



CHESTERFIELD
BOROUGH COUNCIL



North East
Derbyshire
District Council

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The Chair and Members of
Chesterfield and District Joint
Crematorium Committee

17 March 2023

Dear Councillor,

Please attend a meeting of the CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE to be held on MONDAY, 27 MARCH 2023 at 1.00 pm in Committee Room 2, Town Hall, Chesterfield, 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 19 December, 2022 (Pages 3 - 8)
4. Bereavement Services Manager's Report (Pages 9 - 14)
5. Bereavement Services Risk Register Report (Pages 15 - 26)
6. Review of Crematorium Regulations (Pages 27 - 48)
7. Budget Monitoring Report - Period 10 (Pages 49 - 52)

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Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Head of Regulatory Law and Monitoring Officer

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

Monday, 19th December, 2022

Present:-

Councillor Powell (Chair)

Councillors	J Innes	Councillors	Kenyon
	Dooley		Holmes
	Mannion-Brunt		

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Watson and Ludlow and Ian Waller.

15 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 26 SEPTEMBER, 2022

RESOLVED –

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 26 September, 2022 be approved as a correct record and signed by the Chair. Attendees shown on the minutes had been amended to reflect the correct attendance.

16 ESTIMATES OF EXPENDITURE & INCOME FOR YEARS ENDING 31/03/2023 ONWARDS

The Senior Accounting Technician presented to the committee the revenue estimates for 2022/23 to 2024/25 which were detailed in the appendices of the officer's report.

RESOLVED –

1. That the revenue estimates be approved.
2. That the Capital schemes be approved (para 3.4 & 6.6).
3. In line with the recommendation agreed at the Joint Board meeting on 12 December 2016 that a re-distribution of £700,000 to the Constituent Authorities be approved for 2022/23.
4. That the planned use of reserves be approved (para 6.0)

REASON FOR DECISION –

To enable the Crematorium to set a balanced budget and maintain adequate reserves for 2022/23 and in future years.

17 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 and comparisons with national and regional data from 2019 to 2022 was provided in Section 2 of the officer's report.

The officer's report also provided an update on the Bereavement Services Questionnaire which was issued in August 2022, to Funeral Directors, Ministers, Celebrants and Memorial Masons, inviting them to take part in the annual satisfaction survey.

The results of the survey were attached at Appendix 1. The results were generally positive, particularly around the attitude and helpfulness of staff, Grounds Maintenance, Chapel and services in general.

RESOLVED –

That the report be noted.

REASON FOR DECISION –

To keep Members updated on the day-to-day operation of the Service.

18 RECYCLING OF METALS CHARITY DONATION

The Bereavement Services Manager presented a report on the surplus derived from the recovery of metals following cremation. The proposal was for distribution to Charities for 2023.

Members were also updated on details of an alternative scheme provider and a recommendation that a visit was arranged to inspect their processes, following which the Manager would report back to the Committee with any further recommendations. Full details were provided in Appendix A of the officer's report.

RESOLVED –

1. To approve the nomination of CRUSE Bereavement Support, SoBS – Survivors of Bereavement by suicide, Lily's Legacy – Baby Loss & Beyond, and Sunshine and Shade – A Friendship and Bereavement Group, to be the joint recipients of an equal share of the surplus derived from the metal recycling scheme for 2023.
2. That Members give approval for the Manager to visit the site of an alternative recycling of metals scheme and report back to a future meeting of the Committee with any recommendations receiving one payment each during the year.

REASONS FOR DECISIONS -

1. All four Charities demonstrate that an element of their Charity work is to provide bereavement support and is therefore eligible for nomination.
2. All four Charities demonstrate support to constituents.
3. None of the Charities has received has been nominated by this Committee previously.
4. Splitting the donation allows support to four separate Charities during difficult and challenging financial times for their Trustees.

19 CHESTERFIELD & DISTRICT CREMATORIUM FEES AND CHARGES 2022/2023

The Bereavement Services Manager presented a report seeking approval of the fees and charges for the crematorium from 1 January 2023 and approval for delegated authority to be given to the Manager to introduce an “Energy Cost Surcharge” according to any increases in Gas and Electricity Prices over and above what has been budgeted for.

The recommendations were;

- To approve Fees and Charges for 2023 according to Appendix A of the officer’s report
- To introduce a new Band A – Direct Cremation (Unattended) Fee of £385.00
- To introduce Band B – Direct Cremation (Attended) Fee of £485.00
- To introduce ‘Cancellation of Cremation Service Fee Within 2 Working Days’ of £100.00
- To introduce an ‘Out of Time’ Penalty, remitted to the waiting family of £100.00
- Delegated Authority be given for the Manager to introduce an “Energy Cost Surcharge” during 2023 but with suitable notice given to Funeral Director’s before any surcharge is made. Any

decision will be taken in consultation with the Treasurer, Chair of the Committee and Lead Authority Service Director

It was noted that the fees had been based on a robust estimate of the impact of cost increases and demand within the services and the Committee's overall financial position. It was estimated that, should the recommended Fees and Charges be approved, an additional £150,000 income would be raised in the 2023/24 Financial Year. The Standard Cremation Fee would raise by around 10% from £830.00 to £905.00.

Members sought clarification on the proposed new fees and how they would be introduced. The Bereavement Services Manager confirmed details of each proposed fee and what the next steps would be.

Councillor Holmes questioned the Competition and Markets Authority (CMA) study into the funerals market in the UK and proposed a freeze on current charges.

RESOLVED –

That all recommendations detailed in the officer's report from paragraphs 2.1 to 2.6 be approved.

Councillor Holmes requested that his vote against the recommendation at paragraph 2.1 be recorded.

REASON FOR DECISION –

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.

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For Publication

Bereavement Services Manager's Report

Meeting:	Chesterfield and District Joint Crematorium Committee
Date:	20 March 2023
For publication	

1.0 Purpose of the Report

- 1.1 To keep Members informed of matters relating to the day-to-day operation of the Crematorium.

2.0 Cremation Figures

- 2.1 This part of the report details cremation service totals, comparisons and from which constituent area funerals have been received from.

	CBC	WEST	NEDDC	BDC	AV	OUTSIDE
APR-FEB 2019/20	842	108	554	272	5	139
APR-FEB 2020 /21	1007	130	644	293	20	192
APR-FEB 2021/22	897	167	604	267	5	152
APR-FEB 202223	966	115	577	236	15	181

	CJCC Cremations	Derbyshire Registered Deaths	England and Wales Registered Deaths
APR – JAN 2019/20	1728	6970	442,684
APR – JAN 2020/21	2009	8006	530,536
APR – JAN 2021/22	1889	7236	457,951

APR – JAN 2022/23	1876	7,849	495,143
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3.0 **Annual Air Emissions Monitoring Report**

- 3.1 The Manager has received results from the annual air emissions monitoring report in January. A summary of the report is attached at Appendix 1. The Department for Environment, Food and Rural Affairs (DEFRA) issues Statutory Guidance for Crematoria (Process Guidance Note 5/2 (12)). It is a requirement of the Statutory Guidance that annual independent stack emission testing is undertaken to measure Total Particulate Matter, Carbon Monoxide, Organic Compounds, Oxygen, Hydrogen Chloride and Mercury.
- 3.2 Reassuringly, the concentration results were below DEFRA’s limits on all substances and parameters.

4.0 **Service of Remembrance and Open Day**

- 4.1 The 2023 Service of Remembrance and Open Day will take place on Sunday 11th June. This will be the first event since before the Covid Pandemic and significant interest is expected, which may lead to another event planned in September 2023.
- 4.2 The Service of Remembrance is primarily for people who wish to remember a friend or relative and will be led by professional Funeral Celebrants.
- 4.3 The Open Day is an opportunity to look behind the scenes at the workings of the Crematorium which may dispel any worries or myths about the cremation process. It is also an opportunity to ask questions about the funeral process in general, search historical records, discuss options for the disposal of cremated remains or how to commemorate a loved one.

5.0 **Introduction of the Medical Examiner Scheme**

- 5.1 Currently, the Medical Referee visits the crematorium to inspect and scrutinise all the official medical certified documentation regarding the deceased. In particular, the Medical Referee must be satisfied that;
- the applicant is entitled to sign and complete form Cremation 1
 - All questions have been answered by Medical Practitioners completing form Cremation 4
 - Cause of death is ascertained and proper

Once satisfied, the Medical Referee orders written consent that a cremation can take place. Without this consent, the cremation cannot proceed. The Crematorium collects the fee for the Medical Referee and pays them through the Lead Authorities Payroll (there is no employment contract in place).

- 5.2 The Ministry of Justice has confirmed that it is the Government's intention to work towards implementing the statutory medical examiner system **from** April 2023. The Ministry of Justice has also confirmed that it will keep the current Medical Referee role for a transitional period following the implementation of the statutory medical examiner system, in order to ensure continuity and provide the opportunity for any necessary consequential changes to be identified. They will provide further clarity on when the transitional period will begin and its duration as soon as possible. They have advised that there will be no sudden 'cliff edge' and that they will continue to work with the sector on the implementation of the reforms to the death certification process.
- 5.3 Medical Examiners will be employed by NHS Trusts and Foundation Trusts. Once the Medical Examiner Scheme is fully operational, it will replace the Medical Referee at the Crematorium. From this point, there will no longer be a Medical Referee Fee to pay and £21.00 should be deducted from the Cremation Fee.
- 5.4 The role of Medical Examiner and Medical Referee are similar, however, the purpose of introducing Medical Examiners is explained in the NHS England Website here [NHS England » The national medical examiner system](#)

In summary the purpose of the changes are to;

- provide greater safeguards for the public by ensuring independent scrutiny of all non-coronial deaths
- ensure the appropriate direction of deaths to the coroner
- provide a better service for the bereaved and an opportunity for them to raise any concerns to a doctor not involved in the care of the deceased
- improve the quality of death certification
- improve the quality of mortality data.

