

## Chilterns Crematorium Joint Committee

Thursday, 23rd September, 2010 at 11.00 am

Cabinet Room, King George V House, King George V Road, Amersham

### A G E N D A

- 1 Evacuation Procedures
- 2 Minutes of Previous Meeting *(To Follow)*  
To sign the Minutes of the meeting held on 30 July 2010, circulated separately.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Open report (and appendices) of the Clerk and Superintendent to the Joint Committee:
- 6 Milton Funeral Chapel: Completion of Building Works *(Pages 1 - 2)*
- 7 Open report (and appendices) of the Treasurer to the Joint Committee:
- 8 Annual Audit of Accounts 2009/10 *(Pages 3 - 4)*  
*Appendix 8 (To Follow)*
- 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 Site Search: Aylesbury Crematorium (*Pages 5 - 8*)  
*Appendix 11.1 (Pages 9 - 10)*  
*Appendix 11.2 (Pages 11 - 12)*  
*Appendix 11.3 (Pages 13 - 14)*  
*Appendix 11.4 (Pages 15 - 18)*
- 12 Date and Time of Next Meeting  
Members are asked to identify a mutually convenient date for the next meeting.

**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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**CHILTERNS CREMATORIUM JOINT COMMITTEE****MEETING 23<sup>RD</sup> SEPTEMBER 2010****OPEN REPORT OF THE CLERK TO  
THE JOINT COMMITTEE AND THE SUPERINTENDENT**

*Background Papers (if any) are specified at the end of each item*

**1 MILTON FUNERAL CHAPEL: COMPLETION OF BUILDING WORKS**

*Contact Officer: Charles Howlett 01494 724263*

1.1 A report to the Joint Committee at its meeting on 30<sup>th</sup> July 2010 (Minute ? refers), outlined details of the last remaining unresolved defect which had manifested itself with the grouting coming out from between the ceramic floor tiles in the Milton chapel. The report explained that remedial works (at the architect and builders cost) had proved unsuccessful with continuing deterioration of the floor to the extent that tiles were beginning to show visible movement.

1.2 At the time of writing the report plans were in place for sample floor tiles to be lifted in various places across the floor, in the presence of all interested parties, to establish exactly what the problem was before deciding how best to resolve it. This investigation had been carried out by the time of the meeting when the Superintendent was able to give a verbal update on the situation and advise members that the problem appeared to extend beyond the tiles to the floor construction beneath. Remedial action would require as a minimum replacing the floor screed beneath the tiled areas before new tiles could be laid. The worse case scenario would be the renewal of the whole floor including the heating pipes buried within it, and not only in the chapel but also in the surrounding ancillary rooms into which the heating system extends.

3.3 The original building contractor was Collier and Catley of Reading who were bought out by Thomas Vale in the middle of the construction project in 2004. With the closure of the Collier and Catley Division of Thomas Vale in August there was concern about who would pay for the remedial works. However, the officers are pleased to report that Thomas Vale have now confirmed that they accept liability for the defects and intend to carry out the necessary remedial work at their cost.

3.4 Further investigative work now needs to be done to establish the extent of the necessary works, and then to design and carry them out. In order to cause the least disruption to funerals it is intended that these works will implemented in the summer of 2011, by which time the installation of the cremator abatement equipment should also have been completed. The minimum remedial works would only take weeks, but should the worse case scenario works be required then this could take several months. Over such a long period disruption to funerals and loss of some business to surrounding crematoria would be unavoidable.

3. This item is included for information. A further report will be submitted to the Joint Committee at a future meeting when the full extent of the works, and any potential financial implications, are known.

***Background Papers:*** None



**CHILTERN'S CREMATORIUM JOINT COMMITTEE - 23 SEPTEMBER 2010****REPORT OF THE TREASURER**

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**1 ANNUAL AUDIT OF ACCOUNTS 2009/10**

*Contact Officers: Alison Howes (01494 732260) and Tina Pearce (01494 732233)*

1. A draft Annual Governance Report (AGR) has been received from the external auditors that reports on the results of their 2009/10 audit. A copy of the report is attached at **Appendix 8.1 (To Follow)**. The external auditors expect to be able to issue an unqualified opinion on the accounts subject to the finalisation of any outstanding issues with officers and also to give an unqualified VFM conclusion. It is recommended that delegated authority be given to the Treasurer, in consultation with the Chairman of the Joint Committee, to respond to the Annual Governance Report and to finalise the 2009/10 accounts for audit sign off and publication. The Joint Committee is also required to formally approve the Letter of Representation as set out on the AGR.

**RECOMMENDATIONS****That the Joint Committee:-**

- a) **Note the draft Annual Governance Report of the external auditor in respect of 2009/10.**
- b) **Give delegated authority to the Treasurer, in consultation with the Chairman of the Joint Committee, to respond to the draft Annual Governance Report and to finalise the 2009/10 accounts for audit sign off and publication.**
- c) **Approve the Letter of Representation.**



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