

CHILTERNS CREMATORIUM JOINT COMMITTEE

FIFTY FIFTH ANNUAL REPORT 1st APRIL 2009 – 31st MARCH 2010

CONSTITUENT AUTHORITIES AND REPRESENTATIVES

Aylesbury Vale District Council

Councillor David Thompson
Councillor Kevin McPartland

Chiltern District Council

Councillor John Warder (Chairman)
Councillor Graham Sussum (April 2009)
Councillor Michael Smith (May 2009 – March 2010)

Wycombe District Council

Councillor A.R. Green
Councillor H.L. McCarthy (April 2009)
Councillor Miss K.S. Wood (May 2009 – March 2010)

Superintendent and Registrar

Charles Howlett DMS, F.ICCM(Dip)
Chilterns Crematorium
Whielden Lane
Amersham
Buckinghamshire

Clerk

Alan Goodrum

Chief Executive
Chiltern District Council
Council Offices
King George V Road
Amersham
Buckinghamshire

Treasurer

Alison Howes

Chief Financial Officer
Chiltern District Council
Council Offices
King George V Road
Amersham
Buckinghamshire

**CHILTERN CREMATORIUM JOINT COMMITTEE
FIFTY FIFTH ANNUAL REPORT**

1) CREMATIONS

The following tables show the number of cremations from 1st April to 31st March for the past five years and their originating Districts:

District	2005/06	2006/07	2007/08	2008/09	2009/10
Aylesbury Vale	647	619	575	668	639
Chiltern	650	622	558	596	552
Wycombe	847	835	872	899	834
Other	845	874	925	1,004	911
Total	2,989	2,950	2,930	3,167	2,936

Comparative figures for the previous years are:

1997/98	1998/99	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05
2,862	3,161	3,169	2,967	3,021	3,104	3,065	3,010

The total number of cremations since opening until the end of March 2010 = 111,891.

In 2009 Chilterns Crematorium ranked at 12 in a league table in order of the number of cremations carried out at each of the 255 crematoria in the UK.

The proportion of cremations to burials reached 70% in 1992 and in the 17 years since then it has only increased by a further 2%. By 1995 the actual number of deaths in the UK had risen to 650,000, but since then there has been a general downward trend, with the least number of deaths so far in 2006 when only 576,000 were recorded. This downward trend is reflected in the reduction in the number of cremations being carried out at the Crematorium. In 2009 there were approximately 584,000 recorded deaths in the UK, 5,000 more than in the previous year.

2) DISPOSITION OF CREMATION ASHES

Nationally there has been a steady reduction in the number of cremation ashes being placed in the grounds of the crematorium where the cremation has taken place, with a higher incidence of ashes being removed from the crematorium for disposal elsewhere.

In 1970 approximately 86% of ashes remained at crematoria nationally (including about 15% being buried as opposed to scattered), but since then there has been a gradual decline and in 2004 the national figure was 40% (including 10% being buried).

At Chilterns (where ashes have only ever been scattered), in the 1970's around 80% of ashes were remaining in the garden of remembrance. By 2004 this was reduced to 35%. In 2006 approximately 32% of ashes were scattered in the garden of remembrance, 34% in 2007, 32% in 2008 and 30% in 2009.

The number of cremation ashes being taken away for disposal elsewhere is being offset to a degree by a small but increasing number being received from other crematoria for scattering at the Chilterns; an average of 61 persons ashes have been received annually over the last five years, and 65 persons ashes were received in 2009/10 generating income of £1,738 from the scattering fee.

Although the reduction in ashes being scattered is reflected in memorial sales, nevertheless the Garden of Remembrance remains an important feature helping provide an appropriate setting for the place of cremation and also acting as a focal point in the mourning process.

3) COMMEMORATION

An additional 65 commemorative plaques were added to the kerbing around the rose beds and the total number of plaques, after deducting those that were not renewed at the expiration of the lease period, is 2,759. Together with the income from renewals, the total income from rose bed commemorative plaques amounted to £38,728.

An additional 31 stone memorial plaques were sold, and the total number of plaques, after deducting those that were not renewed at the expiration of the lease period, is 720 since the scheme was introduced in 1994. Together with the income from renewals the income for the year amounted to £27,088.

An additional 14 leather memorial plaques were sold in the chapel of remembrance, and the total number of plaques, after deducting those that were not renewed at the expiration of the lease period, is 270 since the scheme was introduced in January 2001, with income for the year of £5,170.

A total sum of £751 was donated for the purchase of trees, shrubs and flowering plants and bulbs.

A further 375 inscriptions were entered in the Book of Remembrance and the income, including the sale of miniature replica books and memorial cards, amounted to £32,906.

4) FEES

The scales of fees were reviewed by the Joint Committee in February 2010. Increases of around 3% in line with the projected rate of inflation were approved in relation to the majority of the fees, effective from 1st April 2010. The cremation fee was increased by 7.2%, from £420 to £450, an above inflation increase taking into account the rising cost of energy (gas and electricity) and to help build up reserves for the future capital programme to provide cremator abatement plant by 2013 in compliance with new legislation and the Joint Committee's wish to provide a Crematorium in Aylesbury Vale.

The national average cremation fee in 2009 was £479.80, and in a league table of the 255 crematoria in the UK, starting with the most expensive, Chilterns' cremation fee ranked at 211.

5) STAFF

There were no staff changes during the year.

A diagram showing the current staffing establishment at the Crematorium is included as *Appendix 1*.

6) ENVIRONMENTAL POLICY

Cremations emissions abatement

At the beginning of the year the Joint Committee's civil engineering consultants, Parsons Brinckerhoff Ltd, sent out invitations for expressions of interest in tendering for the installation of the cremations emissions abatement and heat recovery equipment. Eight companies responded and were sent pre qualification questionnaires and six companies subsequently returned them. Of those six, two were not considered suitable and four companies were sent formal invitations to tender. Two completed tenders were subsequently returned.

Based on Parson Brinckerhoff Ltd's technical evaluation of these two tenders, the company which achieved the highest score, Facultatieve Technologies Ltd, of Leeds, was awarded the contract. The total projected cost of the project, including associated works (building works etc), is £655,000, and is due to start at the end of 2010 with completion in spring 2011.

7) MAINTENANCE OF BUILDINGS

The Joint Committee's civil engineering consultants, Parsons Brinckerhoff Ltd, were also commissioned to produce a specification and oversee the tendering process for the installation of a **new heating and hot water system** in the oldest parts of the Crematorium building (principally the Hampden Chapel and associated rooms, including the administrative offices) which was still served largely by the original 1966 under-floor heating system. Due to its age this system was failing, with some areas already supplemented with electric storage heaters.

The new heating system contract would also include connection to the equipment recovering heat from the cremators once installed as part of the abatement works.

Following a tendering process and based on the consultant's technical evaluation of the tenders received, the contract was awarded to Perfect Pipework Ltd, of Aylesbury, who had submitted the most comprehensive and lowest priced tender of the three which were received. The total projected cost of the project was £111,000.

The work (with the exception of the connection to the heat recovery equipment which has not yet been installed) was carried out successfully in the autumn of 2009 and proved to work very satisfactorily during the winter.

8) MAINTENANCE OF GROUNDS

The CCJC received a report from the officers at the beginning of the year concerning the poor condition of the **boundary fence** which was substantially the original fence erected when the site was purchased in 1965. It was considered important that the site boundaries should be secure and it was proposed that a new stock proof fence be erected at a cost of up to £20,000, which was approved. The fence was erected early in the summer.