The Manager will give further updates at future Committee Meetings.

6.0 **Recommendations**

That the report is noted.

Document information

Report author

***Bereavement Services Manager
c/o Chesterfield and District Crematorium***

Background documents

These are unpublished works which have been relied on to a material extent when the report was prepared.

N/A

Appendices to the report

Appendix 1	Annual Emission Testing Summary

Appendix 1

Monitoring Results

where MU = Measurement Uncertainty associated with the result (95% Confidence)

Substance	Limit (mg/m ³)	Concentration		Reference Conditions	Limit (g/hr)	Mass Emission		Sampling Date	Sampling Times	
		Result (mg/m ³)	Measurement Uncertainty (MU) +/-			Result (g/hr)	Measurement Uncertainty (MU) +/-			
Total Particulate Matter	R1	20	3.1	0.18	273k, 101.3kPa, Dry, 11% O ₂	-	19.8	1.5	10/11/2022	09:02-10:02
	R2		4.9	0.19			30.7	1.9	10/11/2022	10:23-11:23
	R3		3.8	0.18			23.7	1.6	10/11/2022	11:31-12:31
	Ave		3.9	0.18			24.7	1.7	-	-
Carbon Monoxide	R1	100	9.4	5.5	273k, 101.3kPa, Dry, 11% O ₂	-	59	34.7	07/09/2022	09:02-10:02
	R2		1.6	5.5			10.3	34.5	08/09/2022	10:23-11:23
	R3		10.5	5.5			66	34.7	08/09/2022	11:31-12:31
	Ave		7.2	5.5			45.0	34.6	-	-
Total VOC	R1	20	0.51	1.5	273k, 101.3kPa, Dry, 11% O ₂	-	3.2	9.5	07/09/2022	09:02-10:02
	R2		0.78	1.5			4.9	9.5	08/09/2022	10:23-11:23
	R3		1.0	1.5			6.4	9.5	08/09/2022	11:31-12:31
	Ave		0.77	1.5			4.8	9.5	-	-
Oxygen	R1	-	13.4%	0.21	As Measured (Dry)	-	-	-	07/09/2022	09:02-10:02
	R2		13.9%	0.21			-	-	08/09/2022	10:23-11:23
	R3		15.0%	0.22			-	-	08/09/2022	11:31-12:31
	Ave		14.1%	0.21			-	-	-	-
Chloride (as HCl)	R1	30	2.3	0.18	273k, 101.3kPa, Dry, 11% O ₂	-	14.4	1.3	10/11/2022	09:02-10:02
	R2		9.7	0.77			60.7	5.6	10/11/2022	10:23-11:23
	R3		16.2	1.3			102	9.4	10/11/2022	11:31-12:31
	Ave		9.4	0.75			59.0	5.5	-	-
Mercury	R1	0.05	0.03	0.003	273k, 101.3kPa, Dry, 11% O ₂	-	0.16	0.02	10/11/2022	12:45-13:57
	R2		0.01	0.001			0.05	0.01	10/11/2022	13:53-14:53
	R3		0.04	0.01			0.24	0.01	10/11/2022	15:12-16:12
	Ave		0.02	0.003			0.15	0.01	-	-
Volumetric Flow	R1	-	6,292 m ³ /h	299	273k, 101.3kPa, Dry, 11% O ₂	-	-	-	10/11/2022	08:50-08:55

Reference conditions (REF) are: 273K, 101.3kPa, Dry, 11% O₂.

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For Publication

Bereavement Services Risk Register 2023/24

Meeting:	Chesterfield and District Joint Crematorium Committee
Date:	20 March 2023
For publication	

1.0 Purpose of the report

- 1.1 To annually inform Members of the high level risks to Chesterfield and District Crematorium and the actions taken to manage and mitigate against each risk.
- 1.2 It is a requirement of Chesterfield Borough, Bolsover and North East Derbyshire District Council's Internal Audit Consortium that the Risk Register is reviewed and reported to this Committee annually.
- 1.3 The Health and Safety at Work Act 1974 places a legal duty on employers to ensure, so far as reasonably practicable, the health, safety, and welfare of employees, and to ensure that employees and others are kept safe.

2.0 Recommendations

- 2.1 It is recommended that Risk Register for 2023/24, attached at Appendix 1, is approved.

3.0 Reason for Recommendations

- 3.1 To ensure Members are properly informed of the high-level risks to the Crematorium and approve the management and control of those risks.

4.0 Higher Likelihood of Risks Occurring During 2023/24

- 4.1 Where the Authority has control over containing risks, the likelihood of occurrence is generally very low.
- 4.2 This part of the report highlights, for Members, any risks that are more likely to occur over the coming year and the reason why.

Risk – Loss of Business - due to the approval of plans for a new crematorium to be built within the constituent area.

Risk – Loss of Business – should death rates may fall after Excess Deaths in recent years.

Risk – Loss of Business – due to the increase in demand for Direct Cremation Services.

Risk – National Factor – Competition and Markets Authority may introduce further measures following recent investigation into the Funeral Sector, one of which may be price capping.

5.0 Additional Risk

- 5.1 For 2023/24, an additional Risk has been added around Ageing Workforce, Loss of Talent and Succession Planning. This is not a short term risk, rather medium (next 3-5 years).

Document information

Report author	
Bereavement Services Manager C/O Chesterfield and District Crematorium, S43 1AU	
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
N/A	
Appendices to the report	
Appendix 1	Risk Register 2023

APPENDIX 1

**CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE
HIGH LEVEL RISK ASSESSMENT 2023**

All risks are assessed in accordance with the Evaluation Table detailed below:

RISK MATRIX					
Likelihood	Very High		4	2	
	High		4	2	
	Significant		6	5	
	Low			3	1
	Very Low				
	Almost Impossible				
		Negligible	Marginal	Critical	Catastrophic
		Impact			

Key:

- Unacceptable** risk - immediate control improvements required.
- Acceptable** Risk - close monitoring and cost effective controls required.
- Acceptable** Risk - regular review plus low cost improvements.

KEY RISKS LOG (for 'key' risks plotted on matrix above)

Risk Register 2023

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
1	Non-compliance with Pollution Prevention and Control Act 1999	<p>Permit, issued under the Environmental Permitting (England and Wales) Regulations 2007</p> <p>Monitoring of Hydrogen Chloride, particulate matter, Carbon Monoxide, Mercury and organic compounds emissions and combustion conditions. All in line with PG5/2 (12)</p> <p>Certification of operating staff from the Crematorium Technicians Training Scheme, to ensure sufficient number of qualified operators available to maintain efficient control of cremators</p> <p>Compliance inspections and reports.</p>	Critical / Very Low	Critical / Very Low	<p>Operation and maintenance of cremators to meet requirements of Process Guidance Note 5/2(12)</p> <p>Independent Annual Emissions Testing annually</p> <p>30 minute Visual Check of Chimney Stack on each Cremation.</p>	Monitoring reports to meet PG5/2(12)	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
2	Risk of fire	<p>Fire Risk Assessment completed and reviewed for the site</p> <p>Ventilation systems in place with an upgrade in 2023 to remove an increasing build up of heat in the roof space above the cremators.</p> <p>Fire alarms and detection in place with weekly testing of systems</p> <p>Fire training provided for all staff including classroom based training</p>	Catastrophic/ Low	Catastrophic/ Very Low	Review and continuation of effective fire prevention controls	<p>Testing of Systems</p> <p>Training of staff</p> <p>Two Annual Fire Drills including Evacuation Plan for Building</p> <p>Daily/Weekly/ Monthly Checks on Fire Exits and Equipment</p> <p>Six Joint H&S Inspections with Unions per annum including Fire related hazards</p>	Bereavement Services Manager	Ongoing
3	Injury to staff	<p>Full range of task based risk assessments in place with review dates.</p> <p>Thorough training and certification in place for high-risk tasks (e.g. cremator technician, tractor driving and ride on mower).</p>	Critical / Low	Critical/ Low	Continue current controls	<p>Review dates set for each assessment.</p> <p>Training in place together with procedures to allow staff to feedback any health and safety issues</p>	<p>Bereavement Services Manager</p> <p>Bereavement Services Officers</p>	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
4	Loss of or damage to statutory burial and cremation records Loss of Administrative Systems	Original paper records kept in fireproof strong room Server relocated to Town Hall records Run paper copy of diary daily Independent online booking facility	Critical / Low	Critical / Very Low	Continue current controls All Cremation Records to be input onto electronic back up database by March 2024	Electronic records – immediate backup off site	Bereavement Services Manager	
5	Loss of Business	Monitoring any new developments and ensuring accurate reporting of existing service to any planning authority. Adjustment of service and marketing to attract new business Maintenance of crematorium and its grounds to the very highest standards to avoid losing any business Maintenance of suitable numbers of qualified staff	Critical/ High	Critical/ Marginal	Continue current controls	Cremation numbers now assessed by area to identify any lost cremation numbers Monitoring via JCC	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
		<p>Revenue Reserves in place following any fall in cremation numbers due to competition or fall in death rates.</p> <p>The Crematorium has a dignified Direct Cremation service available at a lower cost which is reviewed annually with Fees and Charges following the increase in demand for Direct Cremation Services and national advertising campaigns.</p>						
6	Interruption of utility supplies	<p>Procedures in place to hire appropriate generator and connect to electrical system</p> <p>Business continuity plan in place for interruption of other utilities</p>	Marginal / High	Negligible / High	<p>System has been upgraded, keep under review</p> <p>Review business continuity plan</p> <p>Application for Priority Gas Consumer Status made via Kier Energy Management.</p>		Bereavement Service Manager	<p>Ongoing</p> <p>December 2017</p>

