

**MINUTES** of the Meeting of the  
**CHILTERN CREMATORIUM JOINT COMMITTEE**  
held on **7 MARCH 2013**  
at **CHILTERN DISTRICT COUNCIL**

**PRESENT:**

Councillor	M R Smith	Chiltern District Council	- Chairman
“	Ms K S Wood	Wycombe District Council	- Vice-Chairman
Councillors:	D Thompson	Aylesbury Vale District Council	
	N M Rose	Chiltern District Council	

**APOLOGIES FOR ABSENCE** were received from Councillors B Roberts (Aylesbury Vale District Council) and D Carroll (Wycombe District Council).

**9 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Joint Committee held on 18 July 2012 were agreed and signed by the Chairman as a correct record.

**10 DONATION TO IAIN RENNIE HOSPICE**

All metals remaining following a cremation were sent for recycling through a national scheme of which the Chilterns Crematorium was a member. To date over £1M of the net profits from this had been donated to death related charities. The Iain Rennie Hospice at Home had been nominated to receive this year's donation and the Chairman presented a cheque for £4,333 to Robert Breakwell, the charity's Business Development Director/Corporate Relations Manager.

**11 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12 ANNUAL CONFERENCE**

The next Annual Conference of the Institute of Cemetery and Crematorium Management (ICCM) was due to be held in October 2013 and it was

**RESOLVED –**

**That the Chairman of the Joint Committee and the Superintendent, or suitable substitutes, be nominated to attend the 2013 ICCM Annual Conference.**

### **13 LIAISON MEETING WITH PERSONS TAKING SERVICES AND FUNERAL DIRECTORS**

The Joint Committee, after noting that attendees at last year's annual liaison meetings had confirmed that it was a useful meeting, then

**RESOLVED –**

**That the next Liaison Meeting be held at the Crematorium at 6.45 pm on Thursday 13 June, to be preceded by refreshments at 6.00 pm.**

### **14 COMPLAINTS AND COMPLIMENTS 2012**

The Joint Committee received a report giving details of complaints and compliments that had been received about the Crematorium in 2012 and the action that had been taken in response to the comments received. 11 substantial complaints had been received in 2012 which compared to 21 received the previous year.

At the meeting held on 24 January 2012, the Joint Committee, in response to comments that had been received regarding sound issues in the Hampden chapel, had requested that a feasibility study be undertaken for the installation of a PA system in the Hampden chapel. It was noted that a PA system had been installed and that further improvements had also been made to the loop and sound system in the Milton chapel.

**RESOLVED –**

**That the report be noted.**

### **15 SERVICE PLAN 2013 - 14**

The Joint Committee considered the Crematorium Service Plan for 2013/14. After noting in particular the key projects that had taken place during the previous year, and those that would continue into the following year, it was

**RESOLVED –**

**That the Crematorium Service Plan for 2013/14 be approved.**

### **16 MILTON FUNERAL CHAPEL: REPLACEMENT OF FLOOR**

Members were pleased to note that the Milton chapel floor had successfully been replaced during the summer 2012. The remedy of this final outstanding defect had concluded, within budget, the second funeral chapel project. The Joint Committee recognised that the addition of a larger second chapel had been successful and was an important asset to the crematorium.

**RESOLVED –****That the report be noted.****17 CAPITAL PROGRAMME 2012/13 TO 2016/17**

The Joint Committee received a report setting out details of the proposed Chilterns Crematorium Capital Programme covering the period 2012/13 to 2016/17. The report, after setting out in a table proposed changes from the current approved Capital Programme position, went on to provide an overview of each of the following capital projects included within the Programme:

- Mercury Abatement and Heat Transfer/Recovery Project
- Relining Cremators
- Site Development
- Driveway and Car Park Re-surfacing
- CCTV
- Coffin Charger
- Flat Roof Re-felting

Members were pleased to note that a long term capital and maintenance programme had been implemented to facilitate forward planning for the Crematorium. This document looked 20 years ahead and showed estimated spend of £2.6 Million including £1 Million for cremator replacement.

