

## Chilterns Crematorium Joint Committee

Thursday, 4th February, 2016 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 5 - 6*)  
To sign the Minutes of the meeting held on 27 November 2015.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Annual Learning Convention (*Pages 7 - 8*)
- 6 Liaison Meeting (*Pages 9 - 10*)
- 7 Complaints and Compliments 2015 (*Pages 11 - 14*)  
*Appendix: Analysis of Questionnaire Results 2015 (Pages 15 - 16)*
- 8 Service Plan 2016/17 (*Pages 17 - 18*)  
*Appendix: Service Plan (Pages 19 - 22)*
- 9 Revenue Budget (*Pages 23 - 26*)  
*Appendix: Revenue Budget (Pages 27 - 28)*
- 10 Medium Term Financial Strategy (*Pages 29 - 32*)
- 11 Fees & Charges (*Pages 33 - 34*)  
*Appendix: Table of Fees and Charges (1 April 2016) (Pages 35 - 40)*

- 12 Capital Programme (*Pages 41 - 42*)  
*Appendix: Capital Programme (Pages 43 - 44)*
- 13 Date and Time of Next Meeting  
Members are asked to agree a date for the next meeting.
- 14 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
- 15 Aylesbury Crematorium Project Update Report (*Pages 45 - 48*)  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*  
*Appendix: Risk Register (Pages 49 - 52)*

**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

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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  
**CHILTERNS CREMATORIUM JOINT COMMITTEE**  
held on **27 NOVEMBER 2015**  
at **CHILTERN DISTRICT COUNCIL** at **2PM**

**PRESENT:**

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

Councillors:	P E C Martin	Chiltern District Council
	J Adey	Wycombe District Council
	D Barnes	Wycombe District Council

**APOLOGIES FOR ABSENCE** were received from Councillor A Macpherson (Aylesbury Vale District Council).

**9 MINUTES**

The Minutes of the meeting held on 25 June 2015 were agreed and signed by the Chairman as a correct record.

**10 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**11 UPDATE ON REVIEW OF MEMORIALS**

Members noted that the changeover from rose bed memorials to shrubberies was taking place more quickly than originally envisaged and was due to be substantially completed by summer 2016. The new shrubbery memorials had been particularly well received.

Members considered the proposal to introduce an additional stone memorial into the garden of remembrance. The proposed above ground memorial vault was in keeping with the existing memorial scheme in place. It was noted that there was sufficient space in the garden of remembrance to accommodate the proposed memorial taking into account its potential popularity. There was no limit on the number of occasions a family could renew a memorial lease.

Whilst reviewing the proposed terms and conditions for the new memorial plaques it was suggested that they be amended to clarify that the renewal invitation letter would be sent to the applicant's last known address.

**RESOLVED –**

- 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, including the amendment detailed above, be approved.**

## 12 AUDIO VISUAL TRIBUTE SYSTEM

Due to the increased demand of audio visual tributes a Wesleymedia music system had been installed to replace the mobile unit. Since the installation the number of requests to use the system had increased significantly. Wesleymedia make a charge to the crematorium for its use and the current fees and charges were no longer appropriate. As such, Members were asked to agree the proposed new fees and charges. It was noted that the proposed fees and charges provided for a small surplus to enable the crematorium to recover the cost of installation.

### **RESOLVED –**

**That the proposed fees and charges, as detailed in the report, for use of the audio visual tribute system be approved.**

## 13 DATE AND TIME OF NEXT MEETING

Thursday 4 February 2016, 2pm (Chiltern District Council)

## 14 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.*

## 15 AYLESBURY CREMATORIUM PROJECT 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 a progress update on the new Aylesbury Crematorium. Following a discussion Members requested that further legal advice be sought in relation to risk number six. Risk numbers seven and eleven would be reviewed for possible duplication.

### **RESOLVED –**

**That the report be noted.**

**The meeting ended at 3.03 pm**

**CHILTERNES CREMATORIUM JOINT COMMITTEE**

**MEETING 4<sup>TH</sup> FEBRUARY 2016**

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

**ANNUAL LEARNING CONVENTION**

*Contact Officer: Charles Howlett (01494) 724263*

- 1 The next Annual Learning Convention of the Institute of Cemetery and Crematorium Management (ICCM) will be held in October 2016.
- 2 It is usual for the Joint Committee to consider who should attend. In the current year, as has been customary, the Chairman and Superintendent were nominated, although due to unavoidable circumstances in the event neither could attend.

**RECOMMENDATION**

**That the Chairman of the Joint Committee and the Superintendent, or suitable substitutes, be nominated to attend the 2016 ICCM Annual Learning Convention.**

***Background Papers:*** None





**CHILTERN CREMATORIUM JOINT COMMITTEE**

**MEETING 4<sup>TH</sup> FEBRUARY 2016**

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

**LIAISON MEETING WITH PERSONS TAKING SERVICES AND FUNERAL  
DIRECTORS**

*Contact Officer: Charles Howlett (01494) 724263*

- 1 Liaison meetings have been held for many years on an annual basis. The meeting in 2015 was held in June. Those attending agree it is a useful occasion, and the inclusion of refreshments is appreciated. Members are asked to agree a date for the meeting in 2016.

**RECOMMENDATION**

**That the next Liaison Meeting be held at the Crematorium at 6.45 p.m. on a date in June 2016 to be agreed at the meeting, to be preceded by refreshments at 6.00 p.m.**

***Background papers: None***



**CHILTERNS CREMATORIUM JOINT COMMITTEE**

**MEETING 4<sup>TH</sup> FEBRUARY 2016**

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

**COMPLAINTS AND COMPLIMENTS 2015**

Contact Officer: Charles Howlett (01494) 724263

- 1 Service provision questionnaires are sent to the applicant for cremation for all cremations carried out. The majority of compliments, comments and complaints received come from this source. In 2015 from the 3,552 questionnaires sent out 165 were returned from people who were satisfied (some with added compliments) and 20 from people who were mostly satisfied but including comments about matters they thought could be improved. During the year 9 substantial complaints were received (compared to 9 the previous year). **‘Substantial’** is defined as either having been submitted in writing or, if verbal, considered being of sufficient gravity to warrant a reply from the Superintendent. A summary of the questionnaire analysis is included as **Appendix 1**.