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
7	Excess Deaths or Pandemic	<p>Additional trained cremator technicians to avoid catastrophic failure of service in an emergency pandemic situation. Train up to 9 technicians by end of 2023.</p> <p>Maintain sensible stock of PPE supplies, including face masks, etc.</p> <p>Business Continuity Plan</p> <p>Mass Fatalities and Excess Deaths Emergency Plan</p> <p>Switch to Temporary Diary to increase capacity to avoid unacceptable waiting times for the bereaved.</p> <p>Additional Cleaning Regimes throughout the premises during Pandemic.</p> <p>Offer Webcasting Free of Charge during the Pandemic.</p> <p>Secondment and training of staff from the Lead Authority in Administrative, Grounds Maintenance and Cemetery Operations.</p>	Critical/ Low	Marginal/ Low	<p>An emergency supply of crematory spares and consumables will be kept at an acceptable level including Factivate and BioBoxes.</p> <p>Pandemic Preparedness Action Plan</p> <p>Repair and Maintenance Contract in place to ensure equipment in good working order as far as practicable</p>	Maintain suitable level of qualified technicians	Bereavement Services Manager	<p>Additional technicians trained.</p> <p>Spares in place</p> <p>Ongoing monitoring</p>

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
8	National cultural factors significantly affecting service requirement. Environmental Impact and Climate Emergency.	Bereavement Services Manager's Reports to Joint Committee Competition and Markets Authority may deliver further actions after scrutiny of the sector. The Manager will submit information to the CMA annually. Further actions may include price capping. Fees and Charges are reviewed in line with Local and Regional trends and high level of service to be maintained.	Marginal/ Significant	Marginal/ Significant	Review to meetings of the Joint Committee	Monitoring of national trends Continue to work towards reducing the Environmental Impact of the Crematorium. Monitor emerging technologies.	Bereavement Services Manager	Ongoing
9	Introduction of Medical Examiner	Medical Referee currently responsible for authorising cremations. National scheme being piloted elsewhere, particularly within Hospital settings to be extended into Community and all deaths from 01.04.2023.	Significant/ Very Low	Significant/ Very low	Monitor progress and prepare for change when required	Ongoing delays in introduction being monitored. Action to be taken as soon as new guidance available	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
10	Fatalities arising from the collapse of unstable memorials (Recent death in Glasgow – June 2015)	Management of Memorials Policy and Procedures Memorial Safety Action Plan Memorial Safety Project Team	Critical / High	Critical / Very low	Inspection and re-inspection programme in place. Making safe of unstable memorials as identified	Annual	Memorial Safety Team	Ongoing
11	Severe Weather Conditions	Tractor and Plough on site at the Crematorium Adequate grit salt bins and levels maintained Severe Weather Plans for the Organisation	Critical/ Low	Critical/ Low	Maintain adequate stock levels Priority status on CBC Sever Weather Actions	Annual	Bereavement Services Manager Commercial Services Manager	Ongoing
12	Risk to Building, Equipment and Visitors other than Fire	Legionella Testing Programme in Place Asbestos Survey Electrical Testing Lightening Protection System Service and Maintenance Agreements in place	Critical / Low	Critical/ Low	Incidents Reported and Investigated	Annual	Bereavement Services Manager	Ongoing

Ref	Description	Current Controls	Risk Evaluation (impact v likelihood)		Containment Actions Proposed	Monitoring arrangements	Responsibility	By When
			Residual	Target				
		Maintain Cremator Repairs Financial Reserve to adequate level Regulate contents of coffins through Funeral Director Registration and Declaration Scheme CCTV and Intruder Alarm Systems in place						
13	Ageing Workforce, Loss of Talent and Succession Planning	Staff Development Performance Development	High/Critical	High/Marginal	Introduction of Apprentiships			

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For Publication

Revision of Crematorium Regulations

Meeting:	Chesterfield and District Joint Crematorium Committee
Date:	27 March 2023
For publication	

1.0 Purpose of the report

- 1.1 To seek the approval of Members for Stakeholder Consultation prior to the adoption of revised regulations for the management of the crematorium.

2.0 Recommendations

- 2.1 That the draft Regulations for Management of the Chesterfield and District Crematorium as detailed in Appendix 1 be adopted for wider consultation.
- 2.2 That a further report, incorporating regulations redrafted in light of consultation responses, be presented to a future meeting of the Joint Committee.

3.0 Reason for recommendations

- 3.1 To ensure that the Regulations for Management of Chesterfield and District Crematorium are accurate, up to date and fit for the purpose of providing clear guidance to Funeral Directors, Stakeholders, Staff and the Bereaved.
- 3.2 To consult with our Stakeholders (Funeral Directors, Ministers and Celebrants) which may improve outcomes whilst building relationships, satisfaction and engagement.
- 3.3 To enable the Manager and Crematorium Staff to inform, advise and enforce using Regulations that are current and accurate.

4.0 Report details

- 4.1 Chesterfield Borough Council, North East Derbyshire District Council and Bolsover District Council (the constituent authorities) are burial authorities by virtue of the provisions of the Local Government Act 1972. Under the terms of the Agreement between the constituent authorities, all of the powers of the authorities with reference to the provision and maintenance of crematoria have been delegated to the Joint Committee. The Joint Committee has exercised its discretionary powers under the Cremation Acts 1902 and 1952 to provide and operate a crematorium.

- 4.2 The Chesterfield and District Crematorium was opened in November 1959. The Joint Committee adopted the first Rules of Management on 2 July 1982, and published them in a leaflet, the text of which is reproduced at Appendix 2.
- 4.3 The first and only comprehensive review of those regulations (Rules of Management) took place in 2004/2005 and the existing Regulations were published in 2007.
- 4.4 The Regulations, published in 2007 are now outdated. Whilst the proposed draft Regulations do not incorporate considerable radical alterations, it is the Manager's view that the amount of outdated information warrants a review and revision.
- 4.5 A summary of the key alterations contained within the draft regulations are listed below;

I. HOURS OF OPENING

Alterations to Hours of opening to reflect that the Office no longer closes at lunchtime and alteration to weekend opening times that better suit the needs of service users.

II. ADMISSION OF VISITORS

Under 9. ANIMALS – to clarify that Assistance Dogs are permitted to enter Chapel and the addition of the Dog Control Order that covers the Crematorium Grounds.

III. CONDUCT

Clarification that smoking is strictly prohibited in the Crematorium.

IV. APPLICATION FOR CREMATION

V. MEDICAL CERTIFICATION

Clarification and numerous changes to the Statutory Documents required for Cremation that reflect most recent legislation. Clarification added confirming that forms can be submitted electronically with the removal of reference to outdated technology such as Facsimile and Telex Documents.

VI. FUNERAL SERVICES

Changes to Funeral Service duration that reflect the current diary.

Confirmation that the Joint Committee accepts no responsibility around the performance of the Celebrant/Minister or Organist.

Removal of reference to Resident Organist and that the Organ is provided free of charge for use by an Organist arranged by the Funeral Director.

Changes to terminology around recorded music that incorporate newer technologies such as webcast and media and clarification around the responsibilities of the Funeral Director in providing music and media.

VII. CREMATION

Details and clarification on how metals are recovered and recycled after cremation and additional context to why some medical implants are not permitted due to explosive or radioactive components.

Changes to the maximum dimensions of coffins that can be accepted.

Reference to the Woodland Walk as an area designated for the Strewing of Cremated Remains, in addition to the Garden of Remembrance Lawns.

Reference to new memorials and procedures in particular Pond Markers and Sanctums.

5.0 Alternative options

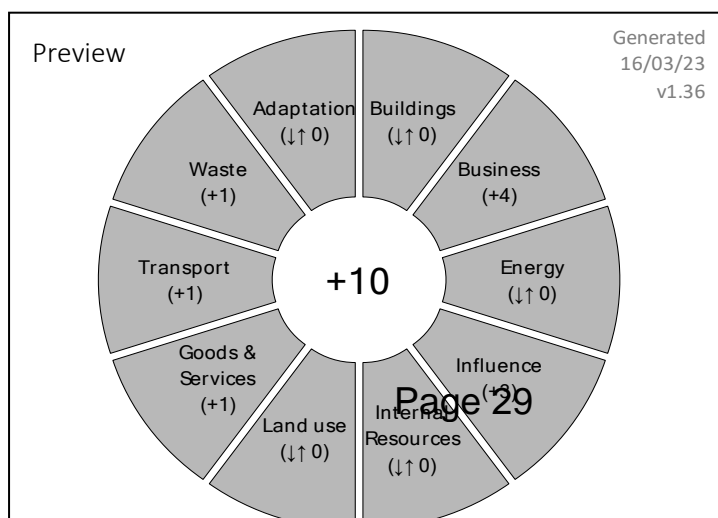
5.1 Members could decide not to review the regulations, however, whilst regulations and practices change, the Regulations have been static for 16 years. The outdated Regulations have led to confusion at times.

6.0 Implications for consideration – Climate change

6.1 The Regulations confirm the materials that may or may not be included within the construction of the coffin and it's contents which in turn reduce the likelihood of harmful emissions.

The Regulations also take into account advice for memorials and removal of plastics.

The Regulations also take into account provision for cycle storage and therefore cycle friendly, promoting green travel.



7.0 Implications for consideration – Equality and diversity

7.1 The Regulations include clarification on Assistance Dogs and confirm that the Chapel is available to all Religions and none.

Document information

Report author	
BEREAVEMENT SERVICES MANAGER C/O CHESTERFIELD AND DISTRICT JOINT CREMATORIUM	
Appendices to the report	
Appendix 1	DRAFT REGULATIONS
Appendix 2	1982 RULES OF MANAGEMENT

APPENDIX 1

CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

CHESTERFIELD AND DISTRICT CREMATORIUM

Regulations

Made by the Chesterfield and District Joint Crematorium Committee (hereinafter called 'the Joint Committee') in exercise of the powers and duties conferred upon them by the Local Government Act 1972, the Cremation Act 1902 and the Births and Deaths Registration Act 1926, and of all other powers and duties regarding the management, regulation and control of the Chesterfield and District Crematorium, provided by them.