It was also hoped that this fence, whilst not deer proof (which would have been prohibitively expensive and very unsightly) would help deter the Munjac deer which were doing considerable damage to the commemorative roses. If unchecked this situation could lead to the commemorative rose beds becoming an unattractive prospect for mourners and consequently result in loss of income. It remains to be seen if the deer have been deterred.

Since the Crematorium was first built in 1965 the site had expanded to 22 acres, over half of which is woodland. Over that time the trees in the woodland had been managed reactively by grounds maintenance staff and during the year the CCJC received a report from the officers identifying the need for a long term **woodland development plan**, the adoption of which would conserve the landscape and wildlife in the area.

The Joint Committee, after recognising that the current arrangements were not satisfactory, supported the proposals in the report and agreed to Chiltern Woodlands Project being appointed to act as forestry consultant at a cost of £1,500 for the first year. The principal task in the first year will be to formulate a long term woodland management plan and to provide advice to the Crematorium on proposed work, and in future years assisting in getting the planned work executed.

9) PROPOSED CREMATORIUM: AYLESBURY

As conveyed in previous Annual Reports, given the special knowledge and partnership working the Chilterns Crematorium Joint Committee (CCJC) has developed, in 2006 it was approached by Aylesbury Vale District Council (AVDC) to assist as an advisor to the planning authority on choosing a site for a proposed crematorium in Aylesbury in connection with Regional Policy which identifies Aylesbury as a major growth town within the approved Milton Keynes and South Midlands Sub-Regional Growth Strategy.

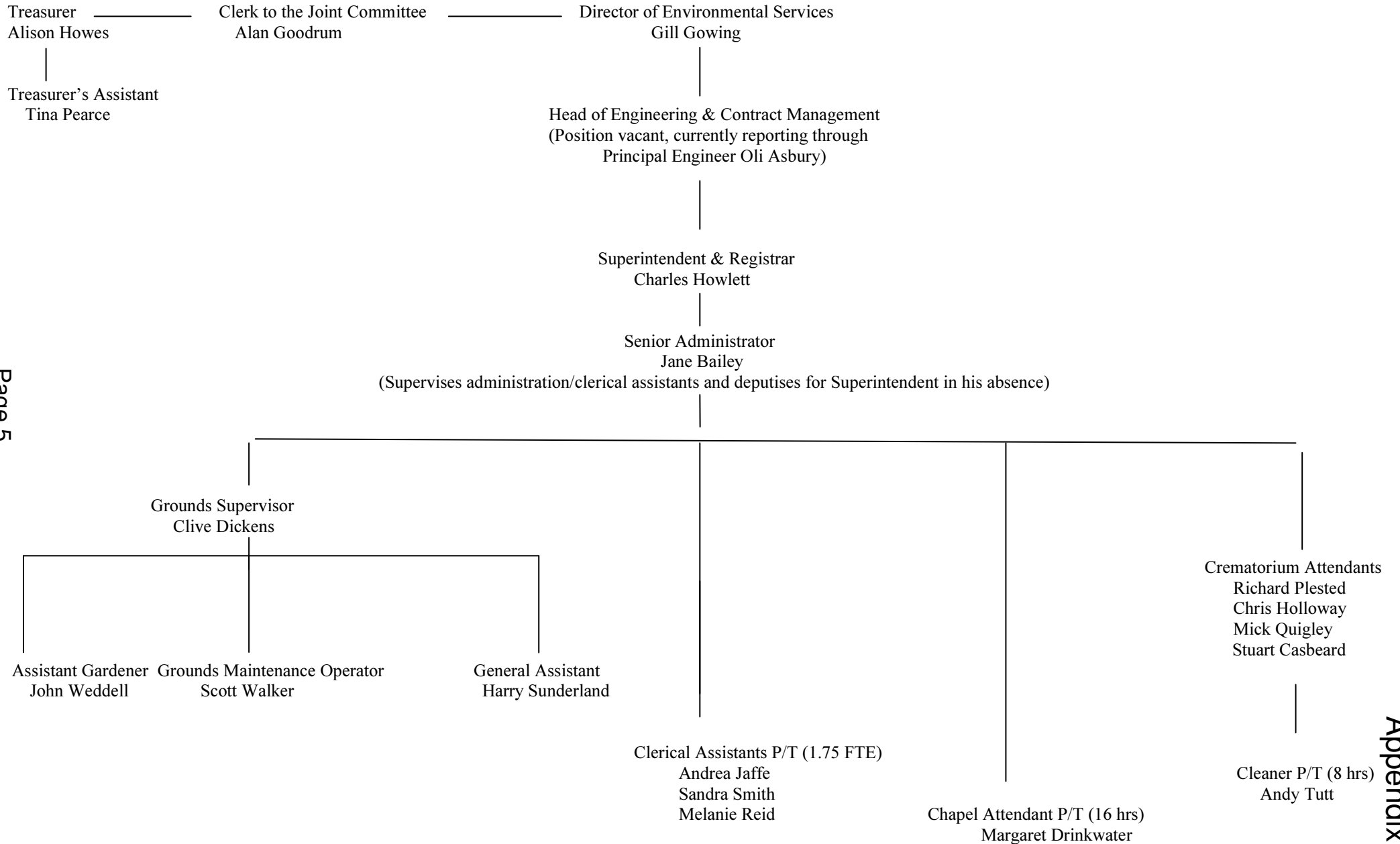
The locations of the new additional growth around Aylesbury and in the rural areas will be decided by the Local Development Framework (LDF). As part of the LDF consultation undertaken by AVDC with key stakeholders, the CCJC confirmed at an early stage the need for a new crematorium at Aylesbury to cater for the growth needs of the town and the wider district.

By the end of the period covered in last year's Annual Report (2008/09) the first part of the CCJC's role – advising on a suitable location, was almost complete. In terms of our partnership interest, in furthering the proper community and spatial planning of our area, the CCJC interest could have ended with a submission to the core strategy outlining its position. However, during the year the CCJC considered its corporate and business interests in deciding whether it wished to seek to build the facility itself, noting that its development by others could have a detrimental impact on its existing operation.

Having sought a number of quotations, consultant's Classic Cremation Partnerships, headed up by lead consultant Chris Johns, were commissioned to carry out a feasibility study. The study confirmed the CCJC's previous conclusion that a new crematorium is needed and that a location on the north side of Aylesbury is right for a joint operation which would maximise the catchment. However, the sites being considered next to SAM at Quarrendon were deemed unsuitable, largely because of the access problems already identified.

The CCJC subsequently agreed to accept the feasibility study as a basis for action and that they wished to provide a crematorium at Aylesbury themselves. By the end of the year the officer's search for a site was underway.

ENVIRONMENTAL SERVICES DEPARTMENT
CHILTERNNS CREMATORIUM



**CHILTERNS CREMATORIUM
JOINT COMMITTEE**

2009-2010

STATEMENT OF ACCOUNTS

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EXPLANATORY FORWARD

Introduction

The Accounts for the Chiltern Crematorium Joint Committee for the financial year 1 April 2009 to 31 March 2010 are set out in the following pages. They have been prepared in accordance with the Accounts and Audit Regulations 2003, issued under Sections 23 and 35 of the Local Government Act 1982 and the Chartered Institute of Public Finance's Code of Practice on Local Authority Accounting 2008 (SORP).