**Changes proposed/made as result of comments**

- 2 The issue of car parking has been discussed at previous Joint Committee meetings. It has been decided to wait until Aylesbury Crematorium opens to see if the consequent decrease in the number of funerals taking place at Amersham relieves the congestion before considering what (if any) substantive action could be taken to relieve the parking situation.
- 3 The main cause of lack of booking slots during busy periods is the result of the Crematorium Joint Committee being frustrated in its efforts to build a new crematorium in Aylesbury which would help relieve this situation. Also, on some occasions funeral directors use the excuse that there are no booking slots available when in fact it is their workload which is the real issue. The new computerised crematorium administration system currently being installed will enable the public to see the booking diary for themselves in the future.

**Actions taken in response to substantial complaints**

- 4 The following substantial complaints were received:-

*Complaint 1:* A family requested to see the coffin placed in the cremator (a witness charge) and considered the length of time between the end of the funeral service and this happening was unacceptably long. The funeral was on a Saturday morning.  
*Response:* It is unusual for a cremator to be ready to receive the next coffin exactly coinciding with the end of a funeral service. On this occasion the funeral service lasted much less time than anticipated. Also, being a Saturday morning only one crematorium attendant was on duty and being in the chapel meant he was unable to attend to the cremator to make sure it was ready as quickly as possible.

## Item 7

This resulted in a longer delay than usual. The Superintendent sent a letter of apology and since then a second crematorium attendant is on duty if there are more than two funerals on a Saturday morning.

*Complaint 2:* The webcast camera in Hampden chapel failed to work for a recording meaning only the sound was recorded. This was unfortunate as the camera was less than a year old (the original also failed) and had been routinely tested by the supplier two weeks earlier.

*Response:* A letter of explanation and apology was sent to the applicant and no charge was made for the recording. The camera and power pack were replaced again without charge.

*Complaint 3:* One month later the new replacement camera failed again, this time for a webcast meaning only the sound was broadcast.

*Response:* The Superintendent had a telephone conversation with the applicant and followed this up with a letter of apology. No charge was made for the recording. Wesley Media (the service provider) attended site again to replace the camera and check the whole system over.

*Complaint 4:* A complaint was received about some missing flowers from the Hampden floral tribute court and the 'insensitive' way the person had been spoken to by the crematorium attendant who helped search for them.

*Response:* The Superintendent investigated the complaint and discovered that the crematorium attendant did find the flowers later in the day in the Milton floral tribute court where the funeral had taken place – the family were looking in the wrong place. As to the 'insensitive' remarks, he agreed that the conversation had gone along the lines reported but he thought he was just chatting in a friendly way whilst he was trying to help find the flowers and apologised if anything he said was construed as being disrespectful. This is a timely reminder about the need for care in conversation with bereaved people when something said in all innocence can so easily be misunderstood and cause distress. A letter of explanation along these lines was sent apologising for any unintended distress caused.

*Complaint 5:* An applicant complained on the service provision questionnaire that the wrong music had been played at the funeral.

*Response:* The Superintendent investigated but these issues are not always easy to pin down several weeks after the event. The crematorium played what was on the music sheet supplied by the funeral director. The minister said this was simply a repeat of the music played in the church and was not what the family had requested for the short committal service afterwards at the Crematorium. The funeral director insisted that he 'phoned the Crematorium on the day of the service and changed the requirements but no one could remember receiving this call. The Superintendent had a 'phone conversation with the applicant apologising if the Crematorium was at fault when the applicant said he thought it probably wasn't!

*Complaint 6:* A person complained about the 'rude and peremptory tone' of the reminder letter sent inviting renewal of the lease on a commemorative shrubbery plaque.

*Response:* The issue seems to be the change from rose bed to shrubbery. Members may recall that initially families are given the option to retain their commemorative plaque on a rose bed rather than be transferred to a shrubbery, but

only until the current lease expires. In this case the person had opted to have the plaque moved (as most have) even though she was not happy about it. The Superintendent sent an explanatory letter and also made some changes to the wording of the reminder letter.

*Complaint 7:* The webcast camera in Hampden failed (again) towards the end of a broadcast. (We were also unaware of the loss of picture and so proceeded to record another service in the afternoon with sound only. Wesley Media are meant to monitor all webcasts, but didn't, so the first we were aware of the problem was when the applicant complained to the funeral director who in turn complained to us).

*Response:* A letter of explanation and apology was sent to both applicants and no charge was made for the webcast or recordings. Wesley Media attended site, replaced the camera again and all components connected with it and checked all the wiring, and also (at no charge) installed monitors in both music rooms to enable the chapel attendants to monitor the cameras when in use.

*Complaint 8:* The newly installed audio visual system in the Milton chapel (an integral part of the Wesley Media music system) inexplicably would not work when it was needed for a service, even though it had worked when tested first thing in the morning.

*Response:* The Superintendent sent a letter of apology and also had a number of DVD copies made (at no charge) of the audio visual tribute so that the family could circulate them amongst family and close friends who hadn't been able to see it (because of the equipment failure) on the day. At the time of writing the problem with the equipment is still not fully resolved.

*Complaint 9:* A person wrote to complain they had difficulty hearing in the Milton chapel.

*Response:* Members may recall that in the past this was a significant problem which has been largely overcome. We now only receive a few comments and this was the only written complaint in 2015. The acoustics are not good in the Milton chapel meaning there is heavy reliance on the sound system compared to the Hampden chapel, but even the best sound system cannot compensate for someone speaking quickly and quietly and not projecting their voice towards the microphone. The Superintendent responded with a letter of explanation and apology.