INTERPRETATION

1. In these Regulations, unless the context otherwise required, the words: -

"The Joint Committee" means the Chesterfield and District Joint Crematorium Committee;

The "Manager" means the Bereavement Services Manager or the person for the time being carrying out the duties of the Bereavement Services Manager;

"The Medical Referee" means one of the Joint Committee's duly appointed Medical Referees;

"Funeral Director" means any person having on behalf of the relatives of a deceased person the carrying out of the arrangements for cremation;

"Crematorium" means the Chapel and other buildings;

"Crematorium Grounds" means land owned by the Joint Committee in the vicinity of the Crematorium and associated buildings; and

"Scale of charges" means the scale of charges from time to time in force for the use of the Crematorium.

STATUTORY REQUIREMENTS

2. All cremations shall be conducted strictly in accordance with the Statutory Rules, Orders and Regulations made by the Secretary of State for **Justice Constitutional Affairs**, under Section 7 of the Cremation Act 1902, Section 2 of the Cremation Act 1952 and Section 10 of the Births and Deaths Registration Act 1926 and subsequent amendments and regulations current at the date of cremation. Cremations shall be conducted in accordance with the Code of Cremation Practice issued by the Federation of Burial and Cremation Authorities (FBCA), which is reproduced at Appendix 1 to these Regulations.

I. HOURS OF OPENING

CREMATORIUM OFFICE

3. The Crematorium Office is open Monday to Friday 08.30 a.m. ~~to 1 p.m. and 2 p.m.~~ to 5.00 p.m., except specified holidays which include Good Friday, Christmas Day, Easter, Spring, etc.

TIMES FOR CREMATIONS

4. Cremation services may take place Mondays to Thursday between the hours of 8.10am and 5.10pm, between the hours of 08.10am and 4.10pm on Friday ~~8.30 a.m. and 3-4.30 p.m.~~ and on Saturdays between 8.30 a.m. and 1.30pm. ~~12.30 p.m.~~ Arrangements may be made for cremation at other hours in special circumstances **emergencies**. Cremations are not permitted on Sundays or Bank Holidays except by the prior and express permission of the Manager.

ROOM OF REMEMBRANCE AND CREMATORIUM GROUNDS

5. The Room of Remembrance and Crematorium Grounds are open to the public during the following hours: -

Monday to Friday (except Bank Holidays) 08.30 **9** a.m. to 5 p.m.

Saturdays, Sundays and Bank Holidays; 10.00am to 4.00pm

~~during:-~~

~~JANUARY and DECEMBER 11 a.m. to 4 p.m.~~

~~FEBRUARY, MARCH, APRIL, OCTOBER~~

~~NOVEMBER 11 a.m. to 5 p.m.~~

~~MAY, JUNE, JULY, AUGUST,~~

~~SEPTEMBER 11 a.m. to 6 p.m.~~

6. The Joint Committee reserves the right to close the Crematorium on any day should circumstances so warrant.

II. ADMISSION OF VISITORS

ADMISSION TO CREMATORIUM

7. No person who is not an employee of the Joint Committee or who has not been so authorised by **or** on behalf of the Joint Committee shall enter or remain in the Crematorium when it is closed to the public. At times when the Crematorium is not in use for cremation or other services, the public will be admitted at the discretion of the Manager.

ADMISSION OF CHILDREN

8. Children under 12 years of age are not allowed within the Crematorium Grounds except under proper care.

ANIMALS

9. No animals, other than the deceased's or **Guide Assistance** Dogs, will be allowed into the Chapel. A Dog Control Order is in place within the grounds of the crematorium. **It is an offence for any person in charge of a dog to not keep it on a lead. It is an offence for any person in charge of a dog, which defecates on that land not to remove the faeces forthwith.**

VEHICLES

10. Motor vehicles may enter the Crematorium Grounds only if an occupier is on Crematorium business. The maximum speed for vehicles within the Grounds is 10 m.p.h. All cars, motor cycles and mopeds must only be driven on the main carriageways in the Crematorium and parked only in the car parks provided so as not to cause obstruction. The only exception being disabled drivers with vehicles displaying the appropriate badge who will be allowed to **drive motor** and park as near as practicable to the place they wish to visit. The Manager shall have power to exclude from the Grounds any vehicle that he/she deems unsuitable. The Joint Committee will not accept responsibility for loss **or** from or damage to any vehicle brought into the Crematorium, howsoever caused.

BICYCLES

11. Cyclists shall ride to the left of carriageways in single file. Bicycles shall not be ridden on footpaths, grass areas or planted areas. Bicycles must not be placed against memorials, benches or trees and shrubs and if laid on the ground must not cause an obstruction. The Joint Committee will not accept responsibility for loss of or damage to any bicycle brought into the Crematorium, howsoever caused. **Bicycle stands are available on the Crematorium Entrance Drive.**

EXCLUSION OR REMOVAL OF PERSONS FROM THE CREMATORIUM

12. All persons admitted into the Crematorium shall conform in all respects with the Regulations of the Joint Committee and shall be subject to the requirements of the Manager or nominated officer, who, in the case of any misconduct, shall have full power to remove or exclude from the Crematorium any person or persons who are not mourners or officially connected with the cremation of any deceased person, whom he/she, in his/her discretion, considers it advisable to remove or exclude in order to maintain satisfactory conditions or secure compliance with the Regulations. Any service or demonstration in connection with a funeral shall be subject in all things to the control of the Manager.

III. CONDUCT

CONDUCT

13. All persons shall conduct themselves with due reverence.

SMOKING

14. Smoking is strictly prohibited in the Crematorium. **Visitors are requested to refrain from smoking near to where mourners are gathering and to dispose of cigarette ends in a proper manner.**

CANVASSING

15. No person shall canvass or solicit orders in the Crematorium Grounds.

PATHS AND DRIVES

16. Visitors shall keep to the drives and paths provided.

TREES, SHRUBS AND FLOWERS

17. Visitors should refrain from touching or cutting trees, shrubs, plants or flowers.

PHOTOGRAPHS

18. The permission of the Manager in writing shall be obtained before any objects in the Crematorium or Grounds are photographed or video recordings are commenced.

GRATUITIES

19. No employee of the Joint Committee is allowed to take any gratuity, or to undertake private^{ly} work of any kind connected with the Crematorium, either in his own time or the Joint Committee's time.

COMMITTING NUISANCE

20. The Manager is empowered to take such lawful action as he/she may consider appropriate against any person who may:

- (a) commit any nuisance;
- (b) wilfully interfere with any cremation that is taking place; or
- (c) wilfully interfere with any memorial, plants, flowers or other such objects.

OFFENCES

21. The provision of cremation facilities is a statutory responsibility and as such governed by Acts, Regulations and Codes of Practice. As such any persons knowingly in breach of these requirements may be liable to prosecution.

IV. APPLICATIONS FOR CREMATION

RESERVATIONS

22. Reservations for cremation services may be made by telephone, in writing or in person at the Crematorium Office, or by the computerised remote booking facility. **A telephone service will be provided each Saturday morning from 9 a.m. to 12 noon for the booking of cremation times.** Reservations will be regarded as provisional until the formal notice required by Regulation 23 is received.

NOTICE OF CREMATION

23. Notice of Cremation is given when Preliminary Instructions for Cremation and the Application for Cremation (**Form A form Cremation 1**) have been delivered to the office of the Manager.

PRELIMINARY INSTRUCTIONS FOR CREMATION

24. Preliminary Application for Cremation must be made to the Manager, Chesterfield and District Crematorium, Chesterfield Road, Brimington, Chesterfield during normal working hours by 12 noon, two working days **least 48 hours** before the proposed cremation. **When Sundays and/or Bank Holidays intervene at least 72 hours notice is required.** Details of the arrangements must be confirmed to the Crematorium Office on the prescribed printed form.

STATUTORY APPLICATION FOR CREMATION

25. The statutory Application for Cremation (~~Form A~~ Form Cremation 1), should be made by an executor of the deceased wherever practicable, but may be made by the nearest surviving relative or any other person who can show reason, satisfactory to the Medical Referee, why it is not made by an executor or nearest surviving relative. ~~The Application for Cremation must also be verified by being countersigned by a householder to whom the applicant is known who shall certify that the applicant is known to him or her, and that he or she has no reason to doubt the truth of any information furnished by the applicant.~~

FEES AND CHARGES

26. All fees and charges for a cremation shall be paid at the time of giving Notice of Cremation and all other fees shall be paid before the work to which they relate is started. For Funeral Directors with accounts, the settlement of all requisite fees and charges in respect of cremation as set out in the current scale of charges shall be required within thirty days ~~fourteen days~~ of receipt of invoices and ~~payment made to Chesterfield Borough Council's Revenues Department.~~ For Funeral Directors without accounts, all fees and charges shall be paid at the Crematorium Office in accordance with the scale of charges for the time being adopted by the Joint Committee ~~and in advance of the service taking place.~~

NUMEROUSLY ATTENDED FUNERALS

27. In order that appropriate arrangements may be made wherever possible, every endeavour should be made to notify the Crematorium Office if a public or military funeral or one at which a large number of persons is expected.

VERBAL INSTRUCTIONS

28. The Joint Committee will not be responsible for any delay or misunderstanding which may occur if instructions are given verbally or by telephone. Neither will the Joint Committee accept responsibility for any documents lost or delayed by the Post Office.

ELECTRONIC DOCUMENTS

29. Statutory Forms for Cremation can be received electronically or as paper documents. Where a form requires a signature and it is received electronically, the signature must confirm to the requirements in section 7(2) of the Electronic Communications Act 2000.