This Statement of Accounts is a complete record of the financial activities of the Joint Committee and incorporates the following core financial statements:-

- (a) **Income and Expenditure Account:** this account reports the net cost for the year of operating the Crematorium.
- (b) **Statement of Movement on the General Fund Balance:** this statement shows the amounts, in addition to the Income and Expenditure Account surplus or deficit for the year, that are required by statute and non-statutory proper practices to be charged or credited to the General Fund in determining the movement on the General Fund balance for the year.
- (c) **Statement of Recognised Total Gains and Losses :** this statement shows all gains and losses recognised in the period, not just those reflected in the Income and Expenditure Account
- (d) **Balance Sheet:** this shows the financial position of the Joint Committee at the end of the financial year.
- (e) **Cash Flow Statement:** this statement summarises the inflow and outflow of cash.

A summarised version of the core financial statements has been incorporated into the accounts of Chiltern District Council being the lead authority for the Joint Committee.

Overview of Financial Results for 2009/10

The revenue account bears the net cost of providing the day to day services. A summary of the actual net cost (or out-turn) by expenditure type, compared to the budget is shown in the table below. It should be noted that the out-turn figures included in the table do not include year end accounting entries in respect of FRS17 pension costs; this is to enable proper comparison with the budget which does not include this item. These accounting entries have no impact on the CCJC's overall position. As statutorily required, the Income and Expenditure Account figures on page 7 do include the accounting entries in respect of this item and are therefore different to the figures shown here.

SUMMARY OUT-TURN COMPARED TO BUDGET			
	Budget 2009/2010	Out-turn 2009/2010	(Under) / Over Spend
	£	£	£
Employee and Related Expenditure	410,300	406,740	(3,560)
Premises Related Expenditure	209,560	209,156	(404)
Supplies and Services	147,950	125,765	(22,185)
Fees and Charges	(1,357,460)	(1,342,625)	14,835
Other Income	(14,340)	(14,669)	(329)
Capital Outlay	260,591	209,366	(51,225)
Net cost of Services	343,399	406,267	(62,868)

Key Revenue Budget Variations include:-

- Under spend on consultants fees due to project timings £4.3k
- Under spend on memorial costs £5.3K
- External audit fees £5.8K, less than budgeted
- Fewer Cremations than budgeted, (2950 - budgeted full fee, 2905 - actual full fee)
- Reduction in plaque memorial income

The accumulated surplus as at 31st March 2010 is £2.15million. This will be used to finance the Mercury Abatement and Heat Transfer project which is required to be in place by 1st January 2013.

Capital Expenditure

The capital expenditure of £209,366 was incurred in the year and has been entirely funded from revenue balances (see Note 4 on page 12 for a breakdown). This compares to an estimated spend of £260,591. The major refurbishment and new chapel project has been completed, pending completion of defects, with final payments due in 2010/2011. Due to the revaluation as at 31st March 2007 and impairment review as at 31st March 2009 the amount paid on this project in 2009/10 relates to the re-valued asset, is not an enhancement and has therefore not been capitalised in the current year, £11,872. Ongoing costs in respect of maintenance of the cremators were £27,319 and renewal of the Boundary Fencing amounted to £18,100. The other capital costs in respect of the Mercury Abatement and Heat Transfer works of £152,075, has been capitalised as Assets under Construction in the current year.

Pension Fund

Financial Reporting Standard 17 Retirement Benefits (FRS17) has been fully adopted in the accounts. This affects the way in which Pension Fund costs are reflected in the Crematorium's accounts. Further details of the accounting policy and how pension costs have been treated are set out in greater detail within the relevant section of the accounts. The FRS17 requirements do not impact on the Crematorium's financial performance but do ensure that the Crematorium's net Pension Fund liability is recognised in the balance sheet. The total net liability as at 31 March 2010 is £1,339,841 but the financial position of the Crematorium does remain healthy as the deficit on the pension fund will be made good in the longer term by increased contributions into the fund over the remaining working life of employees. The level of contributions required is assessed by the scheme actuary. A revaluation of the fund took place due in March 2010, the results of which will be reflected in the 2011/12 accounts.

Further Information:

For further information please contact Tina Pearce at Chiltern District Council, Council Offices, King George V Road, Amersham, Bucks HP6 5AW (direct line: 01494 732233 or email tpearce@chiltern.gov.uk).

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS**The Chilterns Crematorium Joint Committee's Responsibilities**

The Chilterns Crematorium Joint Committee (CCJC) is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. For Chilterns Crematorium Joint Committee that individual is the Treasurer, Ms Alison Howes.

The Joint Committee is also required to manage its affairs to secure the economic, efficient and effective use of resources and to safeguard its assets and to approve the statement of accounts.

The Treasurer's responsibilities:

The Treasurer, Alison Howes CPFA, in her role as Head of Financial Services at Chiltern District Council is responsible for the preparation of the Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in Great Britain and which is required to present a true and fair view of the financial position of the Joint Committee.

In preparing the statement of accounts the Treasurer has to select accounting policies and to apply them consistently, make judgments and estimates that are reasonable and prudent and comply with all legislative provisions, the Code of Practice on Local Authority Accounting and the Best Value Accounting Code of Practice.

The Treasurer's also has to keep proper accounting records, maintain investments and a positive cash flow and take reasonable steps to detect fraud and other irregularities.

Head of Financial Services**Date: 30 June 2010****Certificate of Approval – Chair of Chilterns Crematorium Joint Committee**

I confirm that these accounts were approved by the Joint Committee at its meeting held on 30 July 2010.

Chair of Audit Committee**Date: 30 July 2010**

STATEMENT OF ACCOUNTING POLICIES

General

The statement of accounts presented on the following pages has been compiled in accordance with the Chartered Institute of Public Finance's *Code of Practice on Local Authority Accounting in the United Kingdom 2008: A Statement of Recommended Practice (the SORP)* and the Best Value Accounting Code of Practice which are recognised by statute as representing proper accounting practices.

SORP 2009: Changes to the Statement of Accounts

There have not been any fundamental changes to the Core Financial Statements in the 2009 SORP.

Basis on which debtors or creditors at the year-end are included in the Balance Sheet

All capital transactions have been recorded in the accounts on the basis of receipts and payments during the year.

Most revenue transactions are recorded on an income and expenditure basis. Debtors balances, therefore, include sums still due to the Crematorium Joint Committee but not yet received, and creditors balances sums for goods delivered and services received for which payment has not yet been made. In both cases, where precise amounts cannot be determined, estimates are included.

There are, however, certain exceptions to the 'accruals' principle. The main items are:-

- (i) Telephone expenses and similar periodic payments are included in the accounts on a payments basis and not accrued to the 31st March each year.
- (ii) Income for plaques is received for a five year period but is accounted for on a cash basis in the year received.
- (iii) Bank interest is accounted for on a cash basis in the year received.

The difference between the amounts charged annually to the Revenue Accounts in respect of these items and the amounts that would be charged if they were accrued to 31 March each year is not significant.

Nature of Reserves and Provisions

Operating surpluses are being accumulated to defray future capital expenditure as detailed in the capital programme. The operating surpluses are held in the General Fund.

Revaluation Reserve

The amount shown in this account is not available for spending but reflects adjustments to the value of fixed assets arising from revaluations. This reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account. There has been no revaluation of assets in the current year and the balance on this account remains zero as at 31st March 2010.