- 5 Members will note that half the complaints are about problems with technology associated with the Wesley Media systems providing webcasts and audio visual tributes in the chapels.

By way of explanation, when Wesley Music was first installed at Chilterns Crematorium in 2005 it was unique. Its installation immediately provided the opportunity to 'personalise' a funeral by including more meaningful music. With the increasing secularisation of funerals this has become even more significant. In recent years webcasting and audio visual capability has been developed. Another company has emerged providing a similar service, but less comprehensive as far as music is concerned, and it would be impractical to have the service provided by different companies.

Wesley Media are co-operating in trying to ensure these recurring issues are permanently resolved, but at the same time experience shows that technical

computerised equipment can be inexplicably fickle. With the growing reliance on technology providing significant elements of a funeral service this is potentially an increasing problem.

- 5 This report is included for information.

***Background Papers:*** None

## CHILTERNNS CREMATORIUM

## Analysis of Questionnaire Results 2015

Comments	Number received
Appreciative	63
Satisfied	102
Constructive	20
Complaints	9

## Constructive Comments 2015

Comments	Number Received
<b>Car Parking &amp; Signage</b>	
More spaces	4
<b>Chapels</b>	
Sound in the Hampden	1
Sound in the Milton	1
Sound Chapel unknown	1
Service was late starting/previous over ran	3
Long time to wait for service booking slot	5
Longer service time	1
Chapel too small	1
Longer time between services	1
Music cut short	1
Wrong version of music	1
Projector took time to sort out	1
Glare on AV screen	1
<b>Floral Tributes</b>	
Cover over Milton flower area	1
To have flowers cremated with coffin	1
<b>Memorials</b>	
<b>Facilities</b>	
Bigger waiting room	1
<b>Grounds</b>	
Burial of ashes	1
<b>Questionnaire/General</b>	
Better information re ashes prior to service	1





**CHILTERN CREMATORIUM JOINT COMMITTEE**

**MEETING 4<sup>TH</sup> FEBRUARY 2016**

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

**SERVICE PLAN 2016 – 2017**

*Contact Officer: Charles Howlett (01494) 724263*

- 1 The service plan for the Crematorium has been updated for 2016-2017 and is included as an **Appendix**.

**RECOMMENDATION**

**That the Crematorium Service Plan for 2016–2017 be approved**

***Background papers:*** None



## APPENDIX 2

**Chilterns Crematorium Joint Committee comprising  
Aylesbury Vale, Chiltern and Wycombe District Councils  
CHILTERNNS CREMATORIUM**

**SERVICE PLAN 2016 – 2017****1.1 Key Functions**

The Crematorium reports to the Chilterns Crematorium Joint Committee which comprises two executive members each from Aylesbury Vale, Chiltern and Wycombe District Councils.

The key functions of the Crematorium are:-

1. To provide facilities and assistance to facilitate the holding of funeral services and ceremonies.
2. The disposal of human cadavers by a process of incineration known as cremation.
3. To produce cremation ashes of guaranteed identity in granular form to facilitate the option of discreet disposal by scattering.
4. The provision and maintenance of a garden of remembrance as a suitable place for the scattering of cremation ashes and the placing of memorials.
5. To provide a choice of memorials for placing in the chapel or garden of remembrance and facilities to accommodate commemorative flowers.

**1.2 Aspects of the Service which are a Statutory Requirement**

There is no statutory requirement for a local authority to operate a crematorium although many local authorities in the UK are burial and/or cremation authorities. A cremation authority must adhere to the following statutory requirements:-

- a) Cremation applications and authorisations are in accordance with the requirements of The Cremation (England and Wales) Regulations 2008 made by the Parliamentary Secretary of State for the Ministry of Justice, under Section 7 of the Cremation Act 1902 and Section 10 the Births and Deaths Registration Act 1926, and all subsequent amendments to the Acts and Regulations.
- b) Cremations are carried out in accordance with the Secretary of State's Guidance for Crematoria, Process Guidance note 5/2 (12), February 2012, for use under both Local Air Pollution Control established by Part 1 of the Environmental Protection Act 1990, and Local Air Pollution Prevention and Control established by the Pollution Prevention and Control Act 1999.

**1.3 Service Objectives**

The key objectives of the Crematorium are –

Classification: OFFICIAL

1. Providing an indiscriminate, excellent customer-friendly service and good quality facilities creating an appropriate environment and ambiance in which a funeral service can take place.
2. Providing an office administration which is efficient and customer friendly.
3. Carrying out cremations in accordance with the statutory requirements and recognised industry standards.
4. Ensuring the Crematorium grounds are maintained to a high standard as a suitable place for the scattering of cremation ashes and the placing of memorials.
5. Providing a good quality chapel of remembrance with facilities for the placing of flowers and memorials.
6. Providing a choice of memorials for placing in the chapel or garden of remembrance.
7. Ensuring that the Crematorium service continues to be self financing.

#### **1.4a Key Objectives for the Last 12 Months (2015-2016)**

The key objectives for the last 12 months were:-

1. Build and open Aylesbury Crematorium.
2. Re-evaluation of jobs and staffing structures in conjunction with the on-going harmonisation process of terms and conditions between CDC and SBDC.
3. Continue with the project to convert the commemorative rose beds to memorial shrubberies with the aim of completing the majority by April 2016.
4. Implement the project to procure and install a new computerised crematorium administration system with the aim of completion by mid-2015.
5. Following the success of the 18 months trial operating the cremators at a lower minimum secondary chamber temperature (to reduce energy consumption), a new permanent operating licence at the lower temperature will be required. Although no problems are anticipated at this stage, the trial is unique for any Crematorium in the UK with gas fired cremators (the majority) and a permanent change to the licence may require negotiation with DEFRA.
6. Construct a new pathway for stone memorials (as available spaces on the existing pathways are running out) and trial an above-ground memorial-vault system for cremation ashes.
7. Audio-visual tributes at funerals are relatively recent phenomena. Five years ago a mobile projector unit was purchased for use in either chapel. Whilst this has served its purpose (and comfortably paid for itself), it is no longer adequate. Consequently it is intended to install the Wesley Music audio-visual tribute system which is 'hard wired' and can be operated by the chapel attendant from the music room.
8. Investigate and procure a new telephone system to replace the existing system which was installed in 1991.

