

## Chilterns Crematorium Joint Committee

Friday, 27th November, 2015 at 2.00 pm

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

### A G E N D A

- 1 Evacuation Procedures
- 2 Minutes (*Pages 3 - 6*)  
To sign the Minutes of the meeting held on 25 June 2015.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Update on Review of Memorials (*Pages 7 - 8*)  
*Appendix (Pages 9 - 12)*
- 6 Audio Visual Tribute System (*Pages 13 - 14*)
- 7 Date and Time of Next Meeting  
Members are asked to agree a date in early February for the next meeting.
- 8 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
- 9 Aylesbury Crematorium Project Update (*Pages 15 - 18*)  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*  
*Appendix A (Pages 19 - 20)*  
*Appendix B (Pages 21 - 26)*

**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**

Councillor Angela Macpherson	Aylesbury Vale District Council
Councillor Howard Mordue (Vice-Chairman)	Aylesbury Vale District Council
Councillor Peter Martin	Chiltern District Council
Councillor Michael Smith (Chairman)	Chiltern District Council
Councillor Mrs Julia Adey	Wycombe District Council
Councillor Dominic Barnes	Wycombe District Council

**If you would like this document in large print or an alternative format please contact 01494 732145; email [chiefexecs@chiltern.gov.uk](mailto:chiefexecs@chiltern.gov.uk)**

This Agenda should be considered as a Notice – under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 – of an intention to meet in private to consider any items listed on the Agenda under Private Reports. The reason for the item being considered in private, that being the relevant paragraph number and description from Schedule 12A of the Local Government Act 1972 is detailed on this Agenda. Representations received (if any) regarding the items being considered in private (together with any response) are also detailed on this Agenda.

**MINUTES** of the Meeting of the  
**CHILTERN CREMATORIUM JOINT COMMITTEE**  
held on **25 JUNE 2015**  
at **CHILTERN DISTRICT COUNCIL** at **4.00 pm**

**PRESENT:**

Councillor	M R Smith	Chiltern District Council	- Chairman
“	H Mordue	Aylesbury Vale District Council	- Vice-Chairman

Councillors:	A Macpherson	Aylesbury Vale District Council
	J Adey	Wycombe District Council

**APOLOGIES FOR ABSENCE** were received from Councillors P E C Martin (Chiltern District Council) and D Barnes (Wycombe District Council).

**1 CHAIRMAN**

It was moved by Councillor H Mordue, seconded by Councillor A Macpherson and

**RESOLVED -**

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

**2 VICE-CHAIRMAN**

It was moved by Councillor M Smith, seconded by Councillor A Macpherson and

**RESOLVED -**

**That Councillor H Mordue be elected as Vice-Chairman of the Chilterns Crematorium Joint Committee for the remainder of the Municipal Year.**

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 MINUTES**

The Minutes of the meeting of the Joint Committee held on 16 February 2015 were agreed and signed by the Chairman as a correct record.

## 5 FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2014/15

Members received the Small Bodies Annual Return for the year ended 31 March 2015 and financial outturn which detailed information including: income and expenditure, balance sheet and reserves.

### RESOLVED –

1. **That the Small Bodies Annual Return for the year ended 31 March 2015 be formally approved and signed by the Chairman of the Joint Committee, the Clerk and the Treasurer.**
2. **That the accumulated revenue surplus be retained by the Joint Committee for future capital investment.**

## 6 ANNUAL REPORT 2014/15

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

- The number of cremations;
- Disposition of cremation ashes;
- Commemoration;
- Fees;
- Staff;
- Proposed crematorium: Aylesbury;
- Rose bed commemorative plaques;
- Maintenance of buildings; and,
- Donations to charity

During the discussion it was noted that there had been a general increase in the number of cremations taking place at the Chilterns Crematorium. The trend towards longer services had also continued despite the length of services being increased to 45 minutes in 2005.

It was noted that, on a number of occasions, due to an increase in the number of people driving to the Crematorium on their own, the grassed area had been used for over flow parking. The situation would be monitored, and it was anticipated that the opening of the Aylesbury Crematorium would help to reduce the pressure on parking at the Chilterns Crematorium. There was a discussion regarding the cremation fee, and during which it was noted that the fee had been kept at a reasonable level whilst ensuring the Crematorium is cost neutral, but it was now significantly below the national average.

### RESOLVED -

**That the sixtieth Annual Report of the Chilterns Crematorium Joint Committee be formally approved and adopted.**

**7 APPOINTMENT OF CLERK**

**RESOLVED –**

**That the appointment of Bob Smith as Clerk of the Chilterns Crematorium Joint Committee, with effect 1 July 2015 and as agreed by Full Council on 27 May 2015, be noted.**

**8 DATE AND TIME OF NEXT MEETING**

Following a discussion it was agreed that that next meeting would be held on **Thursday 24 September** 2015 at 5.00 pm (Chiltern District Council), and the liaison meeting with funeral directors and persons taking services would be held straight afterwards at 6.00 pm for 6.30 pm (Chilterns Crematorium).