Capital Adjustment Account

This account records the level of amounts set aside to finance expenditure on fixed assets.

Borrowing

The Joint Committee repaid all its borrowing in the year 1990/91 and is, therefore, debt free.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is capitalised on an accrual basis. The Crematorium has adopted Chiltern District Council's policy of a de-minimis level of £20,000. Expenditure on assets under this level is not capitalised within the accounts, this excludes routine repairs and maintenance of fixed assets which are charged direct to revenue.

Land and buildings included in the balance sheet were revalued at 31st March 2007. Formal revaluations will be taken at intervals of not more than five years and the next will be carried out prior to 31st March 2012. In light of the current economic climate an intermediate review was undertaken for the year ended 31st March 2009 with regard to possible impairment, the review concluded no impairment had occurred on the Crematorium's main assets at that time however the Bungalows and associated land did suffer a reduction in value.

The crematorium has been valued on a depreciated replacement cost basis and the staff bungalows at open market value for existing use.

Depreciation

Depreciation is provided for on fixed assets with a finite useful life, including buildings, in accordance with FRS15. A straight-line method is used over the following periods:-

Buildings	29 years
Bungalows	50 years
Plant, Machinery & Equipment	5 – 10 years
Furniture and Fittings	5 – 10 years

Charges to the income and expenditure account for the use of assets cover the annual provision for depreciation. These charges are matched by an appropriation of equal amounts from the capital financing account. This ensures that there is no net effect on the distribution of surplus to the Constituent Authorities.

Basis of Valuation of Investments

These are included at the lesser of the original price or realisable value.

Stocks and Works in Progress

Stocks and work in progress are normally valued at the lower of cost or realisable value.

Apportionment of Surpluses/Deficits

Any operating surplus or deficit in any year is apportioned between the Constituent Authorities on the basis of the number of cremations from the area of each authority in comparison to total cremations. The current agreement by all constituent authorities is that any surplus will not be distributed but will be retained by the Joint Committee for use in funding capital expenditure and/or to meet future deficits.

Pension Costs

The accounts have been prepared in accordance with the requirements of FRS17. The current policy under FRS17 reflects a commitment in the longer term to increase contributions to make up any shortfall in attributable net assets in the pension fund.

Since 2005/06 pension costs have been reflected in the accounts in accordance with the requirements of FRS 17 Retirement Benefits. Previous policy was to recognise liabilities in relation to retirement benefits only when employer's contributions became payable to the pension fund or payments fell due to pensioners for which we were directly responsible. The current policy better reflects a commitment in the long term to increase contributions to make up any shortfall in attributable net assets in the pension fund.

Financial Assets

Financial assets are classified into two types:-

- loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- available-for-sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments

Loans and Receivables

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Income and Expenditure Account for interest receivable are based on the actual amount of interest received. For the Receivables that the CCJC has made this means that the amount presented in the Balance Sheet is the principal and accumulated interest received.

Available-for-sale assets

The CCJC has no assets in this category.

CHILTERNs CREMATORIUM JOINT COMMITTEE
Income and Expenditure Account
for the year ended 31 March 2010

2008/2009 £	Income and Expenditure Account	2009/2010 £
384,482	Employee Related Expenditure (Note 1)	391,683
219,312	Premises Related Expenditure (Note 2)	209,156
116,563	Supplies and Services (Note 3)	125,765
55,615	Capital Expenditure financed from revenue (Note 4)	57,291
78,015	Depreciation	100,211
80,000	Impairment	0
933,987	Total Expenditure	884,106
1,365,667	Fees and Charges (Note 5)	1,342,625
55,542	Other Income (Note 6)	14,669
1,421,209	Total Income	1,357,294
(487,222)	Net Cost of Service	(473,188)
47,294	Pensions Interest cost & Expected Return on Assets (Note 9)	57,576
(439,928)	Net Operating (Surplus) / Deficit	(415,612)

Statement of Movement on the General Fund Balance
for the year ended 31 March 2009

£'s 2008/2009		£'s 2009/2010
(439,928)	(Surplus)/deficit for year on Income and Expenditure Account	(415,612)
(168,405)	Net additional amount required by statute and non-statutory proper practices to be credited to the General Fund Balance for the year (note 11)	9,345
(608,333)	(Increase)/decrease in General Fund Balance for year	(406,267)
(1,143,100)	General Fund Balance brought forward	(1,751,433)
1,751,433	General Fund Balance carried forward	2,157,700

Statement of Total Recognised Gains and Losses
for the year ended 31 March 2010

This statement brings together all the gains and losses of the Crematorium for the year and shows the aggregate increase or decrease in its net worth. In addition to the operating surplus generated in the Income and Expenditure Account, it includes gains and losses relating to the revaluation of fixed assets and re-measurement of the net liability to cover the cost of retirement benefits.

£'s 2008/2009		£'s 2009/2010
(439,928)	(Surplus)/deficit for year on Income and Expenditure Account	(415,612)
0	(Surplus)/deficit arising on revaluation of fixed assets	0
43,535	Actuarial (gains) and losses on pension fund assets and liabilities	653,222
0	Other (gains) and losses	0
(396,393)	Total recognised (gains) and losses for the year	237,610

CHILTERN'S CREMATORIUM JOINT COMMITTEE
Balance Sheet as at 31 March 2010

2008/2009 £	Balance Sheet	2009/2010 £
	Fixed Assets	
2,991,108	Net Fixed Assets (Note 12)	3,042,972
	Current Assets	
3,843	Stocks	6,076
1,582,361	Short Term Investments	1,591,833
134,827	Debtors (Note 14)	115,215
186,441	Cash in Hand	539,295
1,907,472	Total Current Assets	2,252,419
	Current Liabilities	
(156,039)	Creditors (Note 15)	(94,719)
(644,099)	Long Term Liabilities (Note 16)	(1,339,841)
4,098,442	Total Assets less Liabilities	3,860,831
	Financed by:-	
2,991,108	Capital Adjustment Account	3,042,972
(644,099)	Pension Reserve (Note 9)	(1,339,841)
1,751,433	General Fund Reserve (Note 18)	2,157,700
4,098,442	Net Equity	3,860,831

**CHILTERN'S CREMATORIUM JOINT COMMITTEE
CASHFLOW STATEMENT 31ST MARCH 2010**

£'s 2008/2009		£'s 2009/2010
(1,290,830)	Cash Received for Goods and Services	(1,362,475)
(2,508)	Other Income Received	(2,541)
(1,293,338)	Total Revenue Cash Inflows	(1,365,016)
428,353	Cash Paid to Employees	396,444
314,661	Other Operating Costs	617,483
743,014	Total Revenue Cash Outflows	1,013,927
(550,324)	Revenue Activities Net Cash (Inflow) / Outflow	(351,089)
(49,609)	Interest Received	(11,236)
0	Interest Paid	0
(49,609)	Returns on Investment Net Cash Inflow	(11,236)
0	Purchase of Fixed Assets	0
0	Capital Activities Net Cash Outflow	0
(599,933)	Net Cash (Inflow) / Outflow – All Activities	(362,325)
	Management of Liquid Resources	
(599,933)	Net (Increase) / Decrease in Short Term Deposits	(362,325)
(599,933)	Net (Increase) / Decrease in Cash	(362,325)

(Note 20)

