

## **CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE**

**Monday, 18th September, 2023**

Present:-

Councillor Kerry (Chair)

Councillors	Staton	Councillors	Barker
	Davies		Pickering
	Stone		Yates
	J Innes		Raspin

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

### 11 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Dooley, Clarke and Holmes.

### 12 **MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 5TH JUNE 2023**

#### **RESOLVED –**

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 5 June, 2023 be approved as a correct record and signed by the Chair.

### 13 **BEREAVEMENT SERVICE 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 2022/23 was provided in Section 2 of the officer's report.

The committee heard that the Annual Stakeholder Satisfaction Survey for 2023 had been completed and the results of the survey were attached at Appendix 1 of the officer's report.

It was noted that overall, the feedback and satisfaction levels were positive and reinforced the positive approach that the service had in terms of its relationship with stakeholders.

The Bereavement Services Manager gave an update on the break in and burglary in April 2023. It was confirmed that all powered hand tools had been replaced, along with replacing the wooden garage doors with automated roller shutter doors and work was ongoing to procure a replacement Gator Buggy Vehicle.

The Manager was still awaiting the outcome of the insurance claim, which would offset some of the costs. It was also confirmed that there had been no further contact from the Police and no action had been taken to pursue the perpetrators.

It was also noted that the 5 Year Service and Maintenance agreement that started in 2018 was being renegotiated and the Manager was engaged in the procurement to renew this essential service for a further 5 years.

The Manager gave an update on the Crematorium's Improvement Plan, and the backlog of projects, which had been heavily disrupted during the Pandemic. Air Conditioning was to be installed into Chapel over the weekend 15-18 September 2023 and costs were expected to fall within the £20k budget, quotes and proposals for CCTV and Lighting around the public car park area were also being received and those works expected to be completed by the end of the calendar year, an order had been placed to improve the current ventilation system within the Crematory area with works expected to take place in Autumn and repairs and improvements to the building roofs, soffits and fascias was also at the procurement stage.

At the June 2023 meeting, it was agreed that members approve an additional budget to cover the cost of one apprenticeship over 2 years

and the Lead Authorities HR Department was currently sourcing the apprenticeship supplier and the advertisement for the post was expected to go out over Autumn 2023. The Manager was currently looking into the feasibility of a second apprentice working across both the crematorium and Lead Authority Cemeteries, along with a review of current grounds maintenance arrangements.

### **RESOLVED –**

That the report be noted.

### **REASON FOR DECISION –**

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

## **14 BUDGET MONITORING REPORT - PERIOD 5**

The Senior Accounting Technician submitted a report on the Period 5 Budget Monitoring position as at the end of August 2023.

It was noted that there was a favourable profiled variance of £22,505. Full details of the variances from the profiled budgets across all areas were shown in section 3.2 of the officer's report.

It was concluded that although the current position looked favourable there were still a significant number of repairs/improvements to undertake which could be subject to inflationary pressures. In addition, year-to-date electricity costs were still to be received.

There were two capital improvement schemes originally budgeted for this year, to replace the gutters, soffits & fascias, and improvements to the garage area. There were also three projects carried forward from last year, namely air conditioning in the chapel, improved ventilation in the crematory and enhanced lighting & CCTV in the car parks. The work to the garage area had commenced with the installation of new garage doors and installation of the air conditioning was currently scheduled to take place during September.

A Member asked if the average numbers of cremations were now at an average (post Covid) level. It was confirmed that prior to the pandemic an average of 2100 cremations per annum were carried out and that 2023 forecast was expected to be back at this level.

## **RESOLVED –**

That the report be noted.

## **REASONS FOR THE RECOMMENDATIONS –**

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

## **15 RECYCLING OF METALS CHARITY DONATION**

The Bereavement Services Manager presented a report on the current recycling of metal after cremation process and scheme, administered by the Institute of Cemetery and Crematorium Management (ICCM), and to inform Members of the benefits of joining an alternative scheme processed by RS Bruce (Precious Metal Recovery) in Sheffield.

The benefits of the alternative scheme included metals being collected on a more frequent basis, an unlimited number of charities can be nominated to receive a share of the surplus, an antic anticipated higher yield for the Crematorium to distribute to local Charities and environmental and local economic benefits.

The Manager, along with CBC Head of Community Safety and Regulatory Services, visited RS Bruce over the summer, taking a small sample of metals which were witnessed being processed. The Technical Committee of the Federation of Burial and Cremation Authorities (FBCA) had also visited and inspected the same processes last year and provided a positive report, which was attached at Appendix 1 of the officer's report.

Members discussed the proposed benefits of the alternative scheme and welcomed the proposal.

**RESOLVED –**

Members decided to leave the current scheme and enter into the alternative, processed by RS Bruce.

**REASONS FOR DECISION**

1. Metals will be collected on a more frequent basis, reducing the security risk of larger quantities of metal onsite.
2. An unlimited number of charities can be nominated to receive a share of the surplus generated from the scheme, if Member's wish.
3. It is anticipated that a higher yield will be returned to the Crematorium to distributed to local Charities.
4. It is plausible that there will be environmental and local economic benefits if the metals were processed in Sheffield (currently, the metals are recycled on the continent).