**The meeting ended at 4.25 pm**



**CHILTERNS CREMATORIUM JOINT COMMITTEE**

**MEETING 27<sup>TH</sup> NOVEMBER 2015**

**OPEN REPORT OF THE CLERK TO  
THE JOINT COMMITTEE AND THE SUPERINTENDENT**

**UPDATE ON REVIEW OF MEMORIALS**

*Contact Officer: Charles Howlett (01494) 724263*

- 1 At its meeting on 12<sup>th</sup> February 2014 the Joint Committee considered a report on the review of memorials at Chilterns Crematorium. The illustrated report briefly described existing memorials and considered schemes at other crematoria which could be introduced. It also recommended replacing the rose beds with shrubberies due to increasing deer-damage to the roses and the 'tired and outdated' appearance of the 1970's concrete memorial kerbing. It was proposed instead to fix the plaques to stout wooden posts within the shrubberies.
- 2 The Joint Committee agreed to phase out the rose beds and replace them with shrubberies. It was also resolved that details of any proposed new scheme should be the subject of a more detailed report to a future meeting (Minute 17, meeting 12<sup>th</sup> February 2014 refers).

**Update on replacing the rose beds with shrubberies**

- 3 The proposal was to change from rose beds to shrubberies over five years. The timing was because of practical considerations and also a question mark over how well the shrubbery scheme would be received by existing plaque holders. If a large number objected then more rose beds would have to be retained until the expiry of the current leases (which are for three or five years).
- 4 In the event the acceptance level has exceeded even the most optimistic expectations, almost certainly aided by the pleasing appearance of the new shrubberies in contrast to the remaining rose beds. Consequently it has been possible (and desirable) to proceed with the changeover more quickly than originally envisaged and the officers are pleased to be able to report that, all things being equal, the process will be substantially complete by summer 2016.

**Proposal to introduce an additional stone memorial**

- 5 The memorial review highlighted that nationally more and more ashes are being removed from crematoria rather than scattered in gardens of remembrance. It explained that there are a number of reasons for this, one being that some families wish to have a memorial in specific association with the place of disposal of the cremation ashes e.g. buried in an ashes grave in a cemetery as opposed to surface scattering. But one of the founding concepts of modern cremation was its sustainability through surface scattering, which can continue 'indefinitely', compared to burial which uses land up. Consequently, in common with many crematoria, the Joint Committee has maintained the policy of surface-scatter only from the outset.

## Item 5

- 6 In recent years a method of overcoming this without compromising the 'no burial' principal is the introduction of the above-ground niche or vault. Cremation ashes are enclosed within the vault with a commemorative plaque fixed across the opening. If the family do not wish to renew the lease, the ashes can be removed and returned to them, or scattered in the garden of remembrance, and the vault used again. Legally it has been decreed burial has not taken place as the vault is above-ground and so an exhumation licence is not required to remove the ashes.
- 7 Whilst the above-ground vault may be a relatively new introduction, the concept itself is not new as some of the earliest UK crematoria included large columbaria buildings. For example there are wonderful examples at Woking and Golders Green Crematoria. But these were expensive to build and maintain, and the leases were often sold 'in perpetuity' meaning no further income could be derived from them, and consequently only a relatively small number were built.
- 8 Included as an **Appendix** is a leaflet giving details of the Sanctum 2000 above-ground memorial vault available from our current supplier of stone memorials. The details include a proposed price list and the terms and conditions for their introduction into the garden of remembrance. At the prices recommended the annual financial return over the term of the lease, after deducting the cost of providing the memorial, would be £97.00 for a five year lease, £64.00 for a ten year lease and £50.00 for a twenty year lease; the lower annual return for the longer lease mainly due to the fee being paid for the memorial spread over a longer period.
- 9 At these prices this would be the most expensive memorial at Chilterns Crematorium, but this reflects its relative size and 'complexity'. It also fits well into a price range of memorials at Chilterns, with the least expensive being a two line entry in the Book of Remembrance for £40.32 and a shrubbery memorial plaque for three years for £95.70.
- 10 This memorial can be easily integrated within the existing stone memorial scheme as it is made of the same materials, can be fixed to the same foundation base along the edge of pathways within the garden and, being less than two feet high, will not be obtrusive. The officers' investigations indicate take up of this memorial is good at crematoria where it has been introduced.