Notes to the Financial Statements

1. Employee Expenses

2008/2009 £	Expenditure	2009/2010 £
352,031	Salaries, Wages & Associated Expenses	359,980
31,329	Medical Referees - Fees & Expenses	31,703
0	Organists' Fees	0
425	Staff Advertising	0
697	Long Service Awards	0
384,482	Total of Employee Related Expenditure	391,683

2. Premises Related Expenditure

2008/2009 £	Expenditure	2009/2010 £
20,443	Maintenance of Buildings	22,680
2,747	Security	2,818
3,537	Waste Disposal	3,695
23,251	Maintenance of Grounds	12,346
26,623	Maintenance of Cremators, Plant & Equipment	18,862
14,234	Electric	13,424
51,382	Gas	43,502
55,240	Rates	65,814
2,217	Water	1,042
5,089	Furniture & Fittings	9,918
4,606	Cleaning Materials & Equipment	2,676
9,943	Insurances	12,379
219,312	Total of Premises Related Expenditure	209,156

3. Supplies and Services

2008/2009 £	Expenditure	2009/2010 £
1,637	Laundry & Linen Hire	1,638
0	Asset Valuations	300
5,283	Consultancy	9,634
1,007	Vending	772
940	Clothing	1,226
2,491	Printing and Stationery	2,496
923	Books and Publications	285
2,596	Postages	2,857
3,213	Telephones	2,629
0	Members' Expenses	0
635	Conference Expenses	515
1,375	Courses/Seminars	1,083
385	Subscriptions	392
801	Registrations – EPA/Data Protection	766
220	Open Day reception Charges	279
(139)	Authority Cremation Costs Reimbursed	2,520
12,800	Plaques	12,262
3,952	Urns and Caskets	3,899
16,678	Books of Remembrance	17,904
716	Memorial Seats	390
8,206	Wesley Music	8,801
284	Miscellaneous Expenses	22
4,000	External Audit Fees	4,117

27,505	VAT Provision	24,664
785	Bank Charges	626
11,110	ICT Charges	11,090
1,960	Internal Audit Charges	1,910
0	Legal Charges	0
4,350	Accountancy Charges	11,710
890	Planning and Environment Support	930
20	Health and Safety	0
1,440	Departmental Support	0
500	Communications and Improvements	0
116,563	Total of Supplies and Services	125,765

4. Capital Expenditure

2008/2009 £	Expenditure	2009/2010 £
	Capitalised Expenditure	
34,587	Mercury Abatement / Heat Transfer	152,075
	Non Capitalised Expenditure	
55,615	Funeral Chapels – Works and Fees	11,872
0	Cremator Upgrade / New Hearths	27,319
0	Miscellaneous – Fencing	18,100
55,615	Sub Total	57,291
90,202	Total Capital Expenditure	209,366

5. Fees and Charges

2008/2009 £	Income	2009/2010 £
1,228,276	Cremations	1,224,108
5,705	Chapel of Rest	5,041
44,642	Plaques – Leather & Stone	33,978
42,871	Plaques - Roses & Seats	38,728
33,288	Book of Remembrance	32,907
430	Carriage & Post	441
10,455	Miscellaneous Income	7,422
1,365,667	Total of Fees and Charges	1,342,625

6. Other Income

2008/2009 £	Income	2009/2010 £
993	Bulb Donations	748
50,689	Bank & Other Interest	10,156
1,352	Vending	1,224
2,508	Property Rental	2,541
55,542	Total of Other Income	14,669

7. Remuneration of Employees - In accordance with the Accounts and Audit Regulations 2003, there are no employees whose remuneration in the year exceeded £50,000. Note that remuneration as defined in the regulations excludes employer pension contributions.

8. Related Party Transactions

A related party transaction is one where there is a transfer of assets or liabilities or the performance of services by to or for a related party. The related parties of Chilterns Crematorium Joint Committee are considered to be Aylesbury Vale District Council, Wycombe District Council, Members of the CCJC,

senior officers and the Pension Fund. The majority of transactions with these parties are disclosed elsewhere in the accounts. Such items are not repeated again here; instead this section concentrates on those material transactions that are not already disclosed. There are no additional Related Party Transactions which require reporting.

9. Pension Costs

The Chilterns Crematorium staff are employed by Chiltern District Council. As part of the terms and conditions of employment of its officers and other employees, the authority offers retirement benefits. Although these benefits will not actually be payable until employees retire at some point in the future, the authority has a current commitment to make these payments and this has to be disclosed in the accounts.

The authority participates in one pension scheme – the Local Government Pension Scheme (LPGS) administered by Buckinghamshire County Council. This is a funded scheme, meaning that the authority and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets in the longer term.

We recognise the costs of retirement benefits in revenue expenditure when they are earned by employees rather than when the benefits are eventually paid as pensions. However, the charge we are required to make against net surplus/(deficit) for the year is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the Income and Expenditure Account after Net Operating Surplus/(Deficit).

Transactions Relating to Retirement Benefits

The following transactions have been made in the Income and Expenditure Account during the year:-

	Bucks County Council Pension Scheme		
	2007/2008 £'000	2008/2009 £'000	2009/2010 £'000
Net Cost of Services			
• Current service costs	63	54	42
• Past service costs	0	0	0
• Curtailments and Settlements	0	0	0
Net Operating Expenditure			
• Interest cost	(124)	(130)	(131)
• Expected return on assets in the scheme	<u>96</u>	<u>83</u>	<u>73</u>
	28	47	58
• Movement on Pensions Reserve	(33)	(45)	(43)
• Employer's contributions payable to the scheme	59	58	61

In addition to the recognised gains and losses included in the Income and Expenditure Account, actuarial losses of £653k (actuarial losses of £44K in 2008/09) were included in the Statement of Total Recognised Gains and Losses. The cumulative amount of actuarial gains and losses recognised in the Statement of Total Recognised Gains and Losses is £653,222.

Assets and Liabilities in relation to Retirement Benefits

A notional split has been applied to the figures to reflect the fact that both Chiltern District Council and Chilterns Crematorium employees participate in the scheme but as a single authority. The underlying assets and liabilities for retirement benefits attributable to the Chilterns Crematorium only, at 31 March are as follows:-

The reconciliation of present value of the scheme liabilities for the Crematorium are:

	Funded Liabilities Bucks County Council Pension Scheme	
	31 March 2009 £'000	31 March 2010 £'000
	1 April	1995
Current Service Cost	54	42
Interest Cost	130	131
Contribution by Scheme Participants	16	16
Actuarial Gains and Losses	(274)	950
Benefits paid	(91)	(101)
Unfunded Pension Payments	0	0
Past Service Costs	0	0
31 March	1,829	2,868

The reconciliation of fair value of the scheme assets for the Crematorium are:

	Bucks County Council Pension Scheme	
	31 March 2009 £'000	31 March 2010 £'000
	1 April	1,437
Expected rate of Return	83	73
Actuarial Gains and Losses	318	297
Employer Contributions	58	61
Contribution by Scheme Participants	16	16
Benefits paid	91	(104)
31 March	1185	1,528

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long term real rates of return experienced in the respective markets.

