

DRAFT AGENDA

ID	1539
Committee	North Devon Crematorium Joint Committee
Date	02/06/2017
Attendees	North Devon Crematorium Joint Committee (Notify)

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Agenda Item 1

NORTH DEVON COUNCIL

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held at the Crematorium, Barnstaple on Friday 10th February 2017 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Harrison, Jones, Moores and Yabsley

Representing Torridge District Council

Councillors S.Inch (Chairman), Johns and Langmead

Officers

Procurement and Service Delivery Manager, Crematorium
Manager, Treasurer, Secretary and Accountant

(a) APOLOGIES

Apologies were received from Councillors Dezart, Edgell, T.Inch and Lane.

(b) MINUTES

RESOLVED:

- (a) That the minutes of the meeting held on 18th November 2016 (previously circulated) be approved as a correct record and signed by the Chairman.
- (b) Minute (e) The Treasurer reported that the limit imposed by the Committee of £250 per item on the business debit card would be imposed as a management limit as the bank had advised that it could not impose limits on debit cards.

(c) DECLARATIONS OF INTEREST

There were no declarations of interest announced.

(d) CREMATORIUM MATTERS

The Joint Committee considered a report by the Crematorium Manager (previously circulated).

Staffing Issues

The Joint Committee noted that the new technician had resigned. The post had been advertised on 4th January with interviews conducted on the 23rd

January. No interviewee had been selected and the recruitment process would continue.

Achievements

The Joint Committee noted the following:

- a) That the 6-months 'snagging' for the Rowan Chapel had almost been completed. The upper car-park ramp area had not yet been resolved but it was likely the area would be tarmacked to provide a long-term resolution.
- b) Safety improvement: That additional lighting had been installed at the pedestrian access by the office as there were frequent out-of-hours visits to drop off papers as the area was very dark.
- c) Improved facility: A small hydraulic bier had been ordered. This would enable the safe and dignified handling of coffins up to 50 stone between the hearse and chapel. It would also facilitate the safe handling of coffins with only two persons present, particularly useful when families had made their own arrangements, without access to professional bearers. At present the charging bier was used for large coffins which and was inappropriately coloured, very large, noisy and undignified to use.

Crematorium Figures

The Cremation figures were noted.

Metals Charity Recycling Award

It was noted:

- a) That the Chairman had presented a cheque for £4,337 to CRUSE and the next charity on the rota was the Children's Hospice Southwest, whose nomination had been submitted.
- b) That representations had been received from 4 separate charities asking to be added to the nomination rota.

Survivors of Bereavement By Suicide – Exeter Branch; Make A Wish – South West & Wales; Marie Curie – South West and Winston's Wish.

It was agreed that although all the organisations were worthy causes they be not added to the list as the Joint Committee wished to support organisations based in North Devon

Legislation – Changes to Medical Referee Post

The Committee noted that an initial meeting had taken place between the Crematorium Manager and Mr. Luscombe at the North Devon District Hospital who had confirmed that they anticipated being able to provide accommodation for the post which would allow the essential access to medical records and a 24-hour staffed telephone system.

Grounds Improvement Working Group

The Committee noted that the Grounds Improvement Working Group had agreed the 2016/2017 works which would be commencing shortly and be completed before April.

The working group had also met to review the proposed works for 2017/18, (essentially path works in the circle area, safety improvements to garden steps and a new summerhouse structure).

(e) PROPOSED MEMORIAL GARDEN IMPROVEMENTS 2017

The Joint Committee considered and endorsed a report by the Crematorium Manager (previously circulated) regarding the costings and improvements to the Memorial Garden to be carried out in 2017.

(f) CREMATORIUM MUSIC/WEB CASTING SERVICE

The Joint Committee considered a report by the Crematorium Manager (previously circulated) regarding the future provision of music and other available technological benefits at the Crematorium.

RESOLVED that Option 3 outlined in the report to use services of a specialist music/video/webcast/record service be agreed as the most economic and sustainable option to provide an improved customer service for both the family and Funeral Directors.

(g) PERFORMANCE MONITORING REPORT – QUARTER 3 2016/17

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance for April to December 2016/17

(h) 2017/18 BUDGET, FEES AND CHARGES

RESOLVED on consideration of a report by the Treasurer (previously circulated) regarding the budget and charges 2017/18.