FACSIMILE AND TELEX DOCUMENTS

~~29. Facsimile transmissions of statutory documents are acceptable in extreme circumstances and with the consent of the Manager. Documents sent by Fax or Telex will only be accepted as temporary notification(s) and must be confirmed by the submission of originals.~~

V. MEDICAL CERTIFICATION

MEDICAL REFEREE

30. No cremation will be permitted to take place except on the written authority of the Medical Referee (~~Form F~~ form Cremation 10) who must be satisfied that the ~~fact and~~ cause of death ~~has have~~ been definitely ascertained and who may in any case decline to allow a cremation, ~~giving written reasons to the Applicant, without stating a reason.~~ The Medical Referee will, before allowing the cremation, examine the application and certificates and ascertain that they are such as are required by these Regulations and that adequate inquiry has been made by the persons giving the certificates. He/she may make any inquiry with regard to the application and certificates that he/she may think necessary.

POWERS OF MEDICAL REFEREE

31. The Medical Referee may, after making proper inquiries, decline to allow the cremation unless an inquest is opened and a certificate be given by the Coroner in ~~Form E~~ form Cremation 6. ~~Provided that in any case to which the foregoing rule applies it is shown to the satisfaction of the Secretary of State that by reason of any special circumstances it is impractical or undesirable that an inquest shall be held, he may by order under his hand authorise the Medical Referee to allow the cremation without an inquest being opened and certificate given by the Coroner.~~

MEDICAL CERTIFICATES

32. No cremation shall be allowed to take place unless:

(a) A Certificate of Medical Attendant in ~~Form B~~ form Cremation 4 has been given by a registered medical practitioner giving the cause of death ~~who has attended the deceased during his or her last illness and who can certify definitely as to the cause of death,~~ and a Confirmatory Medical Certificate in ~~Form C~~ form Cremation 5 has been given by another medical practitioner qualified to give such a form; or

(b) A post-mortem examination has been made by a ~~medical practitioner expert in pathology appointed by the Cremation Authority (or in case of emergency appointed by the Medical Referee),~~ person entitled to make a post-mortem examination under the authority of a licence granted under section 16 of the Human Tissue Act 2004 (licence requirement) for that purpose and a certificate given by him/her in ~~Form D~~ form Cremation 11; or

(c) A post-mortem examination has been made and the cause of death has been certified by the Coroner under Section 19 (3) of the Coroners Act 1988 and a certificate has been given by the Coroner in ~~Form E~~ form Cremation 6; or

(d) An inquest has been opened and a certificate has been given by the Coroner in ~~Form E~~ form Cremation 6;

(e) during the course of the Coroners Investigation, the cause of death became clear and he/she was satisfied that it was unnecessary to continue the investigation and a Certificate has been given by the Coroner in Form 6

or

(e) In relation to a person who has undergone anatomical examination pursuant to the provisions of the Human Tissue Act 2004 a certificate has been given in ~~Form H~~ form Cremation 7.

DEATHS IN SCOTLAND, NORTHERN IRELAND, ISLE OF MAN OR CHANNEL ISLANDS

33. In the case of the remains of a person who has died in Scotland, Northern Ireland, Isle of Man or Channel Islands the Medical Referee may accept an application and certificate in the form normally used in those places ~~Scotland.~~

DEATHS ELSEWHERE

34. In the case of the remains of a person who has died in any place ~~out of England, Wales and Scotland~~ outside the British Islands, the Medical Referee may accept a declaration containing all the required particulars in ~~Form A~~ form Cremation 1; and he/she may accept ~~certificates in Forms B, C and D if they be signed by any medical practitioners who are shown to his satisfaction to possess the necessary qualifications substantially equivalent to those prescribed in the case of each certificate by~~

these regulations or, in the case of the remains of a person who has died in any place outside the British Islands, Form "E" form Cremation 6 issued by a coroner.

CREMATION OF EXHUMED REMAINS

35. The foregoing regulations 32 to 34 shall not apply to the cremation of the remains of a deceased person who has already been buried for ~~not less~~ more than one year. Such remains may be cremated subject to such conditions as the Secretary of State may impose in the exhumation licence granted by them ~~him~~ or otherwise by a faculty granted by the consistory court of the diocese; and any such cremation in which those conditions are not observed shall be deemed a contravention of these regulations.

CREMATION AFTER AN INQUEST

36. If a Coroner has ~~given notice that he/she intends~~ decided to hold an inquest on the body, the Medical Referee shall not allow the cremation to take place until the inquest has been opened.

STILL-BORN CHILDREN

37. Notwithstanding the foregoing regulations, the Medical Referee may permit the cremation of the remains of a still-born child if, either the original certificate of the registration of the still-birth or a duly issued duplicate is provided, and it be certified to be still born by a registered medical practitioner or a registered midwife after examination of the body and if the Medical Referee, after such inquiries as he/she may think necessary, is satisfied that it was a still-born child and that there is no reason for further examination. ~~Where no registered medical practitioner or registered midwife was present at the birth or has examined the body, the Medical Referee will accept a declaration given by a person who is qualified to give information concerning the birth.~~ Where a Coroner's Certificate in ~~Form E~~ form Cremation 6 has been issued, a certificate by a registered medical practitioner or registered midwife will not be necessary.

DEATHS FROM INFECTIOUS DISEASES

~~38. In the case of any person dying of plague, cholera or yellow fever on board ship or in a hospital or temporary place of reception of the sick provided by a Port or other local authority under the Public Health Acts or by a Hospital Committee under the Isolation Hospital Acts, the Medical Referee, if satisfied as to the cause of death, may dispense with the requirements of these regulations. These regulations may also be suspended or modified in any district during an epidemic or for other sufficient reason by an order of the Secretary of State.~~

DELIVERY OF MEDICAL CERTIFICATES

39. These forms, duly completed, together with the Certificate of Disposal issued by the Registrar of Births and Deaths, (or the Coroner's Certificate for Cremation in ~~Form E~~ form Cremation 6) must be delivered to the Manager not later than ~~12 noon~~ 10 a.m. ~~two working days on the day~~ previous to the cremation. ~~except in the case of Monday cremations when the forms must be delivered not later than 12 noon on the previous Friday Thursday.~~ Forms provided, or approved by, the Joint Committee must be used, which can be obtained from the Manager. Forms may be delivered to the Crematorium Office or by electronic communications.

AUTHORITY TO CREMATE

40. The Manager will obtain ~~Form F~~ form Cremation 10 (The Medical Referee's Authority to Cremate) in all cases, and will advise in circumstances where documents other than those listed above are required.

REFUSAL OF CREMATION

41. The Joint Committee reserves the right to decline to undertake cremation for any good and sufficient reason.

VI. FUNERAL SERVICES

CREMATORIUM CHAPEL

42. Only one funeral will be allowed in the Chapel at any one time, unless prior permission for alternative arrangements is obtained from the Manager.

LENGTH OF SERVICE

43. Services or ceremonies in the Chapel may be booked for either 20 minutes or 40 minutes, depending on the type of ceremony required. Committal services, for example, are normally of relatively short duration, whereas a full service would require a longer service time. Additional 20 minute allocations may be booked to a maximum of 80 minutes. Full Services shall not exceed 30 minutes in duration and Committal Services 10 minutes allowing time for Chapel Attendants to prepare for the following service and carry out the necessary checks. ~~shall not exceed 20 minutes in duration from the time the service is due to commence, except in most unusual circumstances and with the approval of the Manager. An additional allocation can be booked if, for example, the congregation will be particularly large or that the service is likely to require more than the usual 20 minutes. Services will normally be booked at 30 minute intervals.~~ The Crematorium Chapel is non-religious and can therefore be used for all beliefs, religions and faiths or none.

MINISTERS OF RELIGION AND CELEBRANTS

44. Relatives or representatives of the deceased should make their own arrangements for the service, which may be conducted by a Minister, Priest, ~~Celebrant~~ or member of the family or a friend. The Joint Committee will not be responsible for arranging a Minister of Religion or any other person to conduct a service, but will refer a Funeral Director to a local Minister in certain circumstances. The Joint Committee will not in any circumstances make payments to Ministers of Religion in the form of fees or expenses and will not enter into discussions regarding the levels of such fees or expenses. ~~The Joint Committee is not responsible for the quality of the sermon and eulogy delivered by the Minister, Priest or Celebrant or any issues arising.~~

ORGAN AND ORGANIST

45. The Joint Committee will provide an organ as required, at no cost to the Applicant or Funeral Director. It is the responsibility of the Funeral Director to make the necessary arrangements with the Organist regarding all music requirements. The Joint Committee is not responsible for the quality of the Organist's arrangements.

~~The Joint Committee will provide an organ and organist as required and additional CD and tape recorded music facilities to provide accompaniment during the funeral service in the Crematorium chapel. It is the responsibility of the Funeral Director to make the necessary arrangements with the Manager or organist regarding music requirements. If the organist does not already possess the~~

~~arrangement, the Funeral Director should supply sheet music – adapted for the organ – at least 24 hours prior to the funeral service.~~

RECORDED MUSIC

46. Where recorded music is required at any part of the funeral service, it is the responsibility of the Crematorium Staff or Minister/Celebrant to operate the equipment with prior agreement to the service commencing. Pre-recorded compact discs will only be accepted if the original recording of music is unavailable via the Obitus Music System. It is the responsibility of the Funeral Director to ensure that the music schedule is correct and that the schedule, media and webcast requests are received by Obitus Music in good time for the service to proceed. ~~It is the responsibility of the person providing the music to ensure that:~~

~~(a) The recording quality is satisfactory;~~

~~(b) The recordings, audio tapes (one piece of music per tape), compact discs etc. are delivered to the Crematorium Office with the name of the deceased and the date and time of service clearly and legibly marked on the cassette or case by 12.00 one working day prior to the funeral service.~~

FUNERALS – ATTENDANCE OF MUSICIANS

47. Musical instruments or appropriate sound reproducing equipment shall be permitted in the Crematorium Grounds with the permission of the Manager.

