

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the CHILTERN CREMATORIUM JOINT COMMITTEE held on 21 JUNE 2011

PRESENT: Councillor M R Smith - Chairman
 " B Roberts - Vice Chairman

Councillor: N M Rose

APOLOGIES FOR ABSENCE were received from Councillors D Carroll (Wycombe District Council), Mrs J Teesdale (Wycombe District Council) and D Thompson (Aylesbury Vale District Council).

1 ELECTION OF CHAIRMAN

It was moved by Councillor N Rose, seconded by Councillor B Roberts and

RESOLVED -

That Councillor M Smith be elected as Chairman of the Joint Committee for 2011/12.

2 APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor M Smith, seconded by Councillor N Rose and

RESOLVED -

That Councillor B Roberts be appointed as Vice-Chairman of the Joint Committee for 2011/12.

3 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Joint Committee held on 27 January 2011 were agreed and signed by the Chairman as a correct record.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 SERVICE PLAN 2011 - 2012

The Joint Committee received a copy of the Crematorium's service plan for 2011/12, and after noting in particular the key projects that had taken place during the previous year, and those that would continue into the following year

RESOLVED –

That the Crematorium Service Plan for 2011/2012 be approved.

6 STATEMENT OF ACCOUNTS 2010/11

The Joint Committee received a report on the Financial Statements for 2010/11.

It was advised that as a result of the Accounts and Audit Regulations (England) 2011, which applied to the accounting statements for the year ended 31 March 2011, the Joint Committee fell into the category of "smaller relevant bodies", which permitted the preparation of simpler published accounts; less demanding procedural requirements; a less rigorous external audit; and, a lower audit fee.

The Joint Committee after endorsing the approach to opt for smaller relevant body status then approved the Small Bodies Annual Return for the year ended 31 March 2011, which included:

- Accounting Statements
- Annual Governance Statement
- External Auditor's certificate and opinion; and,
- Annual Internal Audit Report

Members then noted the detailed set of financial statements, which would be submitted as supporting documents for the audit.

In response to a question regarding the appointment of the external auditors it was advised that Mazars LLP had been appointed by the Audit Commission to audit the accounts of the Chilterns Crematorium Joint Committee for a two year period. The appointment of the external auditors for future years was currently under review by the Government.

The Joint Committee then noted the General Fund balance as at 31 March 2011, and the apportionment between constituent authorities, and agreed that the Joint Committee retain the accumulated balance for future capital investment.

Members were also asked to consider an update report on the mercury abatement and heating projects that had progressed well during 2010/11. The system had almost been completed pending final commissioning which was anticipated to take place in August 2011, well ahead of the December 2012

deadline for 50% abatement. The Joint Committee was advised that since the last report it was now apparent that the site's incoming electrical supply needed to be upgraded, and this being dealt with within the existing approved budgets.

RESOLVED –

- 1. That the implications of the Accounts and Audit Regulations 2011 be noted, and that the approach to opt for smaller relevant body status be endorsed.**
- 2. That the appointment of Mazars LLP as the appointed auditor and the audit fee for the 2010/11 audit be noted.**
- 3. That the Small Bodies Annual Return for the year ended 31 March 2011 be approved and signed by the Chairman of the Joint Committee, the Clerk and Treasurer.**
- 4. That the accumulated revenue surplus be retained by the Joint Committee for future capital investment.**
- 5. That the report on abatement and heating projects be noted.**

7 56TH ANNUAL REPORT

In accordance with Standing Order 7 the Joint Committee received the Fifty Sixth Annual Report which covered a number of issues including:

- The number of cremations;
- Fees;
- Staff; and
- Maintenance of Buildings and Grounds

RESOLVED -

That the Fifty Sixth Annual Report of the Chilterns Crematorium Joint Committee be formally approved and adopted

8 EXCLUSION OF THE PUBLIC

RESOLVED -

That under Section 100(A)(4) of the Local Government Act 1972 the Public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

Note: The relevant paragraph number from Part I of Schedule 12A is indicated at the end of the Minute heading.

9 SITE SEARCH: AYLESBURY CREMATORIUM

The Joint Committee received a report providing an update on the progress made in identifying a site for a proposed Crematorium in Aylesbury. The search area had been widened following a meeting with the Chairman of the Joint Committee in February 2011, and the search in the extended area had proved fruitful with several additional possible sites being identified.

RESOLVED -

That report be noted.

10 CREMATORIUM BUILDINGS - THEFT OF COPPER AND LEAD

The Joint Committee received a report which explained that following a number of thefts of copper and lead from the Crematorium a series of additional security measures had now been put in place. The report detailed the estimated and actual costs of these repairs and of the security measures that were now in place at the Crematorium.

The Joint Committee then discussed the various options for additional longer term security at the Crematorium, including the indicative costs for such measures.

The Joint Committee felt that it was necessary for a comprehensive system of security measures to be put in place at the Crematorium to mitigate the risk of metal theft occurring in the future. It was noted that further technical assessments would be carried out, and a summary of these results would be circulated to Members.

RESOLVED -

That authority be delegated to the Clerk and Treasurer, in consultation with the Chairman, to approve expenditure for a range of comprehensive long term security measures to be put in place at the Crematorium to protect against metal theft.

11 DATE AND TIME OF NEXT MEETING

The next scheduled meeting was due to be held in January 2012, and the Joint Committee after noting that it may be necessary to hold an earlier meeting before then to discuss the Aylesbury Crematorium site search it was

RESOLVED -

That the next meeting would be held on Tuesday 24 January 2012 at 2.30 p.m. at The Meeting Room, The Gateway, Aylesbury Vale District Council.

The meeting ended at 5.38 pm