RESOLVED:

- (i) That the 2017/18 Estimates as set out in the report be approved subject as amended by minute (h) (ii) below

- (ii) That the basic Cremation charge for 2017/18 be increased by £10 to £640 and that the increase in income be allocated to the Capital Works Reserve for the acquisition of additional land to extend the Crematorium.
- (iii) That the fees and charges for 2017/18 as detailed in paragraph 6.3 of the report and appendix 2 be approved subject as amended by minute (h) (ii) above.
- (iv) That the distribution of surpluses of £270,840 to the constituent authorities: £162,504 to North Devon Council and £108,336 to Torrington District Council be approved.
- (v) That the budgeted distribution of surpluses of £334,880 or 2017/18 as set out in paragraph 7.1 be noted
- (vi) That the transfer of £100,000 to the equipment replacement reserve be approved.

(i) CHAIRMANS REMARKS

Councillor S Inch recorded his thanks to Officers for their support during his 2 years Chairmanship of the Joint Committee.

Councillors thanked Councillor Inch for his Chairmanship and hard work.

Chairman

The meeting ended at 3.42 p.m.

Agenda Item 2

2nd June 2017

Crematorium Matters – Manager's Report

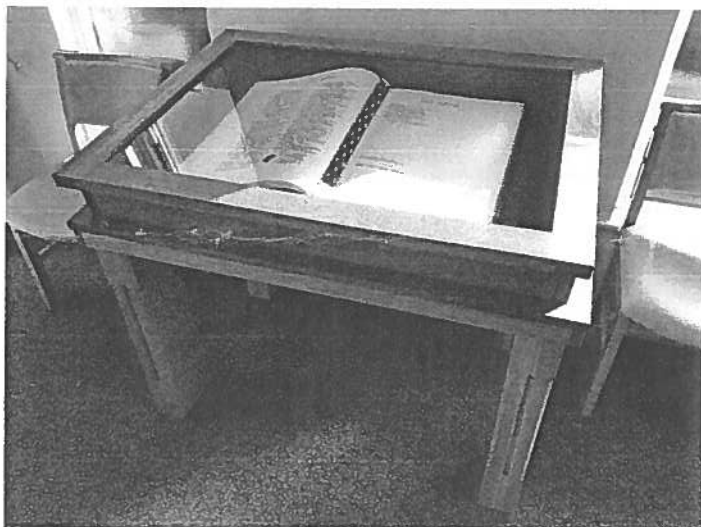
Staffing Issues

A new technician has been recruited. He is due to commence employment on 5th June and is an experienced cremation technician with another Council.

Achievements

The new book of remembrance cabinet has been installed. This was manufactured by a Bideford craftsman to an exceptional standard and at a cost less than half the nearest competitor.

The step repairs, grit path replacements, , perimeter flood works, perimeter tree works, enlarged Rowan flower area, staff wash facilities and two new pedestrian access paths have been completed.



Metals Recycling Charity Award

A cheque for £5,000 to the Children's Hospice Southwest will be presented by the Chairman, Cllr SIMON Inch. The next charity on the rota is the North Devon Cancer Care Centre Trust who will be nominated as soon as the next award process is received..

Cremation Figures

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
April	105	117	129	98	125	109	102	161	125	139	163
May	84	102	122	112	90	111	123	117	135	118	126
June	101	94	96	103	103	129	116	102	123	143	125
July	106	107	102	90	99	107	111	121	106	111	126
Aug	107	112	85	99	83	116	106	117	100	109	114
Sept	89	112	86	103	111	88	104	107	122	127	121
Oct	94	114	121	97	97	102	101	98	125	140	127
Nov	128	105	105	115	115	116	129	96	120	108	157
Dec	104	86	133	120	107	88	100	98	120	128	123
Jan	116	155	164	141	169	143	159	164	142	131	158
Feb	132	109	122	105	140	127	121	116	154	136	137
Mar	134	94	114	114	117	132	144	127	157	151	162
Total	1300	1307	1379	1297	1356	1368	1416	1424	1529	1541	1639

Medical Referee Post Update

The process has been put back a further 12 months, possibly 24 months. A visit to one of the pilot schemes (Gloucester) is being planned with a medical referee and hopefully other local authority crematorium managers.

Grounds Improvement Update

The drainage works from the 2016/17 period have been delayed by the need to undertake some repair work to the existing surface water system before the final phase can be completed. The final works have been agreed.

Chapel Music System

The tender for the music system was placed on the portal on 12th May with a submission deadline date of 16th June. The tender award date is anticipated as 3rd July with implementation on 4th September.