#### **1.4b Key Achievements in the Last 12 Months (2015-2016)**

The following is a summary of the key achievements in the last twelve months:-

1. Westerleigh Group's application for a judicial review of AVDC's decision to grant planning for the Aylesbury Crematorium at Berton succeeded and, consequently, the decision to grant planning permission was quashed. Subsequently the planning application was

Classification: OFFICIAL

- resubmitted and planning permission was granted, but Westerleigh has submitted an application for another judicial review the outcome of which is currently unknown.
2. The re-evaluation of jobs and staffing structures in conjunction with the on-going harmonisation process of terms and conditions between CDC and SBDC was deferred to 2016-17 (this item is part of CDC/SBDC Personnel Department's programme which consequently has control of the timing, but the Superintendent will need to do the work when the time comes).
  3. As reported to the meeting of the Joint Committee on 27<sup>th</sup> November 2015 (Minute 11 refers) the changeover from commemorative rose beds to shrubberies has gone very well enabling the programme of changeover to be accelerated and the process completed by April 2016. Three rose beds will remain for the remainder of the plaque lease period for those who objected to the change to a shrubbery, after which these beds will also be converted to shrubberies.
  4. A successful tendering process for the new computerised crematorium administration system was carried out, with work starting on the installation in September 2015 and a proposed 'go live' implementation date of 1<sup>st</sup> April 2016.
  5. The lower secondary chamber temperature 'trial period' has continued with the cremators again passing all the relevant annual emission tests associated with the trial and saving approximately £12,000 of gas in 2014-15. However, the licencing authority has so far declined to issue a 'permanent' licence for the change but has instead extended the trial period for a further 30 months.
  6. The new pathway in the stone memorial garden was constructed and the Joint Committee authorised the introduction of a new above-ground memorial-vault system for cremation ashes (Minute 11, meeting 27<sup>th</sup> November 2015 refers).
  7. The Wesley Media audio-visual tribute system was installed into both funeral chapels.
  8. Investigations into the proposed new telephone system commenced and concluded that the Lync system currently in use in Chiltern District Council's offices is the best option. This is because it works through the computer network provided to the Crematorium by CDC's IT department which it is proposed will also be installed in the new Aylesbury Crematorium. Because Lync is significantly different from the current BT system at the Crematorium it was decided to concentrate on the new computer software system first.
  9. Successfully procure and manage the external redecoration of the Milton chapel and associated buildings.

### 1.5 Key Objectives for 2016-2017

The key objectives for the next twelve months are:-

1. Continue work on the Aylesbury Crematorium Project as required and circumstances allow.
2. Managing (in conjunction with CDC/SBDC IT Department) the changeover from the existing to the new computerised crematorium administration system.
3. Manage (in conjunction with CDC/SBDC IT Department) the changeover from the existing BT to the new Lync telephone system.
4. Manage the replacement (again) of the Milton chapel floor carried out by the builder as a latent defect.
5. Re-evaluation of jobs and staffing structures in conjunction with the on-going harmonisation process of terms and conditions between CDC and SBDC (led by CDC/SBDC Personnel Department).
6. Procure and manage (in conjunction with CDC Engineers) the tarmac surfacing of the stone memorial-garden car park (which is currently compacted scalpings).
7. Option study for document scanning for a budget estimate for implementation in 2017-18.

8. Option study for a 'branding' exercise for Chilterns and Aylesbury Crematorium (in conjunction with CDC's Communications Department) with a budget estimate for replacing the several different styles of signs at Chilterns Crematorium in 2017-18.

## **1.6 Key Objectives for the next 3 years**

1. Having purchased a site and obtained planning permission, to build and operate a new crematorium for Aylesbury.
  2. Implement further improvements to existing memorial schemes (achieved 2015-16).
  3. Investigate the options for a baby and young children's memorial area with a view providing the facility.
  4. Investigate and implement where feasible/advantageous any opportunities for increasing electronic transaction capability e.g. completing an application and paying for a memorial via the Crematorium website.
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<b>SUBJECT:</b>	<b>REVENUE BUDGET – REVISED 2015/16 AND ORIGINAL 2016/17</b>
<b>REPORT OF:</b>	Treasurer of Chilterns Crematorium Joint Committee – Jim Burness
<b>RESPONSIBLE OFFICER</b>	Jim Burness
<b>REPORT AUTHOR</b>	Superintendent – Charles Howlett, 01494 72463 chowlett@chiltern.gov.uk and Senior Accountant - Tracey Campbell, 01494 732204, tcampbel@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	All

### Purpose of Report

1. This report sets out the proposed Chilterns Crematorium Revised Revenue Budget for 2015/16 and Original Revenue Budget for 2016/17.

### RECOMMENDATIONS

**That the Joint Committee approves the revised Revenue Budget for 2015/16 and the Original Revenue Budget for 2016/17, subject to any revisions it wishes to make.**

2. The table below provides a summary comparison between the revised and original budget for 2015/16 and the original budget for 2016/17.