MOBILE PHONES

48. Mobile phones shall be turned off or put on to silent mode before entering the Chapel.

LEAVING THE CHAPEL AFTER THE SERVICE

49. All persons attending funerals at the Crematorium shall leave the building immediately after the conclusion of the ceremony.

FLOWERS AND DONATIONS

50. The Funeral Director is responsible for removing the flowers from the coffin, and placing all other floral tributes by the plaque provided in the area set aside for floral tributes. **The Funeral Director is responsible for collecting all donations and collecting from Chapel.**

COFFINS NOT TO BE OPENED

51. No coffin shall be opened whilst situated on the Crematorium Catafalque for any purpose whatsoever. **Coffins may be opened whilst laying on Chapel Trestles with prior approval from the Manager. It is the responsibility of the Funeral Director to close the coffin and transfer to the Catafalque at the end of the Service.**

PARTS OF COFFINS NOT TO BE REMOVED

52. After the Service of Committal, no coffin or part of a coffin shall be removed from the Crematorium except as authorised by law

BODIES NOT TO BE REMOVED

53. No body shall be removed from the Crematorium for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction, a Chief Constable or the Manager.

DEATH FROM INFECTIOUS DISEASE

54. The use of the chapel for a service of a person having died of a notifiable disease shall be at the discretion of the Manager. The Manager may require that the coffin is not taken into the chapel until he/she is satisfied that precautions taken against the risk of infection are adequate.

VIEWING THE COMMITTAL

55. No person shall be allowed to enter the Crematory or Committal Room without the permission of the Manager. By prior arrangement with the Manager, four representatives of the deceased may see the coffin placed into the cremator if desired, but no inspection of the actual process of cremation will be permitted.

VII. CREMATION

SEPARATELY CREMATED

56. Each coffin and its contents shall be cremated separately. The coffin will be placed into the cremator exactly as it is received on the catafalque.

INSTRUCTIONS FOR FUNERAL DIRECTORS

57. The Funeral Director must observe the Joint Committee's regulations regarding the length of notice to be given for a cremation; the delivery of the cremation forms and the time of the cremation service as agreed must be strictly adhered to.

BEARERS

58. Funeral Directors are responsible for providing sufficient bearers to convey the coffin reverently from the hearse to the catafalque. **When the coffin is in position on the catafalque his responsibility towards it ceases, and that of the Joint Committee begins. Funeral Directors are also responsible for providing sufficient bearers to convey the coffin reverently to the appropriate place on the advance delivery of coffins.**

IDENTIFICATION

59. The body of a person shall not be accepted at the Crematorium unless it is enclosed in a coffin bearing a nameplate establishing the identity of the body contained therein. It may be placed on the lid or at the foot end of the coffin. If the materials of the coffin are in any way unsuitable or the identity of the body not established, the Manager may decline to cremate.

NOT MORE THAN ONE BODY IN EACH COFFIN

60. Not more than one body will be allowed in any one coffin, except in the case of a mother and her newly born child not exceeding one month.

JEWELLERY AND METALS

61. Rings, jewellery and personal items, on or about the body must be removed before the coffin is sealed (except wedding rings) and the Joint Committee shall not be liable to account for such articles after Cremation has taken place. With the written consent of each bereaved family, the recycling of metals following a cremation will take place. The Crematorium participates in the ICCM Metal Recycling Scheme with the proceeds of the recycling donated to bereavement related charities nominated by the Joint Committee annually.

CONSTRUCTION OF THE COFFIN

62. The construction of coffins should comply with the current specification issued by the National Association of Funeral Directors and Funeral Furnishings Manufacturers' Association. The coffin must be made of easily combustible material, wood or wood derivatives, which when placed in a cremator and subjected to the accepted cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. Ecologically friendly coffins will be permitted. Resinous or badly seasoned wood must not be used in the construction of coffins. No metal furniture or fittings whatever shall be used on a coffin for cremation; and no metal shall be used in the manufacture of such coffins except as is necessary for its safe construction, and then only metal of a high ferrous content. Hardwood plugs should be used whenever possible. Plastic handles and fittings are permitted if they are made from a base material of polypropylene. Products manufactured in polyvinylchloride (PVC), polystyrene, melamine or other plastic materials are not acceptable in the construction of the coffin or its furnishings. The nameplate may be of polystyrene and must not weigh more than 90 gms. (ideally the nameplate will be manufactured from solid wood). There must be no crosspieces or fittings attached to the bottom of the coffin. If it is desired to strengthen the base of the coffin, wooden strips may be placed lengthways for this purpose. The coffin must not be painted or varnished, but may be covered with a suitably coloured cloth. The Joint Committee will refuse to accept uncoffined corpses for cremation.

63. If a coffin is brought to the crematorium, which, due to its poor construction is unsuitable or odoriferous, it will be allowed into the Chapel at the discretion of the Manager. A coffin leaking body fluids will not be allowed into the Chapel under any circumstances.

CLOTHING

64. Any material, which is likely to give rise to the emission of smoke, odours, toxic gases or other harmful pollutants during the cremation process, must not be placed in a coffin. The coffin must not contain items of clothing, footwear or personal items liable to produce undesirable or toxic emissions or containing any polyvinylchloride (PVC) or any form of residual chlorine. Where the deceased is dressed in personal clothing, the minimum of clothing should be used and cotton should be the preferred material.

LINING OF THE COFFIN

65. The use of sawdust, wood shavings, cotton wool or folded paper must be avoided. Wadding, side linings and gowns should be of cellulose based fibre. The use of polyester or acrylic fibres should be avoided where possible. If circumstances require, suitable sealing materials may be used, but no metal or rubber will be allowed and on no account must polyvinylchloride, pitch or similar bituminous substances be used. Plastic linings must be of polyethylene (Cremfilm). Packaging for still birth, neonatal and foetal remains shall not include chlorinated plastics. Lead, zinc or other metal linings are not permitted. All coffins will need to be constructed to satisfy the Health and Safety at Work etc. Act 1974 and the Pollution Prevention and Control Act 1999. This regulation does not preclude the use by Health Authorities of sealed transportation bags, which may be left in the coffin for hygiene or public health reasons.

HAZARDOUS IMPLANTS PACEMAKERS

66. Hazardous implants are those that have an explosive or radioactive capacity and must be removed before cremation. Pacemakers can cause an explosion if left in a body brought for cremation. Radioactive implants pose a health hazard. Cremation will be refused if such devices are not removed.

SIZE OF THE COFFIN

67. The maximum external dimensions permitted for coffins are:

Length: 7 ft. 3-ins.	Width: 3 ft. (36")	Depth: 1 ft. 10 ins.
2134 mm.	914 mm.	559 mm.

Advice should be sought from the Crematorium Office if there is a need to exceed these sizes.

68. Prior arrangements must be made with the Manager in any instance where the weight of a coffin exceeds 114kg.

68. The Funeral Director must notify the Manager in any instance where the weight of a coffin exceeds 127kg

VIII. CREMATED REMAINS

REDUCING THE CREMATED REMAINS

69. Cremated remains are routinely reduced to granular consistency and placed in separate containers awaiting the final disposal on instructions given by relatives. This process may be omitted on request, provided that notice is given prior to cremation.

INSTRUCTIONS FOR DISPOSAL OF CREMATED REMAINS

70. After the cremation the cremated remains shall be given into the charge of the person who applied for cremation or his/her representative if he/she so desires. Alternatively, they may be posted in a specially constructed container provided for this purpose and suitably labelled.

COLLECTION OF CREMATED REMAINS

71. The Joint Committee will require a receipt to be signed if the cremated remains are removed from the Crematorium, and the person signing shall state how the cremated remains are to be disposed of. Cremated remains may not be removed from the Crematorium unless they are contained in either a suitable and secure urn or casket supplied by the Joint Committee, or such other containers the Manager considers appropriate for that purpose. A Certificate for Burial of Cremated Remains should be obtained from the Manager if it is intended to bury the cremated remains elsewhere. Cremated remains may be collected Monday to Friday (excluding public holidays) on the next working day following the cremation, after 10.00a.m. If remains are required on the day of cremation, the service should be held no later than 11.30 p.m.

STREWING OF CREMATED REMAINS

72. Alternatively, the cremated remains may be strewn in the Garden of Remembrance on the applicant's signed authority on a form provided. Where the Applicant for Cremation elects to have the cremated remains strewn in the Garden of Remembrance or Woodland Walk, the remains will be held in storage for at least 14 days following the cremation, to allow time for reconsideration.

STORAGE OF CREMATED REMAINS

73. Unless the relatives give other instructions, cremated remains will be sealed in a simple urn and may be retained free of charge at the Crematorium for a period not exceeding three months. A notification will then be sent by post to the Applicant for Cremation requesting instructions. In the absence of specific instructions, after the expiration of a further 14 days, the cremated remains will be strewn in the Garden of Remembrance. The Joint Committee will not be held responsible for ensuring that the Applicant for Cremation has received the notification referred to above. Where the cremated remains are stored within a Pond Marker or Sanctum, a notification will be sent to the applicant for the adoption within 3 months of expiry of the adoption period requesting further instructions. If no further instruction is received within 30 days, then the cremated remains will be strewn in the Garden of Remembrance. The Joint Committee will not be held responsible for ensuring that the Applicant for Cremation has received the notification referred to above

URNS AND CASKETS

74. Specimens of urns of various designs may be seen on application to the Manager, and may be purchased from the Joint Committee. All urns/caskets containing cremated remains released from the Crematorium shall bear a nameplate or label to identify the name of the deceased. The Joint Committee will take all reasonable steps to safeguard urns and containers but cannot be held responsible for any loss or damage. The removal of "token" remains is not permitted, nor will crematorium staff divide cremated remains in any way

IX. MEMORIALS

MEMORIALS

75. Memorials are available for dedication in the Crematorium Gardens of Remembrance. Inscriptions on these memorials will be subject to approval to ensure that no offence is caused to any person, race or religion.

