

**MINUTES** of the Meeting of the  
**CHILTERNS CREMATORIUM JOINT COMMITTEE**  
held on **6 AUGUST 2014**  
at **CHILTERN DISTRICT COUNCIL** at **2.00 pm**

**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	

**1 FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2013/14**

The Joint Committee received a report attaching a copy of the Small Bodies Annual Return for the year ended 31 March 2014, and information relating to the Income and Expenditure Account and Balance Sheet. 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 2014.

The report also detailed the key income and expenditure for 2013/14, including a revenue surplus of £868,114; key points arising from the Balance Sheet for 2013/14 and the General Fund Reserve balance of £4.4 million as at 31 March 2014.

**RESOLVED –**

- 1. That the Small Bodies Annual Return for the year ended 31 March 2014, 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 2014.*

**2 ELECTION OF CHAIRMAN**

**RESOLVED -**

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

### 3 APPOINTMENT OF VICE-CHAIRMAN

#### **RESOLVED -**

**That Councillor Brian Roberts be elected 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 12 February 2014 were agreed and signed by the Chairman as a correct record, subject to the resolution of Minute 17 (Review of Memorials) being changed to: That the recommendation to phase out rose beds and replace them with shrubberies be agreed.

### 5 DECLARATIONS OF INTEREST

During the discussion of item 10 (Site Search: Aylesbury Crematorium) Councillor H McCarthy declared a personal interest in that item being a member of the WDC Planning Committee.

### 6 ANNUAL REPORT 2013/14

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

#### **RESOLVED –**

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

### 7 APPOINTMENT OF TREASURER

The Joint Committee was asked to formally appoint the Director of Resources as the Treasurer of the Chilterns Crematorium Joint Committee.

#### **RESOLVED -**

**That the Director of Resources be formally appointed as the Treasurer of the Chilterns Crematorium Joint Committee.**

## 8 INFORMATION ITEM: JOINT CONTRACTS WITH SOUTH BUCKS DISTRICT COUNCIL

A review of contracts was being undertaken as part of the Chiltern and South Bucks District Councils' Shared Service approach to working. An update was provided on the three contacts used by the Chilterns Crematorium which would be part of the joint procurements.

The joint tender for banking services had been completed and services would be transferred over to Barclays by September. A joint tender exercise for insurance services was currently being conducted and the new joint contract would come into force on 1 April 2015. The joint tender for payroll services would be carried out at the end of the current financial year. Members would also receive an update on the harmonisation of terms and conditions of staff within the next 18 months.

### **RESOLVED –**

**That the report be noted.**

## 9 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.*

## 10 SITE SEARCH: AYLESBURY CREMATORIUM

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

Members received a report outlining the business case and seeking approval from the Chilterns Crematorium Joint Committee (CCJC) for expenditure of up to £6.2 million to purchase land, build and operate a new crematorium at Bierton near Aylesbury. The Constitution required authority from each constituent council to spend over £50,000 of capital in a financial year. As such, following approval from the CCJC to proceed with the project, authority would then be sought from the constituent authorities: Aylesbury, Chiltern and Wycombe District Councils. The powers of the CCJC were limited to the operation of the Crematorium at Amersham. Once approval for the project had been received a further report would be prepared on extending the constitutional powers of the CCJC to operate other crematoria in the

constituent authorities' areas, in addition to the existing crematorium in Amersham.

The Joint Committee discussed the key risks and financial implications associated with the project. The business case set out that building a new crematorium would be financially viable. The financial modelling showed that the project, at the costs indicated in the report, was affordable using the accumulated surpluses and forecast surpluses for the next two years. It was noted that the CCJC was well prepared for a legal challenge and that this risk had been mitigated as far as possible. The business case, including the current financial position and the budget estimate of the project, were considered. Members were reassured that the level of contingency allocated for the project was considered adequate.

### **RESOLVED -**

- 1. That the final business case and budget in the sum of £6 million be noted.**

### **AND RECOMMENDED -**

- 2. That authority be delegated to the Clerk and Treasurer of the Chilterns Crematorium Joint Committee to:
  - a) Agree the terms of and enter into a Section 106 planning agreement at the estimated cost detailed in the report under recommendation 1 (a) including ALUTS contribution plus Section 278 highways agreement with Buckinghamshire County Council for works for the entrance and highway footpath;**
  - b) Work to discharge any planning conditions and enter into an agreement with Natural England as required;**
  - c) Exercise the option to purchase land at Bierton, Aylesbury at cost detailed in the report under recommendation 1 (c) plus legal costs and compensation to the current tenant;**
  - d) Procure and enter into contracts for utility providers including relocating services at the estimated cost detailed in the report under recommendation 1 (d) – orders to be placed as soon as the Option agreement is exercised;**
  - e) Procure and enter into contracts appointing contractor(s) for construction in 2 phases at an estimated total cost detailed in the report under recommendation 1 (e);****

- f) Procure as part of the build contract new cremators and filtration equipment at an estimated cost detailed in the report under recommendation 1 (f) to meet the specified requirements;
  - g) Open and operate a new crematorium at Bierton on behalf of the constituent authorities of the Chilterns Crematorium Joint Committee; and,
  - h) To seek the authority of the Cabinets of the constituent authorities to expend the revenue, reserves and surpluses and progress this project as per the timetable.
3. That the constituent authorities of the Chilterns Crematorium Joint Committee delegate authority to the Clerk and Treasurer of the Joint Committee to enter into any necessary contracts and service agreements required for the day to day operation of the Aylesbury Crematorium, and set up appropriate annual revenue accounts hosted and managed by Chiltern District Council.
4. That the constituent authorities of the Chilterns Crematorium Joint Committee delegate authority to the Clerk and Treasurer of the Joint Committee, in consultation with the Chairman of the Joint Committee, to approve minor matters or additional expenditure in relation to progressing this project which will be regularly reported to the Committee up to the maximum of the estimated revenue surpluses of £6.2 million by the end of 2016/17, on the basis this figure allows for headroom over and above the estimated costs to allow for delays to the project and increased costs caused by any legal challenges.

*Note: Councillor H McCarthy declared a personal interest during the discussion on the above item being a member of the WDC Planning Committee.*

## 11 NEXT MEETING

The next meeting would be held in mid-October, and the meeting date would be confirmed following the meeting.

**The meeting ended at 3.04 pm**