	<b>2015/16 Original £ (OB1)</b>	<b>2015/16 Revised £ (RB)</b>	<b>Movement (RB – OB1) £</b>	<b>2016/17 Original £ (OB2)</b>	<b>Movement (OB2- OB1) £</b>
Revenue Expenditure	901,900	863,010	(38,890)	843,060	(58,840)
Income	(1,896,840)	(1,972,800)	(75,960)	(1,968,600)	(71,760)
<b>Revenue(Surplus)/ Deficit</b>	<b>(994,940)</b>	<b>(1,109,790)</b>	<b>(114,850)</b>	<b>(1,125,540)</b>	<b>(130,600)</b>
Less Capital Expenditure	3,473,561	186,474	(3,287,087)	4,148,840	675,279
<b>(Surplus)/ Deficit for year</b>	<b>2,478,621</b>	<b>(923,316)</b>	<b>3,401,937</b>	<b>3,023,300</b>	<b>544,679</b>

3. Detailed Revenue Budget information is attached as an **Appendix 1**.
4. The following assumptions and points should be noted:
  - a) Salaries and associated expenses. A 1% pay award has been applied for 2016/17. A review of staff's terms and conditions to follow that of Chiltern DC is due to be carried out in 2016/17 but figures have been calculated on current pay conditions.
  - b) Organists fees. These have been paid directly by Funeral Directors since 2005 therefore budget no longer required.

- c) Maintenance of Buildings. The revised budget reflects external decoration of the Milton Chapel and associated buildings (£27,000). The refurbishment of the on-site bungalow kitchens for £15,000 has been deferred until 2016/17.
- d) Maintenance of Grounds. A smaller contingency has been required this current year. In 2016/17 an additional £8,000 is required to replace an existing 20 year old grass cutting machine.
- e) Maintenance of Cremators. Additional annual emission testing fees of £2,000 and the purchase of a second hand standby Cremulator (ash processing machine) for £5,000 have been necessary this year. Although the cremators are reliable and in good operational condition, they are now 18 years old and will start to incur some additional unplanned repair costs.
- f) Gas. A change of supplier has resulted in a lower rate.
- g) Furniture, Fittings and IT. Additional budget is required in 2016/17 for proposed pew cushions in the Hampden chapel and replacement of the original wooden chairs with padded chairs in the balcony.
- h) Consultants fees. The fee to opt to tax the land to be developed at the new crematorium has been deferred from 2014/15 to this current year.
- i) Vending Stock and Maintenance. Higher expenditure in 2015/16 due to the replacement of the two vending machines of £5,600 and restocking with new ingredients.
- j) Printing and Stationery. As there is sufficient stock of memorial leaflets there is no need for a reprint in 2016/17 (current reprint costs of up to £1,500 for 5000). However there will no longer be a print facility in house at CDC so external printers will be utilised.
- k) Books and Publications. Higher than usual expenditure in 2015/16 due to the replacement of all the funeral service books in both chapels.
- l) Telephones. The 15/16 budget has been reduced to take account of overpayments from October 2014. The Lync telephone system has been deferred until 2016/17.
- m) Conference expenses. Not utilised in 2015/16.
- n) Courses/seminars. Emergency first aid training refresher courses due 2016/17.
- o) Plaques. Additional budget is required to purchase the new stone memorial Sanctum 2000 approved by the Joint Committee at the last meeting (start-up costs of £5,000).
- p) Memorial seats. No budget required in 2015/16 since none have been purchased.
- q) Wesley Music Service. The new audio-visual systems installed in both chapels were under budget for 2015/16 hence the slight reduction in this year.
- r) Vat provision. Adjusted in line with budgets.
- s) Bank charges. There was free banking until the end of June 2015 following a change of banker thereafter budget required.
- t) Chiltern DC recharges. Recharges are from Chiltern District Council for the support they provide ie. Finance, IT, HR, Legal
- u) Cremation Fee. The number of cremations to be carried out in 2015/16 is slightly higher than anticipated so both revised and original estimates allow for 3,300 cremations. An increase of 2% re Cremation fee has been applied for 2016/17.
- v) Abatement credits Each year more crematoria will fit abatement plant so the estimate to claim surcharges from unabated cremations is hard to predict.



- w) Bank and interest. External investments (£3.5million) are due back March/November 2016 so will receive a lower rate at Barclays Bank ready for the new build project.
5. Capital expenditure has been adjusted in accordance with the rolling nature of the projects. These are detailed in the Capital Programme Report.
6. The following table shows the forecast (surplus) / deficit allocation by Authority:

<b>Council</b>	<b>Actual Balance 31.3.2015</b>	<b>Apportionment 2015/16 Revised Budget</b>	<b>Estimated Balance 31.3.2016</b>	<b>Apportionment 2016/17 Original Budget</b>	<b>Estimated Balance 31.3.2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
AVDC	(1,318,020)	(303,907)	(1,621,927)	995,110	(626,817)
Chiltern	(1,262,440)	(237,127)	(1,499,567)	776,447	(723,120)
Wycombe	(1,890,902)	(382,282)	(2,273,184)	1,251,743	(1,021,441)
<b>Totals</b>	<b>(4,471,362)</b>	<b>(923,316)</b>	<b>(5,394,678)</b>	<b>3,023,300</b>	<b>(2,371,378)</b>
	<b>Surplus</b>	<b>Surplus</b>	<b>Surplus</b>	<b>Deficit</b>	<b>Surplus</b>

7. When considering the accumulated surplus there will always be the need to maintain a prudent level of reserves in the order of £500k to:
- Provide a working balance for its operations
  - Provide for financial risk of loss of income for whatever reasons
  - Contingency for any emergency works to the building or plant.