FEES AND CHARGES

76. Applications for memorials must be accompanied by the appropriate remittance – cheques etc., and made payable to Chesterfield Borough Council and sent to the Crematorium Office. Payment can also be made in person in the Crematorium Office using a Card Payment Terminal.

INSCRIPTIONS IN BOOK OF REMEMBRANCE

77. Inscriptions in the Book of Remembrance provided by the Joint Committee will be inserted by the approved persons appointed by the Committee. The Joint Committee reserves the right to refuse to make an entry in the Book of Remembrance that it considers unsuitable.

FLOWERS

78. Flowers are allowed only in the areas and containers provided by the Joint Committee and shall not be removed therefrom without permission. Cellophane or similar wrappings or plastic or imitation flowers and wreaths should be avoided. The introduction of privately owned vases, containers or memorials is not permitted into the Crematorium. The crematorium staff will remove any such items. All Christmas Wreaths, ornaments and decorations shall be removed from the crematorium grounds and areas from 6th January onwards.

MEMORIAL SEATS

79. Memorial seats may be placed in the Gardens of Remembrance with the prior approval of the Manager. The design and manufacture of the memorial seats are to be approved by the Manager, and shall be constructed only of timber from sustainable sources.

X. MISCELLANEOUS PROVISIONS

INSPECTION

80. The public can obtain permission to inspect the building, when no cremation is proceeding, between the hours of 10.00 am and 4.00 p.m. Monday to Friday.

LIABILITY

81. All persons entering the Crematorium do so at their own risk and the Joint Committee will not accept any liability for injuries or damage sustained for any reason whatsoever.

LOSS OR DAMAGE

82. The Joint Committee shall not be held responsible for the safe keeping of any wreaths, flowers, plants or any other objects placed in the Crematorium nor for any damage caused to memorials or monuments by winds, storms, inclement weather, vandalism or other factors outside of their control.

AMENDMENTS

83. The Joint Committee reserves the right from time to time to make any alterations or additions to these Regulations as necessary. The Joint Committee's ruling on these Regulations shall be final.

REPEAL OF FORMER REGULATIONS

84. Any Rules or Regulations previously in force in respect of the Crematorium are hereby revoked.

(Signed)
(Signed)

CHAIR OF JOINT COMMITTEE
CLERK OF JOINT COMMITTEE

The foregoing Regulations were approved at a meeting of the Chesterfield and District Joint Crematorium Committee held on

**CHESTERFIELD AND DISTRICT
CREMATORIUM JOINT COMMITTEE**

**Rules of the
Chesterfield and District
Crematorium**

Constituent Authorities of the Joint Committee:-

Bolsover District Council
Chesterfield Borough Council
North-East Derbyshire District Council

Clerk to the
Committee

D. R. Harrison, LL.B.,
Town Hall,
Chesterfield.

Telephone: 77232

Treasurer to
The Committee

R. L. Ward, I.P.F.A.,
Town Hall,
Chesterfield.

Telephone: 77232

Surveyor to
The Committee

E. Faulkner, M.I.Mun.E.,
Town Hall,
Chesterfield.

Telephone: 77232

Superintendent and Registrar

J. D. Eggleshaw, Esq.
Chesterfield & District Crematorium,
Chesterfield Road,
Brimington,
Chesterfield.

Telephone: 34346

CHESTERFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE

CHESTERFIELD AND DISTRICT CREMATORIUM

Regulations

In these Regulations:-

- “The Joint Committee” means the Chesterfield and District Crematorium Joint Committee.
- The “Superintendent” means the Superintendent and Registrar of the Crematorium or the person for the time being carrying out the duties of the Superintendent and Registrar.
- “Crematorium Grounds” means land owned by the Joint Committee in the vicinity of the Crematorium and Associated Buildings.

THE CREMATORIUM – STATUTORY REQUIREMENTS

1. Cremations shall be conducted in accordance with the Cremation Acts, 1902 and 1952 and the Cremation Regulations 1930, 1952 and 1965.

OFFICE

2. Application for Cremation must be made to the Superintendent during normal working hours at least 48 hours before the proposed cremation. When Sundays and/or Bank Holidays intervene at least 72 hours notice is required. The Crematorium Office is open:
Monday to Friday 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m.
3. A telephone service will be provide each Saturday morning from 9 a.m. to 12 noon for the booking of cremation times.
4. Cremation services may take place Monday to Friday except on Bank Holidays, Christmas Day or Good Friday from:
9 a.m. to 12.30 p.m. and 2 p.m. to 3.30 p.m.
5. The Application for Cremation (Form A), should be made by an executor of the deceased wherever practicable, but may be made by the nearest surviving relative or any other person who can show satisfactory reason why it is not made by an executor or nearest surviving relative.
6. Form A, together with Forms B and C and the Certificate of Disposal issued by the Registrar of Births and Deaths, (or the Coroners Certificate for Cremation in Form E), must be delivered to the Superintendent not later than 10 a.m. on the day previous to the cremation, except in the case of Monday cremations when the forms must be delivered not later than 2 p.m. on the previous Friday.

7. The Joint Committee will not be responsible for any matter lost or delayed in the post.
8. All requisite Cremation Fees as set out in the current Table of Fees shall be paid prior to the work being undertaken in respect of which they are payable.
9. The Joint Committee will not be responsible for arranging a Minister of Religion or any other person to conduct a service, but will refer a Funeral Director to a local Minister in certain circumstances. The Joint Committee will not in any circumstances make payments to Ministers of Religion in the form of fees or expenses and will not enter into discussions regarding the levels of such fees or expenses.

CREMATORIUM CHAPEL

10. Services in the Chapel shall not exceed 20 minutes in duration from the time the service is due to commence, except in most unusual circumstances and with the approval of the Superintendent.
11. Services may not commence before the appointed time except in cases where the Minister and Funeral Director are satisfied that all persons wishing to attend the service are present and providing the Chapel has been prepared to receive that service.
12. All persons attending a service must comply with the requirements of the Superintendent, who, in the case of any misconduct, has full power to remove or exclude any person he considers it advisable to remove or exclude. Any service or demonstration shall be subject in all things to the control of the Joint Committee.
13. Children under 14 years of age will not be admitted to a service unless under the care of a responsible adult. At times when the Chapel is not in use for cremation or other services, the public will be admitted at the discretion of the Superintendent.

CREMATION AND CREMATED REMAINS

14. Cremations shall be conducted in accordance with the Code of Cremation Practice issued by the Federation of British Cremation Authorities.
15. Two representatives of the deceased may see the coffin placed in the cremator if desired, but no inspection of the actual process of cremation will be permitted.
16. The Joint Committee will require a receipt to be signed if the cremated remains are removed from the Crematorium and the person signing shall state how the cremated remains are to be disposed of. A Certificate for Burial of Cremated Remains should be obtained from the Superintendent if it is intended to bury the cremated remains elsewhere. If remains are required on the day of cremation, the service should be held no later than 12.30 p.m.
17. Cremated remains may not be removed from the Crematorium unless they are contained in either an urn or casket supplied by the Joint Committee, or such

other containers the Superintendent considers appropriate for that purpose. The removal of "token" remains is not permitted.

18. Unless other instructions are given by the relatives, cremated remains may be retained free of charge at the Crematorium for a period not exceeding one month. A notification will then be sent to the Applicant for Cremation requesting instructions. In the absence of specific instructions, after the expiration of a further 14 days, the cremated remains will be strewn on land adjoining the Crematorium which has been set aside for that purpose. The Joint Committee will not be held responsible for ensuring that the Applicant for Cremation has received the notification referred to, above.

ROOM OF REMEMBRANCE AND CREMATORIUM GARDENS

19. The Room of Remembrance and Crematorium Gardens are open to the public during the following hours:-

Monday to Friday (except Bank Holidays)	9 a.m. to 5 p.m.
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Saturdays, Sundays and Bank Holidays during:- JANUARY and DECEMBER	11 a.m. to 4 p.m.
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FEBRUARY, MARCH, APRIL, OCTOBER, NOVEMBER	11 a.m. to 5 p.m.
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MAY, JUNE, JULY, AUGUST, SEPTEMBER	11 a.m. to 6 p.m.
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20. All persons shall conduct themselves with due reverence.
21. Children under 14 years of age are not allowed within the Crematorium Gardens except under the care of a responsible adult. Visitors should refrain from touching or cutting trees, shrubs, plants or flowers.
22. It is requested that animals should not be brought into the crematorium gardens except in the case of guide dogs for the blind.
23. The maximum speed for vehicles within the grounds is 10 m.p.h.
24. Flowers are allowed only in the areas and containers provided by the Joint Committee. Plastic or imitation flowers and wreaths are not allowed. Any such items in the Buildings or grounds will be removed by the crematorium staff.

FUNERAL DIRECTORS

25. The Funeral Director must observe the Joint Committee's regulations regarding the length of notice to be given for a cremation; the delivery of the cremation forms and the time of the cremation service as agreed must be strictly adhered to.
26. Funeral Directors shall observe the Regulations of the Joint Committee. They are responsible for providing sufficient bearers to convey the coffin reverently from

the hearse to the catafalque. When the coffin is in position on the catafalque his responsibility towards it ceases, and that of the Joint Committee begins.

