

MINUTES of the Meeting of the
CHILTERN CREMATORIUM JOINT COMMITTEE

held on **19 JUNE 2017**

at Cabinet Room, King George V House, King George V Road, Amersham at
4.30 pm

PRESENT

| | | | |
|-------------|-----------|------|-----------------|
| Councillors | M R Smith | CDC | - Chairman |
| | H Mordue | AVDC | - Vice-Chairman |
| | G Peart | WDC | |
| | J Ward | AVDC | |

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

45 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Chilterns Crematorium Joint Committee held on 15 February were agreed and signed by the Chairman as a correct record.

46 DECLARATIONS OF INTEREST

There were no declarations of interest.

47 ANNUAL REPORT

Members considered the sixty second annual report of the Joint Committee. The Superintendent highlighted key points of the report which included but was not limited to, the fact that Slough's refurbishment works had increased customers at the crematorium for a period. Further, that there had been a change from roses to shrubs (which deer were less likely to eat), as deer had previously caused damage to memorial roses; the decision to move to shrubs had been successful. Past nominated charities were also listed in the report for information. Appendix 1 indicated the crematorium staffing structure as of 31 March 2017, and Appendix 2 detailed the new structure from 1 May 2017.

RESOLVED:

That the report be noted.

48 FINANCIAL STATEMENTS 2016/2017

Members considered a report detailing the financial outturn information for the Chilterns Crematorium for 2016/17. Members were informed that there was an operating surplus of £1,225,224 which added to the reserves for the Joint Committee. It was noted that the vast majority of the reserves were set aside for the costs of the new Aylesbury Crematorium which were summarised in Table 3.3 of the report. A more detailed breakdown of income and expenditure was provided in Appendix 1.

RESOLVED:

- **that the financial outturn position for the year ended 31 March 2017 be noted; and**
- **that the accumulated revenue surplus be retained by the Joint Committee for future capital investment.**

49 BRANDING FOR NEW CREMATORIUM

The Design and Marketing Officer asked Members for feedback on the proposed colour scheme for the branding for both the Chilterns and Aylesbury Crematoriums, which had also been considered by the project board earlier in the month. The Joint Committee suggested amendments to the colour of the logo and website using darker greens from the colour palette presented.

RESOLVED:

That the proposed branding be approved.

50 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.

51 AYLESBURY CREMATORIUM PROJECT UPDATE REPORT

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

The Joint Committee received an update on the progress of the Aylesbury Crematorium project. It was noted that the new fence had been erected and that the newts had been rehomed. Members were informed that with regards to staffing already approved by the Committee, recruitment processes now needed to be put in place.

RESOLVED:

- 1. that the report provided for information be noted;**
- 2. that for the reasons outlined in the report, the two part time clerical assistant posts (one full time equivalent) already approved for the Aylesbury Crematorium be recruited once the tenders are returned and it is known the project is definitely going ahead; and**
- 3. that the amended staff structure for Aylesbury (Appendix D) upgrading one of the crematorium attendants' posts to crematorium supervisor be approved.**

The meeting ended at 5.10 pm