*Background Papers: None*



CHILTERN CREMATORIUM JOINT COMMITTEE REVENUE BUDGET					
Actuals 2014/15	Original Budget 2015/16	Code	Expenditure	Revised Budget 2015/16	Original Budget 2016/17
£	£			£	£
			<b>Employees</b>		
356,424	360,000	1006	Salaries, Wages & Associated Expenses	362,000	369,000
42,626	48,000	1021	Medical Referees - Fees & Expenses	48,000	49,500
0	300	1022	Organists' Fees	0	0
205	200	1916	Child care Voucher Scheme	200	200
0	2,000	1923	Staff Advertising	0	2,000
394	0	1962	Long Service Award	0	300
			<b>Premises Related Expenses</b>		
23,752	54,000	2152	Maintenance of Buildings	41,000	26,500
5,231	6,500	2154	Security	6,500	6,500
10,404	9,000	2170	Waste Disposal	10,500	10,000
12,672	16,000	2220	Maintenance of Grounds	14,000	22,000
22,517	25,000	2230	Maintenance of Cremators, Plant & Equipment	34,000	29,000
18,679	20,000	2801	Electric	20,000	21,000
26,708	29,000	2811	Gas	27,000	21,000
97,364	100,000	2841	Rates	99,590	100,400
615	950	2851	Water	950	950
3,536	6,500	2901	Furniture, Fittings & IT	6,000	8,000
2,655	2,500	2931	Cleaning Materials & Equipment	3,000	3,000
2,258	14,000	2962	Insurance	14,000	14,280
			<b>Supplies and Services</b>		
0	500	4590	Asset Valuations	0	500
1,500	1,500	4707	Consultants Fees	3,250	1,500
1,591	6,900	5101	Vending Stock & Maintenance	8,000	2,400
1,154	1,170	5202	Protective Clothing	1,170	1,170
5,552	6,000	5301	Printing, Stationery	4,600	4,600
286	3,400	5312	Books & Publications	3,100	300
6,116	5,000	5403	Postages	5,500	5,500
4,390	8,000	5414	Telephones	3,050	5,000
1,500	1,500	5450	Web Services	1,500	1,500
758	1,150	5581	Conference Expenses	160	1,200
1,586	2,000	5582	Course / seminars	1,200	2,000
640	600	5660	Subscriptions	550	550
774	750	5661	Registrations - EPA / Data Protection	780	780
0	300	5662	Open Day / Reception Charges	430	430
205	300	5731	General Advertising	0	300
520	1,080	5764	Refunds cdc avdc wdc crem costs	1,100	1,100
8,222	10,600	5791	Plaques	17,250	17,250
4,311	4,000	5792	Urns & Caskets	4,500	4,500
15,095	15,000	5793	Book of Remembrance	15,000	15,000
1,502	1,000	5794	Memorial Seats	0	1,000
11,299	24,000	5796	Wesley Music Service	21,500	13,000
1,355	800	5851	Sundry Expenses	500	500
2,000	2,000	5960	External Audit Fees	2,430	2,450
26,184	59,000	5961	VAT Provision	33,000	30,000
1,491	1,400	5980	Bank Charges	2,700	2,900
30,500	50,000	7609	Chiltern DC Recharges	45,000	44,000
<b>754,571</b>	<b>901,900</b>		<b>TOTAL EXPENDITURE</b>	<b>863,010</b>	<b>843,060</b>

CHILTERN CREMATORIUM JOINT COMMITTEE REVENUE BUDGET					
Actuals 2014/15	Original Budget 2015/16	Code	Income	Revised Budget 2015/16	Original Budget 2016/17
£	£			£	£
			<b>Fees &amp; Charges</b>		
1,811,560	1,712,000	9419	Cremations	1,765,500	1,801,800
8,409	7,650	9420	Coffin Waiting	9,000	9,180
5,313	4,900	9422	Audio Visual Media	8,000	8,160
32,311	33,550	9421/3/6	Commemorative Plaques leather/stone	41,520	41,800
40,123	41,820	9424	Memorial Rose	44,000	44,880
34,634	33,900	9425	Book of Remembrance inc cards/books	28,000	28,560
0	0	9780	Telephone Costs Recovered	60	50
240	200	9783	Carriage & Post	360	360
10,633	9,200	9792	Miscellaneous Income	12,000	12,240
			<b>Other Income</b>		
34,060	20,000	9790	Abatement credits	25,040	18,000
1,635	1,000	9794	Donations	1,100	1,000
34,617	28,600	9712	Bank & Other Interest	34,200	23,000
1,120	1,400	9321	Vending	1,400	1,400
2,582	2,620	9675	Rent	2,620	2,650
<b>2,017,237</b>	<b>1,896,840</b>		<b>TOTAL INCOME</b>	<b>1,972,800</b>	<b>1,968,600</b>
<b>(1,262,666)</b>	<b>(994,940)</b>		<b>NET COST OF SERVICE - (Surplus) / Deficit</b>	<b>(1,109,790)</b>	<b>(1,125,540)</b>
1,212,439	3,473,561	5916	Capital Expenditure funded from Revenue	186,474	4,148,840
<b>(50,227)</b>	<b>2,478,621</b>		<b>ESTIMATED (SURPLUS) / DEFICIT FOR YEAR</b>	<b>(923,316)</b>	<b>3,023,300</b>
			Distribution to Constituent Authority Accounts Pro-rata to number of cremations in each district:		
(16,532)	763,482		Aylesbury Vale D.C.	(303,907)	995,110
(12,899)	675,988		Chiltern D.C.	(237,127)	776,447
(20,796)	1,039,151		Wycombe D.C.	(382,282)	1,251,743
<b>(50,227)</b>	<b>2,478,621</b>			<b>(923,316)</b>	<b>3,023,300</b>

<b>SUBJECT:</b>	MEDIUM TERM FINANCIAL STRATEGY
<b>REPORT OF:</b>	Treasurer of Chilterns Crematorium Joint Committee – Jim Burness
<b>RESPONSIBLE OFFICER</b>	Jim Burness
<b>REPORT AUTHOR</b>	Senior Accountant - Tracey Campbell, 01494 732204, tcampbel@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	All

### **Purpose of Report**

1. This reports set out the forecast medium term financial position of the Chilterns Crematorium.

### **RECOMMENDATION**

#### **That the Joint Committee note the Medium Term Financial Strategy forecast**

2. The Medium Term Financial Strategy for the Joint Committee attempts to take into account the impact on the Committee's operations of the following:
  - The maintenance and operation of the existing facility at Amersham
  - The effect on the Amersham operation of a new crematorium opening in the Aylesbury area
  - The effect of the Committee operating a new crematorium in the Aylesbury area.

