deployment due to Covid 19. This arrangement has now ended.
 - Minor items - £168 overspend
- **Premises costs** are under profile by £17,492 this consists of:
- Service improvement plan is underspent by £4,166 due to work to the entrance area not yet commencing
 - General routine repairs – underspend £12,581
 - Cremator repairs - underspend £2,056.
 - General grounds maintenance – overspend of £2,357
 - Trees & shrubs – underspend £2,023
 - Utilities – overspend of £1,365. At the previous meeting the Joint Board requested specific information on the energy budgets. The expenditure on gas is £15,543 (average - £3,885/month) compared to £10,412 (average - £2,603/month) in 2021/22. The Council's tariff should not change this financial year so based on current usage there will be an estimated over spend of approximately £6.5k. As regards electricity our current supplier (Npower) has implemented a new invoicing system and due to technical issues have not been able to produce any invoices so far this financial year. Again the Council is under contract until the end of the financial year and readings are automatically transmitted to the supplier.
 - Minor miscellaneous items – underspend £388.
- **Transport** costs are under profile by £983, mainly on car allowances and fuel for machinery.
- **Supplies & Services** costs are under profile by £8,340, this consists of:
- Medical Referee Fees – overspent by £764 due to the excess number of cremations however this is offset by additional income (see below)
 - Climate change mitigation is under spent by £1,250
 - General Supplies & Services – under spend of £7,854.
- **Contracted Services** are under profile by £40.
- **Income** is over profile by £32,059, this consists of:
- Cremation fees (inc. Medical Referees & Mercury Abatement) – over profile by £35,971 due to a higher number of cremations
 - All Memorial Income – under profile by £3,567

- Other Income – under profile by £345.

3.3 In conclusion at this stage although the outturn looks favourable there are still a significant number of repairs/improvements to undertake which could be subject to inflationary pressures.

3.4 There are four capital improvement schemes originally budgeted for this year, to replace the gutters, soffits & fascia's, install air conditioning in the chapel, replace the music system and improve the lighting/CCTV in the car parks. Presently the only work completed has been the installation of the new music system at a cost of £16,905 compared to a budget of £25,000. There was a saving because once on site the contractor did not need to replace some of the equipment and there was a reduced cost on other items.

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 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	