Scheme History

	2006/07 As restated £'000s	2007/08 As restated £'000s	2008/09 £'000s	2009/10 £'000s
Present Value of Liabilities in LGPS	(2,132)	(1,995)	(1,829)	(2,868)
Fair Value of Assets in LGPS	1,521	1,437	1,185	1,528
Surplus/(Deficit) in LGPS	(611)	(558)	(644)	(1,340)

The liabilities show the underlying commitments that the Crematorium has in the long run to pay retirement benefits. The total net liability of **£1,340K** has a substantial impact on the net worth of the Crematorium as recorded in the balance sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Crematorium remains healthy as the deficit on the pension fund will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary. The movement during the year is mainly attributable to actuarial losses.

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using an estimate of the pensions that will be

payable in future years dependent on assumptions about mortality rates, salary levels etc. The Buckinghamshire County Council scheme has been assessed by Barnet Waddingham LLP, an independent firm of actuaries, estimates being based on the latest full actuarial valuation of the scheme as at 31 March 2007.

The main assumptions used in their calculations have been:-

	Bucks County Council Pension Scheme		
	2007/2008	2008/2009	2009/2010
Long Term Expected Rate of return on assets in the scheme:			
Equity Investments	7.1%	7.3%	7.8%
Bonds	6.6%	6.5%	5.5%
Gilts	4.3%	4.0%	4.5%
Property	6.6%	6.8%	7.3%
Cash	5.0%	3.0%	3.0%
Alternative Assets	-	-	7.8%
Mortality Assumptions			
Longevity at 65 for current pensioners:			
• Men	**	22.21	22.21
• Women	**	25.25	25.26
Longevity at 65 for future pensioners:			
• Men		22.96	22.96
• Women		25.99	25.99
Rate of increase in pensions/inflation	3.7%	3.0%	3.9%
Rate on increase in salaries	5.2%	4.5%	5.4%
Rate for discounting scheme liabilities	6.6%	6.7%	5.5%
Take up of option to convert annual pension into retirement lump sum	50%	50%	50%

The pension scheme assets consist of the following categories, by proportion of the total assets held.

	31 March 2008 % p.a.	31 March 2009 % p.a.	31 March 2010 % p.a.
Equities	64.1	61.1	70
Gilts	17.1	20.1	6
Other Bonds	7.1	7.5	8
Property	6.9	5.9	8
Cash	4.8	5.3	2
Alternative Assets	-	-	6

History of Experience Gains and Losses

The actuarial loss identified as movements on the Pensions Reserve in 2009/10 can be analysed into the following categories, measured as absolute amounts and as a percentage of assets or liabilities at 31 March 2010.

	2007/08 £'000s	2007/08 %	2008/09 £'000s	2008/09 %	2009/10 £'000s	2009/10 %
Differences between the expected and actual return on assets	(126)	(8.6)	(318)	(17.4)	(297)	(10.4)
Experience gains and losses on liabilities	(76)	(5.2)	0	0	0	0

Changes in demographic and financial assumptions used to estimate liabilities	289	19.8	274	14.9	950	(33.1)
Total Actuarial Gain / (Loss)	87		(44)		(653)	

10. Audit Costs –The Joint Committee incurred the following fees relating to external audit and inspection

£'s 2008/2009		£'s 2009/2010
5,617	Fees payable to the Audit Commission with regard to external audit services carried out by the appointed auditor	9,400
0	Fees payable in respect of other services provided by the appointed auditor	0
5,617	Total	9,400

11. Reconciling Items for Statement of Movement on the General Fund Balance

The Income and Expenditure Account shows the actual financial performance for the year measured in terms of the resources consumed and generated over the period and in accordance with UK GAAP requirements. However, the Joint Committee, under the Code of Practice on Local Authority Accounting are required to determine its movement on the General Fund Balance on a different accounting basis, the main differences being:-

- Capital investment is accounted for as it is financed, rather than when the fixed assets are consumed
- Retirement benefits are charged as amounts become payable to the pension fund and pensioners, rather than as benefits are secured

The Statement of Movement on the General Fund Balance summarises the difference between the outturn on the Income and Expenditure account and the General Fund.

£'s 2008/2009		£'s 2009/2010	
(78,015)	Amount included in the Income and expenditure Account but required to be excluded when determining the Movement on the General Fund Balance for the year	(100,211)	
(80,000)		• Depreciation	(100,211)
0		• Impairment of Fixed Assets	0
(44,977)		• Net gain / Loss on sale of fixed assets	0
	• Amount by which pension costs are different from contributions due	(42,519)	
0	Amounts not included in the income and Expenditure but required to be included by statute when determining the movement on the General Fund Balance for the year	0	
34,587	Capital Expenditure Charged to General Fund	152,075	

0	Transfers to or from the General Fund Balance that are required to be taken into account when determining the movement on the General Fund Balance for the year	0
(168,405)	Net Additional amount required by statute and non statutory proper practices to be debited or credited to the General Fund for the year	9,345

12. Fixed Assets - an analysis of the movements in fixed assets is shown below:

	Land	Buildings and Works	Assets Under Construction	Plant and Machinery	Furniture and Fittings	Total
	£	£		£	£	£
Cost or valuation at 1st April 2009	375,000	2,918,000	34,587	1,320	16,568	3,345,475
Additions	0	0	152,075	0	0	152,075
Disposals	0	0		0	0	0
Reclassifications	0	0		0	0	0
Revaluations	0	0		0	0	0
At 31st March 2010	375,000	2,918,000	186,662	1,320	16,568	3,497,550
Depreciation and impairment at 1st April 2009	(30,000)	(314,810)	0	(1,320)	(8,237)	(354,367)
Depreciation	-	(98,545)	-	-	(1,666)	(100,211)
Impairment	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Reclassification	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-
At 31 March 2010	(30,000)	(413,355)	0	(1,320)	(9,903)	(454,578)
Net book value of assets at 31st March 2010	345,000	2,504,645	186,662	0	6,665	3,042,972
Net book value of assets at 31st March 2009	345,000	2,603,190	34,587	0	8,331	2,991,108

13. Information on Fixed Assets

As lead authority, Chiltern District Council can acquire and hold land and buildings for the use of the CCJC. The main assets used by the CCJC are shown below. These are included in the CCJC's balance sheet as, in substance; the CCJC obtains the economic benefits, in the form of income, and incurs the risks associated with the properties upkeep, by virtue of its responsibility for maintaining, controlling and managing the assets.

- **Land** - Crematorium site
- **Buildings and Works** – All buildings on the site including Chapels, Offices and Bungalows, crematory and equipment, landscaping including infrastructure
- **Vehicle, plant etc** – Garden Maintenance and cleaning equipment
- **Furniture and Fittings** - Organ and music systems, chairs, pews etc.

The land and buildings were revalued as at 31 March 2007 by the Valuation Office Agency. Operational properties of a non-specialised nature were valued by reference to the open market value of equivalent assets of a similar type and condition, as evidenced by recent market transactions, and on the assumption that they would continue in existing use (Existing Use Value or EUV). There have been no material changes in value of the main site since this date and therefore the valuations have not been updated. The Bungalows and associated land was the subject of impairment in 2008/09 and

the values in the accounts reflect this adjustment.

14. Debtors - The amounts owed to the Crematorium, are summarised as follows:

2008/2009 £		2009/2010 £
119,080	General Debtors	115,215
15,093	Business Rates Revaluation Refund	0
654	HM Revenue and Customs	0
134,827	Total Debtors	115,215

General Debtors represents the value of Cremation Fees and directly related income outstanding at 31st March 2009.

