

MINUTES of the Meeting of the
CHILTERN CREMATORIUM JOINT COMMITTEE
held on **16 FEBRUARY 2015**
at **CHILTERN DISTRICT COUNCIL** at **2.00**

PRESENT:

Councillor	A Green	Wycombe District Council	- Chairman
"	B Roberts	Aylesbury Vale District Council	- Vice-Chairman

Councillors:	H Mordue	Aylesbury Vale District Council
	P E C Martin	Chiltern District Council
	G K Harris	Chiltern District Council
	Councillor H McCarthy	Wycombe District Council

17 MINUTES

The Minutes of the meeting of the Joint Committee held on 18 December 2014 were agreed and signed by the Chairman as a correct record.

18 DECLARATIONS OF INTEREST

There were no declarations of interest.

19 ANNUAL LEARNING CONFERENCE

The next Annual Conference of the Institute of Cemetery and Crematorium Management (ICCM) was due to be held in October 2015.

RESOLVED –

That the Chairman of the Joint Committee and the Superintendent, or suitable substitutes, be nominated to attend the 2015 ICCM Annual Conference.

20 LIAISON MEETING WITH PERSONS TAKING SERVICES & FUNERAL DIRECTORS

Annual liaison meetings with persons taking services and funeral directors usually took place in June, but last year the meeting took place in February as an opportunity to consult on proposals for Aylesbury Crematorium prior to submission of the planning application.

RESOLVED –

That the next Liaison Meeting be held in June on a date to be confirmed once the respective Councils' appointments to the Joint Crematorium Committee have been made.

21 COMPLAINTS AND COMPLIMENTS 2014

The Joint Committee received a report giving details of complaints and compliments that had been received about the Crematorium in 2014 and the action that had been taken in response to the comments received. 9 substantial complaints had been received in 2014 which compared to 7 received the previous year. Members congratulated the Superintendent on the low number of complaints received in light of the increase in the number of cremations that had taken place in 2014.

RESOLVED –

That the report be noted.

22 SERVICE PLAN 2015 - 2016

The Joint Committee considered the Crematorium Service Plan for 2015/16 which outlined the key projects that had taken place during the previous year, and those that would continue into the following year. Members were particularly pleased to note that planning permission had been obtained for the new Aylesbury Crematorium, and the memorial shrubbery scheme had been successfully implemented and being well received.

Members also noted that the building and opening of the new Aylesbury Crematorium was a key objective for 2015/16. It was also intended that the Wesley Music audio-visual tribute system would be installed.

RESOLVED –

That the Crematorium Service Plan for 2015/16 be approved.

23 REVENUE BUDGET - REVISED 2014/15 AND ORIGINAL 2015/16

The Joint Committee received a report setting out details of the Chilterns Crematorium Revenue Budget for 2014/15 Revised and 2015/16 Original. The main changes in the Revised Revenue Budget were set out in paragraph 4 of the report. The Aylesbury Crematorium construction costs had a significant influence on the revenue surplus/deficit and any surplus apportionment to the constituent Councils. Overall the Amersham Crematorium was planned to continue to generate a healthy operating surplus.

RESOLVED –

That the 2014/2015 Revised and 2015/2016 Original revenue budgets be approved.

24 MEDIUM TERM FINANCIAL STRATEGY

The Joint Committee received a report reviewing the financial position of the Chilterns Crematorium in the medium term from 2016/17 to 2018/19. It was noted that the Medium Term Financial Strategy was heavily influenced by the Aylesbury Crematorium project which the business case had shown was financial viable and would support the objective to maintain and enhance the provision of high quality crematoria services to the constituents of Buckinghamshire. Once the new Crematorium was operational the strategy would be reviewed in detail.

RESOLVED –

That the Medium Term Financial Strategy forecast be noted.

25 REVIEW OF FEES & CHARGES

The Joint Committee received a report setting out proposed fees and charges from 1 April 2015 based on a general increase of between 2-3% over the current year charges with the exception of the provision and fixing of a leather memorial plaque (6.8%) as the cost had increased significantly.

Members considered a proposed increase of 2.9% for the main cremation fee for 2015/16 in light of the fee charged by surrounding crematoria. It was noted that the Councils would look to harmonise the cremation fee between the two sites once the Aylesbury Crematorium had been built.

RESOLVED –

That the fees and charges for 2015/16 as shown in the appendix of the report be agreed and the main cremation fee be set at £535 with effect 1 April 2015.

26 CAPITAL PROGRAMME 2014/15 TO 2018/19

The Joint Committee received a report setting out details of the proposed Chilterns Crematorium Capital Programme covering the period 2014/15 to 2018/19. The report provided an overview of each of the following capital projects included within the Programme:

- Relining Cremators
- Cremator Process Logic Controller (PLC)
- Computerised Cremation Administration System
- Driveway and Car Park Resurfacing
- New Site Development

It was noted that the projects related to the cremators were structured on a rolling programme in order to minimise disruption. There was a discussion

regarding the increased demand for car parking at the Crematorium due to an increase in the number of cremations and a noticeable decline in car sharing. Although still an infrequent occurrence it was acknowledged that the car parks are overflowing more often. However it was felt that this situation will significantly improve once Aylesbury Crematorium opens and that the issue should be reassessed after this has happened.

RESOLVED –

That the proposed Capital Programme for 2014/15 to 2018/19 be agreed.

27 NEXT MEETING

The meeting scheduled for the 9 March 2015 was not required.

28 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 and description is indicated under the Minute heading.

29 AYLESBURY CREMATORIUM UPDATE

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The Committee received a report providing an update on the Aylesbury Crematorium project. Members were pleased to note that the project was progressing well, but felt that the signage for enabling works could have been improved greatly. The Committee remained committed to building the Aylesbury Crematorium.

RESOLVED –

- 1. That the report be noted.**
- 2. That authority be delegated to the Clerk of the Joint Committee in consultation with the Chairman of the Joint Committee, to submit a second planning application, if required.**

3. That the decision be made to opt to tax the land that is being developed at the Aylesbury Crematorium.

The meeting ended at 3.35 pm