**RESOLVED –**

- 1. That the proposed Capital Programme for 2012/13 to 2016/17 be agreed.**
- 2. That the Long Term Capital Maintenance Programme be noted.**

**18 REVIEW OF FEES AND CHARGES**

The Joint Committee received a report setting out proposed fees and charges from 1 April 2013 based on a general increase of 3% over the current year charges.

Members considered a proposed increase of 3.1% for the main cremation fee for 2013/14. It was noted that at this level the fee was likely to remain low in comparison to neighbouring authorities and this would facilitate the progress of a new crematorium. After noting that significant savings had been made at the Crematorium, it was

**RESOLVED –**

**That the fees and charges for 2013/14 as shown in appendix 2 of the report be agreed and the main cremation fee be set at £505 with effect 1 April 2013.**

**19 REVENUE BUDGET REVISED 2012/13 AND ORIGINAL 2013/14**

The Joint Committee received a report setting out details of the Chilterns Crematorium Revenue Budget for 2012/13 Revised and 2013/14 Original.

The revised budget for 2012/13 showed an estimated revenue surplus, before capital expenditure, of £801,205 compared to an original projected surplus of £815,710.

The original budget for 2013/14 showed an estimated revenue surplus, before capital expenditure, of £838,367 compared to an original base position in 2012/13 of a projected surplus of £815,710. The reasons for the budget variations that made up these increases were set out in the report.

It was noted that due to adjustments made to capital expenditure in light of the rolling nature of projects the £187,107 deficit for the year 2012/13 was now a surplus of £571,612.

**RESOLVED –**

**That the 2012/2013 Revised and 2013/2014 Original revenue budgets be approved.**

**20 MEDIUM TERM FINANCIAL STRATEGY**

The Joint Committee received a report reviewing the financial position of the Chilterns Crematorium in the medium term from 2014/15 to 2016/17. The report set out in a table the forecast position for the next three years. It was noted that although a deficit was forecast for the years 2014/15 and 2015/16, borrowing would not be required and the actual position for each year would depend on the progress made with the Crematorium site search project.

**RESOLVED –**

**That the Medium Term Financial Strategy forecast be noted.**

**21 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.**

**22 AYLESBURY CREMATORIUM**

A feasibility study had confirmed the need for a crematorium in Aylesbury, and the Joint Committee at the meeting on 24 February 2010 resolved to build a crematorium themselves.

Since this time an extensive site search had taken place and the Joint Committee at the meeting on the 18 July 2012 agreed that an option on a site located in Aylesbury be approved. Members received an update on the progress that had made to date. Members noted in particular that contact had been made by the agent of another site landowner and it was agreed that a letter of response would be sent to the agent.

Following a discussion the Joint Committee identified two sites to be revisited. After noting that additional funding may be required to advance this work it was moved by Councillor M Smith, seconded by Councillor N Rose and

**RESOLVED –**

- 1. That the report be noted.**
- 2. That authority be delegated to the Clerk and Treasurer, in consultation with the Chairman, to approve additional expenditure, if required, to progress the Crematorium site search.**

**23 STONE MEMORIAL PLAQUE SUPPLIER CONTRACT**

The Joint Committee considered a report on the stone memorial plaque supplier contract, and after noting that the review of commemoration was a high priority for 2013/14, it was

**RESOLVED –**

**That the Columbarium Company be confirmed as the current supplier of stone memorial plaques pending any decisions arising from the commemoration review and after which the supply shall be subjected to a new quotation exercise by the end of the financial year 2013/14 at the latest.**

**24 DATE AND TIME OF NEXT MEETING**

It was agreed that the next meeting would be held on Wednesday 19 June at 10.00 am (Chiltern District Council).

In order to facilitate to arrangements for signing off the financial statements for the financial year 2012/13, it was moved by Councillor N Rose, seconded by Councillor D Thompson, and

**RESOLVED –**

**That in the event that a meeting of the Chilterns Crematorium Joint Committee is not held on 19 June then the recommendations of the report for the financial statements for the financial year 2012/13, including the approval of the Small Bodies Annual Return for the year ended 31 March 2013, be approved via a virtual meeting of the Chilterns Crematorium Joint Committee.**

**The meeting ended at 3.02 pm**