Agenda Item 3

NORTH DEVON CREMATORIUM JOINT COMMITTEE

2nd June 2017

REPORT OF TREASURER

OUTTURN 2016/2017

1. INTRODUCTION

- 1.1. This report presents the Outturn figures for the financial year 2016/17.

2. RECOMMENDATION

- 2.1. It is recommended that the Outturn Report 2016/17 be noted and the level of Working Balance be maintained at £100,000.
- 2.2. It is recommended that funds be set aside from the balance in the Capital Funding Reserve to carry out the refurbishment works for Phase B identified in the committee report of 5th August 2016.
- 2.3. It is recommended that the un-earmarked balance in the Capital Funding Reserve of £76,945 be distributed to the two constituent authorities, £46,167 to North Devon and £30,778 to Torridge.

3. REPORT

- 3.1. A summary of the revenue expenditure and Income for the year is shown below together with the original budget and forecast as at 31st December. The actual for 2015/16 is also shown for information.

3.2.

	2015/16 Actual	2016/17 Original Budget	2016/17 Forecast as at 31 st December	2016/17 Actual
	£	£	£	£
Premises	179,704	246,640	212,089	220,711
Transport	487	1,000	829	852
Supplies & Services	131,319	123,510	143,027	144,569
Central Support & Employees	229,474	245,030	240,461	237,346
Total Expenditure	540,984	616,180	596,406	603,478
Fees & Charges	943,339	910,700	1,004,829	1,050,617
Sales	68,257	66,970	98,520	95,423
Interest	4,163	700	1,675	1,560
CAMEO*	11,260	8,000	12,695	12,695
Miscellaneous	1,054	650	449	197
Business Rates Refund	0	0	77,586	77,586
Total Income	1,028,073	987,020	1,195,754	1,238,078
Cont Earmark Reserve	387,089	0	0	0
Cont Equipment Replacement	0	100,000	100,000	100,000
Surplus Distribution	100,000	270,840	270,840	270,840
Additional Surplus	0	0	228,508	263,760

* Crematoria Abatement of Mercury Emissions Organisation

The surplus was distributed to the constituent authorities, £162,504 to North Devon and £108,336 to Torrington.

There was no capital expenditure during 2016/17.

- 3.3. The expenditure is £7k higher than the forecast at December but was lower than the original budget by £13k.

The income received was £42k higher than the forecast at December due to the high number of cremations in the final quarter of 2016/17.

The net effect of the expenditure and income variances identified above is that an extra £35k surplus above that reported at December. The total additional surplus once the distributed surpluses have been made to the local authorities is £263k. This has, temporarily, been placed into the Earmarked Reserve.

3.4. Reserves and Balances

	Capital Funding Reserve	Equipment Replacement Reserve	General Reserve
	£	£	£
Opening Balance 1 st April 16	172,186	0	100,000
Contribution in year	263,759	100,000	0
Spend in year	0	0	0
Closing Balance 31 st March 17	435,945	100,000	100,000

The Capital Funding Reserve was set up to accumulate funds for the phase 1 and phase 2 redevelopment and refurbishment of the crematorium.

At the Joint committee meeting in August 2016 it was approved to undertake phase A of the refurbishment works at a cost of £143,000. Phase A included bringing the old chapel up to the high standards of the new chapel.

The report also identified works for phase B at a cost of £186,000. Phase B included demolishing the garage/memorial hall and rebuild new memorial hall. Committee deferred committing to phase B pending the outturn position. The outturn will allow for monies to be set aside for phase B and to allow an additional distribution to be made to the two authorities.

There are still some residual costs outstanding from the phase 2 capital scheme. It is estimated these costs will not exceed £30,000. There will still be a residual balance in the reserve of £76,945.

Closing Balancing 31 st March 2017	435,945
Phase A (Approved)	(143,000)
Phase B (Pending)	(186,000)
Residual phase 2 costs	(30,000)
<hr/> Balance	<hr/> 76,945

£270,840 has already been distributed to the two authorities split 60/40 for 2016/17 and the budget for 2017/18 provides for £334,880 to be distributed 60/40.

It is recommended that the balance in the capital funding reserve of £76,945 be distributed to the two authorities. £46,167 to North Devon and £30,778

The Equipment Replacement Reserve was set up to start to build up funds to replace the cremators and filtration equipment at the end of their useful life.

The working balance has been maintained at £100,000, which is the level recommended taking account of the financial risks associated with operating the crematorium.

Mark Knight
23rd May 2017