#### **The Amersham Crematorium**

3. The projected income and expenditure for Amersham is based upon The following assumptions:
  - a) An inflation factor of between 0% and 2% has been applied each year to both expenditure and income items, with the 2016/17 budget forming the baseline for future years forecasts.
  - b) Interest rates remain at 1% or less over the period.
  - c) The capital expenditure factored into the forecasts is that currently shown in the proposed Capital Programme (separate report) and this includes provision for the construction of the new crematorium and that is completed in 2017.
  - d) Income figures have been adjusted to assume a new Crematorium opens in October 2017, and this reduces volumes at Amersham by up to 25% by 2019/20.

3. The following tables summarise the forecast position for the next three years:

	<b>2017/18 Forecast £</b>	<b>2018/19 Forecast £</b>	<b>2019/20 Forecast £</b>
Revenue Expenditure*	872,151	832,166	831,603
Income*	(1,840,078)	(1,607,367)	(1,625,069)
<b>Revenue (Surplus) / Deficit</b>	<b>(967,927)</b>	<b>(775,201)</b>	<b>(793,466)</b>
Less Capital Expenditure	746,920	622,812	52,500
<b>(Surplus)/Deficit for year</b>	<b>(221,007) Surplus</b>	<b>(152,389) Surplus</b>	<b>(740,966) Surplus</b>

\* This table only relates to the existing Crematorium, but factors in an impact on income of a new Crematorium in Aylesbury..

5. The table shows that Amersham will continue to operate at a surplus even allowing for the impact of:

- Funding essential capital maintenance at Amersham
- Contributing funding to the construction of a new crematorium
- Experiencing a drop in income if a new crematorium is opened

The underlying surplus of the Amersham operation is seen to be in the order of £740k.

6. The continuing accumulating surplus means that the Joint Committee's financial reserves are in a very healthy position, as the table below illustrates.

<b>Projected Overall Financial Position</b>				
	<b>Balance B/Fwd £</b>	<b>Revenue Surplus £</b>	<b>Capital Expenditure £</b>	<b>Balance C/Fwd £</b>
<b>2017/18</b>	(2,371,378)	(967,927)	746,920	(2,592,385)
<b>2018/19</b>	(2,592,385)	(775,201)	622,812	(2,744,774)
<b>2019/20</b>	(2,744,774)	(793,466)	52,500	(3,485,740)

7. The Committee will need to maintain a prudent level of reserves in the order of £500k to:

- Provide a working balance for its operations
- Provide for financial risk of loss of income for whatever reasons
- Contingency for any emergency works to the building or plant.

8. Allowing for a minimum level of reserves it would be anticipated that once the construction of a new facility in Aylesbury is completed in 2017 then the Committee will be in the position from 2018/19 to be distributing surpluses.

### **New Crematorium**

9. The Committee in the past has received reports on the business case for building a new crematorium in Aylesbury. This is forecast to make a surplus after its initial year of operation. The size of the surplus will be influenced by a number of factors and would be assessed in detail during the first year of operation.
10. Until any major construction project has been tendered and the works largely completed there will be the need to maintain contingencies within the project budget. As these are funded from the accumulated surpluses it would be premature to consider any release of surpluses until this stage is reached.
11. As the development of the new site progresses the cash flow situation will need to be carefully monitored. If build costs increase or are bought forward cash flow may become an issue that will need to be managed as part of the overall project.

*Background Papers: None*





<b>SUBJECT:</b>	<b>REVIEW OF FEES AND CHARGES</b>
<b>REPORT OF:</b>	Treasurer of Chilterns Crematorium Joint Committee – Jim Burness
<b>RESPONSIBLE OFFICER</b>	Jim Burness
<b>REPORT AUTHOR</b>	Superintendent, - Charles Howlett, 01494 72463, chowlett@chiltern.gov.uk and Senior Accountant - Tracey Campbell, 01494 732204, tcampbel@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	All

### Purpose of Report

1. To provide Members with the recommended Fees and Charges to come into effect from 1<sup>st</sup> April 2016 as shown in the Appendix, together with the current year charges for comparison purposes.

### RECOMMENDATIONS

**That the Joint Committee determine the fees and charges as shown in the Appendix and in particular determines the level of the main cremation fee.**

2. An across the board increase of 2% has been applied to most fees ( bar the new Sanctum 2000 fees approved at the last Joint Committee) rounded to the nearest 50p.
3. From the table below it can be seen that the 2015/16 Chilterns Crematorium fee is lower than most of the surrounding crematoria. The four crematoria immediately below Chiltern in the table represent our main competitors.

<b>Crematorium</b>	<b>2015/16 Cremation fee £</b>	<b>2015/16 Total fee with organ/organist £</b>
Chilterns	535	577
West Herts	520	520
Slough	735	735
Ruislip	575	575
Oxford	886	886
Reading	715	715
Milton Keynes	702	745

4. The national average cremation fee in 2015 was £679 with the average total (with organist) being £689, a 5% increase compared to 2014. In 2015 Chilterns fee was ranked 265<sup>th</sup> out of 276 in the fee league table.

5. The impact of fee increases on income levels compared to the 2015/16 revised figures, assuming 3,300 cremations, is shown in the table below:

<b>Fee</b>	<b>% increase on 2015/16</b>	<b>Additional Income over 2015/16 revised levels</b>
£546	2.0%	36,300
£550	2.8%	49,500
£555	3.7%	66,000
£560	4.7%	82,500
£565	5.6%	99,000

6. The Joint Committee needs to be mindful of the long term funding requirements of the Capital Programme and future strategic developments when agreeing the fee level. Taking both these factors into account an increase of 2% to £546 is therefore the minimum increase recommended to the Joint Committee. At this level the fee is still likely to remain lower than most of the surrounding crematoria.