27. The coffin must be made of easily combustible material, wood or wood derivatives. Resinous or badly seasoned wood must not be used. No metal furniture or fittings whatever shall be used on a coffin for cremation; and no metal shall be used in the manufacture of such coffins as is necessary for its safe construction and then only metal of high ferrous content. Plastic handles and fittings are permitted if they are made from a base material of polypropylene. Those made of polystyrene, PVC and other plastic materials are not acceptable. Cross pieces must be attached to the bottom of the coffin. If it is desired to strengthen the base of the coffin, wooden strips may be placed lengthwise for this purpose. The coffin must not be painted or varnished, but may be covered with a suitably coloured cloth. The Joint Committee will refuse to accept uncoffined corpses for cremation.

28. The unnecessary use of sawdust, wood shavings or cotton wool must be avoided. If circumstances require, suitable sealing materials may be used, but no metal or rubber will be allowed and on no account must pitch or similar bituminous substances be used.

If a coffin is brought to the crematorium which, due to its poor construction is unsuitable or odoriferous it will only be allowed into the Chapel at the discretion of the Superintendent.

A coffin leaking body fluids will not be allowed into the Chapel under any circumstances.

29. The maximum external dimensions permitted for a coffin are:

Length: 7ft 3ins	Width: 2ft 6ins	Depth: 1ft 10ins
2210mm	762 mm	559 mm

The Joint Committee reserve the right to alter these Regulations as necessary.

The foregoing Regulations were approved at a meeting of the Chesterfield and District Joint Crematorium Committee held on the Second day of July, 1982

(Signed) B. SMITH, CHAIRMAN
(Signed) D. R. HARRISON, CLERK

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THE FEDERATION OF BURIAL AND CREMATION AUTHORITIES
CODE OF CREMATION PRACTICE

1. CONDUCT

The cremation of a human body is a highly emotional occasion for those taking part in the service. This must never be forgotten by the staff of the Crematorium who must work together to create and maintain a dignified atmosphere of reverence and respect throughout the entire proceedings.

2. STAFF

The greatest care must be taken to appoint members of the Crematorium staff who act with respect and do not detract from the atmosphere of reverence which the crematorium has endeavoured to create. All staff employed in the operation of cremators must be suitably trained in the technical and ethical procedures and certified as specified in Process Guidance Note 5/2 (12) or any subsequent Guidance that may be issued by the relevant Government Department.

3. PRIOR TO COMMITTAL

A coffin and its contents brought to the Crematorium, whether for a service prior to cremation, a planned cremation without a service or for a service prior to burial, shall be brought into the Crematorium building through a designated* entrance. If the coffin and its contents are to be cremated, the coffin shall be transferred directly to the crematory in the normal way. If the service is not to take place immediately, the coffin and its contents shall be placed on the catafalque, transferred to the crematory and then placed in secure and sanitary storage within the building. If the coffin is to be removed from the building following a service prior to burial, it may be placed on trestles to allow easy removal at the end of the service.

4. AFTER COMMITTAL

(a) A body shall not be removed from the Crematorium after the Service of Committal except for a lawful purpose.

(b) Subject to receiving the necessary Authority to Cremate, the coffin and its contents shall be put into the cremator exactly as they have been received and as soon as practicable. A body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and in circumstances deemed necessary by the Cremation Authority, including impacts on the environment. All bodies retained at the crematorium will be accommodated in secure and sanitary conditions within the building.

(c) Once a coffin with its contents has been placed in the cremator, it shall not be touched or interfered with until the process of cremation is completed. On completion, the whole of the Cremated Remains/Ashes, which is all the material left in the cremator following cremation less any metals, shall be collected and shall be disposed of in accordance with the instruction received.

5. CORRECT IDENTITY

(a) No coffin shall be accepted at any Crematorium unless it bears adequate particulars of the identity of the deceased person contained therein. If a coffin is encased, the cover and the coffin must bear adequate identity of the deceased person.

(b) Every care must be taken to ensure correct identification throughout the whole proceedings from the moment the coffin is received onto the catafalque until the final disposal of the Cremated Remains/Ashes.

6. SEPARATELY CREMATED

Each deceased person given to the care of the Cremation Authority shall be cremated separately. Exceptions may be made for instance in the case of mother and baby or twin children providing that the next of kin has made a specific request in this regard.

7. COFFIN COVERS

When a re-useable cover is used to encase a coffin, signed authority must be given by the Applicant for the cremation authorising its use and consenting to its subsequent removal from the Crematorium.

8. METAL RESIDUES

Any metal found amongst the Cremated Remains/Ashes shall be disposed of in accordance with the directions of the Cremation Authority or Higher Authority.

9. CREMATED REMAINS/ASHES

The utmost care shall be taken to ensure that the Cremated Remains/Ashes, following their removal from the cremator, shall be kept separate and suitably identified. The Cremated Remains/Ashes shall be placed in a separate container awaiting final disposal. If the Cremated Remains/Ashes are to be disposed of in a Garden of Remembrance, this shall be conducted with reverence and respect. Cremated Remains/Ashes to be conveyed by a carrier service should be placed in a suitably labelled robust container and dealt with according to recommendations laid down by the Federation of Burial and Cremation Authorities.

10. CREMATORS AND ANCILLARY EQUIPMENT

Cremators and all other ancillary equipment used in the Crematorium shall be kept in good repair and maintained in accordance with manufacturers' recommendations, and the requirements of the current guidance notes issued under the Environmental Protection Act 1990 or subsequent legislation.

11. STATUTORY REGULATIONS

All cremations shall be carried out according to the provisions of the Cremations Acts and the Regulations made thereunder and any subsequent legislation.

*Note: Where the crematorium offers more than one entrance for receiving the deceased, they must all be designated for that purpose and be suitable for the dignified reception of coffins. Furthermore, the Cremation Authority must obtain the prior, informed, written consent of the Applicant for Cremation for the use of whichever designated entrance is used.

BUDGET MONITORING PERIOD 10

MEETING: CHESTERFIELD AND DISTRICT JOINT
CREMATORIUM COMMITTEE

DATE: 27th March 2023

REPORT BY: BEREAVEMENT SERVICES MANAGER
CLERK & TREASURER

FOR PUBLICATION:

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: Budget Monitoring Report Period 10

LOCATION: Accountancy Section

1.0 PURPOSE OF REPORT

1.1 To report the budget monitoring position as at the end of January 2023.

2.0 RECOMMENDATIONS

2.1 That the report be noted.

3.0 PERIOD 10 BUDGET MONITORING

3.1 The original budget was approved on the 13th December 2021 and revised at the 19th December 2022 meeting.

There is currently a favourable profiled variance of £127,263. Details of the variances from budgets are shown below:

- **Employee costs** are overspent by £7,271 as follows:
 - Normal staffing budgets are overspent by £7,636 due to additional overtime having to be worked due to the excess number of deaths and cover for sickness and training

- Minor items - £365 underspend
- **Premises costs** are underspent by £59,247 due to:
 - Service improvement plan is underspent by £31,925 (i.e. improvements/repairs to the pond area & entrance etc). It is unlikely that the major projects will be commenced this financial year. An update will be provided at year-end but carry forwards may be necessary
 - General routine repairs – underspend £15,732
 - Cremator repairs - underspend £6,862 due to the fact that so far this year it has not been necessary to carry out any major repairs outside the routine maintenance contract.
 - General grounds maintenance – overspend of £1,424
 - Trees & shrubs – underspend £2,047
 - Utilities – underspend of £3,872 mainly on electricity due a significant refund of £3k relating to the solar panel smart export guarantee. Up to the end January the electricity had only been invoiced up to the end of June 2022. However, in February £15.5k of invoices were paid to bring invoicing up to date and leave the budget in a similar position
 - Minor miscellaneous items – underspend £233.
- **Transport** costs are underspent by £1,550, mainly on fuel for machinery and mileage payments.
- **Supplies & Services** underspent by £12,065 as follows:
 - Medical Referee Fees – underspent by £578
 - There has been an underspend of £4,685 on the purchasing of memorials
 - General Supplies & Services – underspend of £6,802, part of which is to fund a climate change project.
- **Contracted Services** are underspent by £119.
- **Income** is higher than expected by £61,553 due to:
 - Cremation fees (inc. Medical Referees & Mercury Abatement) – over profile by £57,897 due to a higher number of cremations
 - CAMEO - £647 more received than budgeted for.
 - All Memorial Income – £3,804 more than budgeted.
 - Other Income – under profile by £795.

3.2 In conclusion at this stage it is anticipated that the outturn for the year will be in line with the revised budget forecast.

3.3 There are three outstanding capital schemes included in the 2022/23 budget (chapel air conditioning, crematory ventilation and car parking lighting & CCTV). Presently all three schemes are being prepared for tender therefore it is likely that these schemes will not now commence until next financial year.

4.0 Other Matters

4.1 Since the last Joint Board meeting the triennial actuarial valuation of the Crematorium pension scheme dated 31/03/2022 has been received. Overall, since the last valuation in 2019 the scheme has moved from a fund deficit of £163m to a small surplus of £3m. In order to try and maintain this fully funded position until the next valuation the ongoing employer contribution rate for future benefit accrual is to increase from 18.8% to 20.7% from 1st April 2023. However, the past service contribution (benefits already accrued) is to reduce from £29k/annum to £24k. The overall effect of these changes is to add approximately £1k/annum to the staffing budgets approved by the Joint Board in December.

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

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	

Form to return to Democratic Services with report (will be removed before publication)

Officers/members consulted on the report	
Chief Executive (WBR)	<input type="checkbox"/>
Monitoring officer	<input type="checkbox"/>
Chief finance officer	<input type="checkbox"/>
Policy manager	<input type="checkbox"/>
Human resources manager	<input type="checkbox"/>
Cabinet member portfolio holder (and consultee cabinet member if applicable)	<input type="checkbox"/>
Comments from Cabinet Member (if applicable)	