### **RECOMMENDATION**

- 1. That the Sanctum 2000 above ground memorial vault be introduced into the garden of remembrance.**
- 2. That the suggested fees and terms and conditions be approved.**

**Background Papers:** Open Report of the Clerk and Superintendent, Item 5, Meeting 12<sup>th</sup> February 2014

# THE CHILTERNS CREMATORIUM

## THE SANCTUM 2000 ABOVE GROUND MEMORIAL VAULT



**MADE FROM POLISHED GRANITE  
ROOM FOR TWO SETS OF ASHES  
12" X 15" FASCIA PLAQUE  
FLOWER HOLDER IN BASE  
5, 10 OR 20 YEAR LEASE AVAILABLE  
CHOICE OF COLOURS**

**Vaults available in: grey, pink or wine granite**

**Plaques available in: black, blue pearl,  
dark grey or red granite**

**Lettering available in: gold leaf, white, silver, black or grey**

**Available with motifs and photoplaques**

**Ashes are interred in a plastic urn or a wooden casket -  
both are available from the crematorium**

**Leases can be renewed**

## **SANCTUM 2000 PRICE LIST** (valid until 31<sup>st</sup> March 2016)

### **A SANCTUM 2000 ABOVE GROUND VAULT WITH A 12" X 15" INSCRIBED PLAQUE**

For a period of 5 years with up to 150 letters	<b>£1134</b>
For a period of 10 years with up to 150 letters	<b>£1314</b>
For a period of 20 years with up to 150 letters	<b>£1734</b>
For a period of 5 years with more than 150 letters	<b>£1194</b>
For a period of 10 years with more than 150 letters	<b>£1374</b>
For a period of 20 years with more than 150 letters	<b>£1794</b>

**Motifs from           £72.66**

**Photoplaque           £146.58**

**Wooden Casket       £25.00**

(Prices include VAT)

**Please contact the Crematorium office for  
further details and an application form**

## CHILTERNNS CREMATORIUM

### SANCTUM 2000 MEMORIAL PLAQUES PURCHASED FROM THE CREMATORIUM

#### TERMS AND CONDITIONS

1. A fee is payable for the RIGHT to place an inscribed plaque on a Sanctum 2000 above ground vault for a lease period of 5, 10 or 20 years which includes the provision and fixing of the plaque and the storage of up to two sets of cremation ashes. At the end of the 5, 10 or 20 year period a RENEWAL invitation letter will be sent but the applicant is responsible for advising of any change of address.
2. The Sanctum 2000 above ground vaults are located along the edge of pathways in the Memorial Garden. The LOCATION of the Memorial within the Garden is at the discretion of the Joint Committee, as is the right to vary or even refuse any inscription as may be found necessary.
3. A plastic urn will be provided, free of charge, to hold the cremation ASHES. Alternatively, if you prefer you may purchase a wooden casket with an inscribed plaque from the Joint Committee.
4. FLOWERS can be placed in the container which is provided within the memorial. Unfortunately any additional containers placed on or around the memorial which interfere with adjoining memorials or grounds maintenance operations, or which are considered unsuitable, will be removed. No planting in the grass behind the memorial is allowed.
5. The Joint Committee are not responsible for keeping the memorial clean, nor are they responsible for any maintenance which may be necessary to the memorial due to normal wear and tear, vandalism, theft etc.
6. The inscribed plaque belongs to the applicant but the vault remains the property of the Joint Committee. At the end of the lease period, if the option to renew is declined, then the plaque and cremation ashes will be removed from the vault. The cremation ashes will be disposed of in accordance with the wishes of the applicant or if no instructions are received within twelve months they will automatically be dispersed in the Garden of Remembrance. Similarly if the inscribed plaque is not claimed within 12 months, it will be disposed of by the Joint Committee.
7. The Committee reserve the right to make any alterations or additions from time to time to these Terms and Conditions.



**CHILTERNS CREMATORIUM JOINT COMMITTEE**

**MEETING 27<sup>TH</sup> NOVEMBER 2015**

**OPEN REPORT OF THE CLERK TO  
THE JOINT COMMITTEE AND THE SUPERINTENDENT**

**AUDIO VISUAL TRIBUTE SYSTEM**

Contact Officer: Charles Howlett (01494) 724263

- 1 Audio visual tributes are a relatively new addition to funeral services within the last ten years. This means no provision was made for them even in the Milton chapel which opened in 2005. A mobile unit was acquired about five years ago which could be used in either chapel, but demand has since grown to a level where this system was no longer providing the level of reliability and quality expected.
  
- 2 Provision was made in the current-year financial estimates to install the facility integrated with the Wesleymedia music system (Item 4 (i), Treasurers Report, Meeting 16<sup>th</sup> February 2015 refers) at an estimated cost of £12,000. In the event the actual cost was £8,500, and since the installation at the end of September the number of requests for its use has already quadrupled. However, Wesleymedia make a charge to the Crematorium for its use, based on the size and complexity of the tribute, which means that the current approved charge for the use of the service (previously provided by the mobile unit) is no longer appropriate. Consequently the following fees and charges are recommended for approval:-

<b>Item</b>	<b>Fee £</b>
Administration fee	*15.00
Per photograph/image used	*1.50
Per minute of video used	*6.00
DVD copy of visual tribute	*19.50
Audio Visual recording of Service with visual tribute on a DVD	*50.00
-each additional copy	*17.70
*VAT to be added	

**RECOMMENDATION**

**That the proposed fees and charges for use of the audio visual tribute system be approved**

***Background papers:*** None



## Item 9

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted



Document is Restricted



# Appendix B

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