15. Creditors - These can be summarised as follows.

2008/2009 £		2009/2010 £
36,770	General Creditors	30,045
119,269	Chiltern District Council	61,909
0	HM Revenue and Customs	2,765
156,039	Total Creditors	94,719

16. Long Term Liabilities – this relates to Chilterns Crematorium’s liability in its defined benefit pensions scheme.

17. Financial Instruments

A financial instrument is defined as any contract that gives rise to a financial asset (such as investments) or a financial liability (such as borrowing). The investments disclosed in the Balance Sheet are made up of the following categories of financial instruments:-

	Long Term		Current	
	31 March 2010 £	31 March 2009 £	31 March 2010 £	31 March 2009 £
Loans and Receivables	0	0	1,591,833	1,582,361
Available-for-sale financial assets	0	0	0	0
Unquoted equity investment	0	0	0	0
Total Investments	0	0	1,591,833	1,582,361

The CCJC has no financial assets that can be traded and no unquoted equity investments and therefore all investments are classified as loans and receivables carried in the balance sheet at amortised cost.

The CCJC policy is to be debt free; it had no borrowings during 2009/10.

Fair Value – Financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Where an instrument is due to mature within the next 12 months the carrying amount is assumed to approximate to fair value. The fair value of trade and other receivables is taken to be the invoiced or billed amount

Impairment – Financial instruments are considered for impairment at year end. As at 31 March 2010 no impairment losses have been anticipated and no adjustment to their value has therefore been made.

The CCJC’s activities expose it to limited financial risk. In order to mitigate these the CCJC follows Chiltern District Council’s Treasury Management policy as lead authority although there has been no formal adoption by the Joint Committee, Chiltern DC has adopted CIPFA’s *Treasury Management in the*

Public Services: Code of Practice and has set its treasury management indicators to control key financial instrument risks in accordance with CIPFA's Prudential Code. The types of risk experienced and how the council deals with these is set out below:-

Credit Risk – the possibility that other parties might fail to pay amounts due to the council. The council manages this risk in accordance with the policies and practices set out in its Treasury Management Strategy and Treasury Management Practices. The creditworthiness of counterparties is an important consideration and deposits are not made with banks and other financial institutions unless they meet the investment criteria determined by the S151 officer. The amount and period of the investment are also restricted to approved parameters. No investment limits were exceeded during the reporting period and the council does not expect any losses from non-performance by any of its counterparties in relations to deposits.

Liquidity Risk – the possibility that the CCJC might not have funds available to meet its commitments to make payments. It is the CCJC's policy to be debt free, there is currently no arrangement in place for temporary borrowing should the need arise for cash-flow purposes. There is no significant risk that the CCJC will be unable to raise finance to meet its commitments if required.

Market Risk – the possibility that financial loss might arise for the CCJC as a result of changes in such measures as interest rates and stock market movements. The CCJC is exposed to risk in terms of its exposure to interest rate movements on its investments. A rise in interest rates would have the following effects:-

- investments at variable rates – the interest income credited to the Income and Expenditure Account will rise
- investments at fixed rates – the fair value of the asset will fall

The CCJC is advised on interest rate forecasts Via Chiltern DC as lead authority by CDC's external treasury advisers and seeks to create stability and certainty of revenues.

18. Apportionment between Constituent Authorities

The net surplus for the year ended 31 March 2010 was £406,267 and this has been apportioned to the constituent District Councils on the basis of the number of cremations from the area of each constituent Council in comparison to total cremations of the three Authorities. This is in accordance with the constitution but in a year of high capital expenditure does distort the allocation.

The overall cumulative position at the end of the financial year is a surplus of £2,157,700 as shown below:

District Council	Balance 31.3.2009	Apportionment 2009/2010	Balance 31.3.2010
	£	£	£
Aylesbury Vale	474,230	128,200	602,430
Chiltern	541,789	110,745	652,534
Wycombe	735,414	167,322	902,736
Totals	1,751,433	406,267	2,157,700

19. Statement of Movement on Reserves

This note shows how the brought forward balances on reserves, the gains and losses for the year and the transfers between reserves have resulted in the carry forward of balances on the reserves.

	Revaluation Reserve £	Capital Adjustment Account £	Pension Reserve £	Total Movements in Reserves £	Constituent Authorities
Balance brought forward at 1 April 2009	0	2,991,108	(644,099)	2,347,009	1,751,433
Net Surplus / (Deficit) for the Year					406,267
Capital Adjustment		152,075		152,075	
Revaluation and Adjustments during year					
Depreciation during year		(100,211)		(100,211)	
Actuarial Gains/(Losses) and other changes relating to Pensions			(695,742)	(695,742)	
Balance carried forward at 31 March 2010	0	3,042,972	(1,339,841)	1,703,131	2,157,700

20. Cashflow Statement

- i. *Reconciliation between Revenue Activities and Income and Expenditure Account* – the table below reconciles the two statements:-

2008/09 £		2009/10 £
608,333	Surplus (Deficit) for Year	406,267
78,015	Add: Depreciation	100,211
686,348		506,478
	<i>Less:</i>	
(78,015)	Increase Decrease in Capital Charges Recovered	(100,211)
(76,062)	Increase Decrease in Debtors	18,957
(3,393)	Increase Decrease In H M C & E Debtor	3,419
1,857	Increase Decrease in Stocks	(2,233)
69,198	Increase Decrease in Creditors	(64,085)
(86,415)		(144,153)
599,933	Revenue Activities Net Cash (Inflow) / Outflow	(362,325)

- ii. *Reconciliation of movement in cash to Movement in Net Funds* – this can be analysed as follows:-

	At 31 March 2009 £	Cashflow in year £	At 31 March 2010 £
Cash	25,372	(15,322)	10,050
Investments	1,582,361	9,472	1,591,833
Business Accounts	161,069	368,175	529,244
Movement in Net Funds	1,768,802	362,325	2,131,127

- 21. Members' Allowances** – No allowances are paid by the Joint Committee. Any claims in respect of membership of the Committee are in accordance with each Constituent Authority Scheme and are met directly by the individual Authorities.

22. Post Balance Sheet Event

These are events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed. There are no reportable events for 2009/10.

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CHILTERNNS CREMATORIUM
ANNUAL GOVERNANCE STATEMENT

2009 - 2010

Scope of responsibility

1. The Chilterns Crematorium Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Chilterns Crematorium Joint Committee also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
2. In discharging this overall responsibility, Chilterns Crematorium Joint Committee is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
3. The three constituent authorities (Aylesbury Vale, Chiltern and Wycombe District Councils) have adopted codes of corporate governance in accordance with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. These codes are published on each of the individual authority's web sites.
4. This statement explains how the Joint Committee has complied, where relevant, with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

The purpose of the governance framework

5. The **governance framework** comprises the systems and processes, and culture and values, by which the Joint Committee is directed and controlled and its activities through which it accounts to and engages with the community. It enables the Joint Committee to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.
6. The **system of internal control** is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Committee's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

7. The governance framework has been in place at Chilterns Crematorium Joint Committee for the year ended 31 March 2010 and up to the date of approval of the annual report and statement of accounts.

