

**MINUTES** of the Meeting of the  
**CHILTERN CREMATORIUM JOINT COMMITTEE**  
held on **11 SEPTEMBER 2013**  
at **CHILTERN DISTRICT COUNCIL** at **2.00 pm**

**PRESENT:**

Councillor M R Smith Chiltern District Council - Chairman

Councillors: D Thompson Aylesbury Vale District Council  
N M Rose Chiltern District Council  
A Green Wycombe District Council

**APOLOGIES FOR ABSENCE** were received from Councillors B Roberts (Aylesbury Vale District Council) and Mrs J Teesdale (Wycombe District Council).

**1 FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2012/13**

The Joint Committee received a report attaching a copy of the Small Bodies Annual Return for the year ended 31 March 2013, and information relating to the Income and Expenditure Account and Balance Sheet. As agreed at the meeting held on 7 March 2013, this was approved by the Joint Committee electronically and signed by the Chairman, the Clerk and Treasurer, as a formal meeting could not be convened prior to the deadline of 30 June 2013.

The report also detailed the key income and expenditure for 2012/13, including a revenue surplus of £638,375; key points arising from the Balance Sheet for 2013/14 and the General Fund Reserve balance of £3.5 million as at 31 March 2013.

**RESOLVED –**

- 1. That the Small Bodies Annual Return for the year ended 31 March 2013, approved by virtual means prior to 30 June and signed by the Chairman of the Joint Committee, the Clerk and Treasurer be formally approved.**
- 2. That the accumulated revenue surplus be retained by the Joint Committee for future capital investment**

*Note: This item is listed as Minute 1 in order to accord with the Small Bodies Annual Return for the year ended 31 March 2013.*

**2 ELECTION OF CHAIRMAN**

It was moved by Councillor N Rose, seconded by Councillor D Thompson and

**RESOLVED -**

**That Councillor M Smith be elected Chairman of the Chilterns Crematorium Joint Committee for the remainder of the Municipal Year.**

### 3 APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor D Thompson, seconded by Councillor M Smith and

#### **RESOLVED -**

**That Councillor B Roberts be appointed Vice-Chairman of the Chilterns Crematorium Joint Committee for the remainder of the Municipal Year.**

### 4 MINUTES

The Minutes of the meeting of the Joint Committee held on 7 March 2013 were agreed and signed by the Chairman as a correct record.

### 5 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 6 ANNUAL REPORT 2012/13

In accordance with Standing Order 7, the Joint Committee received the Fifty Eighth Annual Report.

There was a discussion regarding the table showing the number of cremations in 2012/13. The originating district related to where the deceased had lived immediately prior to their death. Members noted the number of cremations relating to people who had not lived in the Aylesbury Vale, Chiltern and Wycombe Districts.

In response to a question it was advised that there was usually no waiting time for bookings at the Crematorium, except during the busiest periods such as January. Waiting times for bookings were often caused by other factors, including Funeral Director's availability. At present available booking times were not displayed on the website and families would need to contact a member of staff. It was suggested that booking information be displayed on the website.

#### **RESOLVED –**

- 1. That the Fifty Eighth Annual Report of the Chilterns Crematorium Joint Committee be formally approved and adopted.**

2. **That further work be carried out to assess the feasibility of enabling booking times at the Crematorium to be made available on the website.**

## **7 MILTON CHAPEL FLOOR**

At the last meeting it was noted that the floor to the Milton Chapel had successfully been replaced during the Summer 2012 as planned. However, since that meeting some of newly laid floor tiles has shown signs of warping and lifting. At present the number of tiles affected was limited, but the floor would be monitored closely to see if any further problems occurred.

**RESOLVED –**

**That the report be noted.**

## **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.**

## **9 SITE SEARCH: AYLESBURY CREMATORIUM**

The Joint Committee received a report providing an update on the progress made on the site search for the proposed Crematorium in the Aylesbury area and other developments, including a planning application for a crematorium submitted by another organisation.

The report detailed the gross expenditure incurred since the last meeting to progress work on a potential site which had come forward, and the anticipated gross expenditure associated with carrying out further work. The indicative plans of the proposed site were also circulated at the meeting.

Members endorsed the proposed site and agreed that a pre-application consultation be carried out, following which the Joint Committee then

**RESOLVED –**

1. **That the additional gross expenditure incurred since the last meeting to advance the site search work be formally ratified.**
2. **That it be agreed to proceed with the option on the site identified in paragraph 52.9 of the report, as detailed in the report.**

3. That authority be delegated to the Clerk and Treasurer, in consultation with the Chairman of the Chilterns Crematorium Joint Committee, to finalise the details of the option agreement.
4. That gross expenditure of up to £101,040 be approved to advance the development of the plans, conduct a pre-application consultation and submit a planning application.
5. That authority be delegated to the Clerk and Treasurer, in consultation with the Chairman, to approve additional expenditure, if required.
6. That a further report be submitted to the next meeting on the progress made, and that Members be kept informed of developments between meetings by email.

#### **10 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 12 February at 2.30 pm at Chiltern District Council.

**The meeting ended at 3.16 pm**