

## Chilterns Crematorium Joint Committee

Friday, 30th July, 2010 at 2.00 pm

Cabinet Room, Council Offices, King George V Road, Amersham

### A G E N D A

- 1 Evacuation Procedures
- 2 Election of Chairman
- 3 Election of Vice-Chairman
- 4 Minutes of Previous Meeting (*Pages 1 - 8*)  
To sign the Minutes of the Joint Committee held on 24 February 2010.
- 5 Apologies for Absence
- 6 Declarations of Interest
- 7 Open report (and appendices) of the Clerk and Superintendent to the Joint Committee:
  - 7.1 Liaison Meeting with Persons Taking Services and Funeral Directors (*Pages 9 - 10*)  
*Appendix 7.1 (Pages 11 - 14)*
  - 7.2 Service Plan 2010 - 2011 (*Pages 15 - 16*)  
*Appendix 7.2 (Pages 17 - 20)*
  - 7.3 Milton Funeral Chapel: Completion of Building Works (*Pages 21 - 22*)
- 8 Open report (and appendices) of the Treasurer to the Joint Committee:
  - 8.1 Annual Audit Letter 2008/09 (*Pages 23 - 24*)  
*Appendix 8.1 (Pages 25 - 32)*

- 8.2 Statement of Accounts 2009/10 (*Pages 33 - 38*)
  - 8.3 55th Annual Report (*Pages 39 - 40*)
  - 8.4 Introduction of Charges for Credit Card Payments (*Pages 41 - 42*)
  - 8.5 Late Report: Update on 2009/10 Audit Opinion Fee (*Pages 43 - 44*)  
*Appendix 8.5 (Pages 45 - 46)*
- 9 Exclusion of the Public  
To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act
- 10 Private Report of the Officers:
- 11 Abatement – Ancillary works update (*Pages 47 - 48*)
- 11.1 Late Item: Planned Preventative Maintenance (Condition Survey)  
*(Pages 49 - 50)*
- 12 Site Search: Aylesbury Crematorium (*Pages 51 - 52*)  
*Appendix 12 (Pages 53 - 58)*
- 13 Performance Related Pay (*Pages 59 - 60*)  
*Appendix 13 (Pages 61 - 64)*
- 14 Programme of Meetings  
The Audit Commission have suggested the following programme of meetings:
- September - present annual audit letter (before 30 September)
  - December - no specific requirements
  - March - present fee letter for the next year's audit
  - June - agreement of the draft financial statements for the Crematorium

**Note:** All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: Chilterns Crematorium Joint Committee**

Councillors:	Kevin McPartland	Aylesbury Vale District Council
	David Thompson	"
	Nick Rose	Chiltern District Council
	Mike Smith	"
	Tony Green	Wycombe District Council
	Richard Scott	"

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