The Governance framework

Management arrangements and strategic objectives

8. The Joint Committee was established by a Memorandum of Agreement between Amersham Rural District Council, Aylesbury Borough Council, Chesham Urban District Council, High Wycombe Borough Council and Wycombe Rural District Council on 24th March 1955. In accordance with the requirements of the Local Government Act 1972 a new Agreement was subsequently made on 27th September 1974 between the successor councils to those in the original agreement, being Aylesbury Vale, Chiltern and Wycombe District Councils. On 20th March 2002 the Agreement was updated to reflect the changes made in the Local Government Act 2000. Currently two executive members from each of the constituent authorities make up the Joint Committee.
9. The constituent Councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the Crematorium other than the power to levy a precept, borrow money, acquire land or employ staff.
10. The Joint Committee's Constitution sets out how the Committee operates, how decisions are made and the procedures which are to be followed. It defines the roles and responsibilities of the Members and Officers, the membership and the powers of the Committee. In exercise of its powers the Joint Committee is required to meet on not less than two occasions in any Council year.
11. Chiltern District Council (CDC) has lead authority responsibility for, amongst other things, acquiring and holding land and buildings, arranging and maintaining insurances, appointing, employing and remunerating staff and providing legal, technical and administrative support.
12. As lead authority CDC also has financial stewardship of the Joint Committee, providing financial support and provision of banking accountancy and audit facilities in accordance with best practice for the public sector. CDC also enters into contracts and agreements for works goods and services on behalf of the Joint Committee, and compiles and publishes any statistics or local or national performance indicators as CDC may be required by law to compile or publish in connection with the operation of the Crematorium.
13. In connection with any agreements or contracts for works goods and services entered into by CDC at the direction of and for the use of the Joint Committee, CDC utilises and complies with its own procurement and audit procedures, including its adopted Contract and Financial Procedure Rules.

Performance management

14. A service provision questionnaire is sent to the applicant for every cremation at an appropriate time following the funeral. The overall results are reported to the Joint Committee annually. Action is taken on any matter arising from the customer feedback whenever it is considered desirable or necessary.
15. A formal complaints procedure is in place with leaflets available in the main reception, chapel waiting rooms and the chapel of remembrance. Complaints received via this procedure, the service provision questionnaire or any other source, are dealt with in a prompt and timely manner. The details of all complaints, how they were dealt with and the outcome in each case, are reported to the Joint Committee annually or more frequently in appropriate circumstances.
16. The Crematorium management also seeks to maintain good relationships with funeral directors, ministers and other people who conduct funeral services, in an effort to ensure the highest possible standard of service for the bereaved and others using the Crematorium's facilities. An annual liaison meeting is held between these groups, the Crematorium management and members of the Joint Committee. Notes of these meetings are reported to the Joint Committee, as are further reports on actions taken on matters arising from the meetings.
17. Statistical information, including financial performance, is reported to the Joint Committee and in the Annual Report.
18. Measures of performance are reviewed through membership of the ICCM Charter for the Bereaved and the benchmarking of fees.
19. Crematorium Service Plan which is reviewed and reported to the Joint Committee for approval annually.

Financial management and reporting

20. The financial management of the Joint Committee is under the stewardship of Chiltern District Council as the lead authority, as described in paragraphs 12 and 13. In particular the system includes:-
 - A financial strategy and capital programme approved annually by the Joint Committee and reviewed through the year as and when circumstances require;
 - Comprehensive budgeting which is approved by the Joint Committee;
 - The preparation of regular financial reports which indicate actual expenditure and income against forecasts;
 - Transaction monitoring of transactions and income levels;
 - Compliance with CDC's procurement and audit procedures, including its adopted Contract and Financial Procedure Rules;
 - Written administrative procedures and processes incorporating the above mentioned procurement and financial procedure rules; and
 - Management supervision.

Roles and responsibilities

21. The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement described in paragraph 8.

Policies and procedures

22. In addition to financial stewardship of the Joint Committee, as lead authority many of Chiltern District Council's other policies and procedures have been applied directly to the Crematorium, or the Crematorium has been included in them, as follows:-

- Adherence to good employment practices (including those embodied in Personnel Good Practice Papers);
- People Management Strategy e.g. local conditions of service, disciplinary procedure, training policy, staff standard, new management standard;
- Gender, Age, Race, Disability Scheme;
- Officers induction scheme and training;
- Risk management protocols and inclusion in CDC's strategic risk review process;
- Internal audit protocols;
- Codes of Conduct for Employees;
- Anti-Fraud and Corruption Policy;
- Whistle-blowing Policy; and
- Manager's Annual Assurance Statement.

23. The Joint Committee also has other policies and procedures in place which have been tailored specifically to the Crematorium function, which in particular include the following:-

- Health and safety policy;
- Health and safety risk register;
- Operational risk register;
- Business continuity plan, including pandemic plan;
- Staff hand book of operational policies and procedures; and
- Institute of Cemetery and Crematorium's Code of Guiding Principles of Cremation.

24. It is the responsibility of the Clerk, Treasurer and Superintendent to ensure that decisions taken by the Joint Committee comply with laws and regulations, internal policies and procedures. Decisions to be taken by the Joint Committee are the subject of written reports.

25. As the Joint Committee comprises elected councilors from three local authorities it is recognised that as far as the members are concerned their own council's various codes and protocols covering such issues as conduct of members, anti-fraud and corruption, whistle blowing and arrangements for dealing with complaints will apply to them rather than the policies of the lead authority.

Member and Officer Development

26. The development needs of members in relation to the discharge of their functions in respect of Crematorium matters are identified by the Clerk and the Treasurer and are supported by appropriate briefings. Other general training for members will have been given by their own respective authorities. Similarly training for senior officers supporting the Committee is provided when necessary, generally by the relevant constituent authority.

Community Communication

27. The Crematorium produces an information booklet and various pamphlets and leaflets describing its services and facilities.
28. The Crematorium has a web site containing a wide range of information, which is also linked to CDC's web site, facilitating ease of access for the community.
29. As well as holding liaison meetings with funeral directors, ministers and people taking funeral services, as described in paragraph 16, a database is also maintained and information is sent to them from time to time to enable them to relay it to users, or potential users, of the Crematorium's facilities.
30. Open days are held on an occasional basis.
31. The Crematorium, as a facility, is open to public inspection at any time by arrangement, and the Superintendent and his staff are available to show the public the facilities. Both the Superintendent and the Joint Committee welcome any feedback from users of the crematorium.

Review of effectiveness

32. To support the governance framework there is a formal process of review of its effectiveness, including the system of internal control, which is informed by the work of the following:-
- The Senior Management within Chiltern District Council (the lead authority);
 - The work of the internal and external auditors;
 - CDC's Audit Committee;
 - CDC's Risk Management Group; and
 - Inspections by other bodies e.g. Health and Safety Practitioner, Environmental Health Department, Ministry of Justice.
33. The process for maintaining and reviewing the effectiveness of the governance framework includes the following:-
- The performance management processes and procedures;
 - Internal and external audits and audit reports and recommendations;
 - Reports of inspections by other bodies e.g. Health and Safety Practitioner, Environmental Health Department, Ministry of Justice;
 - Decisions of the Joint Committee, the decision making body, reported to each of the constituent authorities; and
 - Annual Report and Statement of Accounts issued to each of the constituent authorities.

Significant governance issues

34. No significant governance issues have been identified. Internal Audit work during the year to evaluate the effectiveness of internal controls gave an overall opinion of “substantial assurance”, however, a number of minor issues were raised and an action plan agreed to implement the recommendations.

Signed on behalf of the Chilterns Crematorium Joint Committee by:

Chairman of the Joint
Committee

Clerk to the Joint
Committee

Treasurer to the Joint
Committee