***Background Papers: None***

## CHILTERN'S CREMATORIUM

Table of Fees and Charges1 April 2016

		Present Fee from 1 April 2015 £	Recommended Fee From 1 April 2016 £
	<b>Cremation</b>		
(i)	For the cremation of the body of:- a foetus born dead before twenty four weeks gestation (subject to chapel availability)	32.15	33.00
(ii)	additional foetus committed for cremation at the same time, per coffin (9.00 a.m. Chapel time only)	10.40	10.50
(iii)	a stillborn child or child/person whose age at the time of death was less than 18 years	45.00	46.00
(iv)	a person whose age at the time of death was 18 years or more	535.00	546.00
	For the cremation of body parts of:-		
(i)	a foetus born dead before twenty four weeks gestation	32.15	33.00
(ii)	a stillborn child or child/person whose age at the time of death was less than 18 years	45.00	46.00
(iii)	any person who was cremated at the Chilterns Crematorium	45.00	46.00
(iv)	a person who was not cremated at the Chilterns Crematorium whose age at the time of death was 18 years or more – cremation only	72.00	73.50
(v)	as above but including use of chapel (weekday)		286.50
(vi)	as above but including use of chapel (Saturday) These fees include the Medical Referee's fee, use of the Chapel (except for body parts), provision of recorded music, the temporary storage of the ashes for a period not exceeding one month, the dispersal of ashes in the Garden of Remembrance, provision of a temporary cardboard container for ashes, a certificate of cremation for disposal of cremation ashes or a copy of the entry in the cremation register.		179.50
	<b>Note:</b> Certificates of the Cremation Society and the Cremation Friendly Society will be accepted at their encashable value.		

<b>Disposal of Cremation Ashes</b>		
Temporary deposit of ashes (per month after the first month)	12.50	13.00
Dispersal of ashes in Garden of Remembrance when cremation has taken place elsewhere	32.30	33.00
Packing and despatch of ashes	*12.65	*13.00
Wooden casket with inscribed plaque for cremation ashes	25.00	25.00
<b>Miscellaneous</b>		
Use of Coffin Waiting for 24 hours or part thereof (includes use of wheeled bier)	26.00	26.50
Use of Wheeled Bier	7.30	7.50
Additional Service Time (subject to chapel availability)	161.00	164.00
Burial Service (subject to chapel availability)	209.00	213.00
Memorial Service – weekdays (subject to chapel availability)	209.00	213.00
Memorial Service (Saturday mornings only)	104.00	164.00
Webcast of Service	*55.20	*56.50
Audio Visual recording of Service on a DVD	*45.30	*46.00
- each additional copy	*17.70	*18.00
Audio recording of Service on a CD	*39.60	*40.50
- each additional copy	*14.60	*15.00
<b>Use of Audio Visual tribute system</b>		
Administration fee	*15.00	*15.00
Per photograph/image used	*1.50	*1.50
Per minute of video used	*6.00	*6.00
DVD copy of visual tribute	*19.50	*19.50
Audio Visual recording of Service with visual tribute on a DVD	*50.00	*50.00
-each additional copy	*17.70	*17.70
<b>Inscriptions in the Book of Remembrance</b>		
Minimum 2 Line entry	*33.60	*34.50
5 Line entry	*61.20	*62.50
8 Line entry	*88.80	*90.50
Additional lines, per line	*16.80	*17.00
<b>Miniature Book of Remembrance</b>		
Purchase of Book, postage and Minimum 2 Line entry	*48.45	*49.50
5 Line entry	*62.25	*63.50
8 Line entry	*76.05	*77.50
Additional lines, per line	*4.60	*4.70

<b>Miniature Book of Remembrance - Additional Inscriptions</b>		
Minimum 2 Line entry	*9.20	*9.50
5 Line entry	*23.00	*23.50
8 Line entry	*36.80	*37.50
Additional Lines, per line	*4.60	*4.70
Packing and despatch for additional entry	*11.20	*11.50
<b>Memorial Card</b>		
Purchase of Card, postage and Minimum 2 Line entry	*17.85	*18.00
5 Line entry	*31.65	*32.50
8 Line entry	*45.45	*46.50
Additional lines, per line	*4.60	*4.70
<b>Emblems, Badges, etc.</b>		
Regimental badge or crest or floral emblems	*64.00	*65.50
Full Coat of Arms	*79.15	*80.50
<b>Leather Memorial Plaques</b>		
For the Right to a Leather Memorial Plaque in the Chapel of Remembrance for a period of 3 years	*56.65	*58.00
For the Right to a Leather Memorial Plaque in the Chapel of Remembrance for a period of 5 years	*94.45	*96.50
Provision and fixing of a Leather Memorial Plaque	*44.80	*45.00
Replacement Plaque for an additional inscription	*44.80	*45.00
<b>Garden Memorials</b>		
Provision & installation of Memorial Garden Seat	*524.65	*535.00
Plaque for Memorial Garden Seat up to 70 letters	*62.55	*64.00
Plaque for Memorial Garden Seat up to 115 letters	*108.60	*111.00
Right to have the seat in Garden of Remembrance for a five year period	*177.25	*181.00
Right to have the seat in Garden of Remembrance for a ten year period	*354.45	*362.00
For the Right to a Commemorative Shrubbery Plaque for a period of 3 years	*56.65	*58.00
For the Right to a Commemorative Shrubbery Plaque for a period of 5 years	*94.45	*96.50

Provision and fixing of a replacement plaque for an additional inscription	*23.10	*23.50
<b>Stone Memorial Plaques</b>		
For the Right to a Stone Memorial Plaque on a base for a period of 5 years	*103.60	*105.50
For the Right to a Stone Memorial Plaque on a base for a period of 10 years	*207.10	*211.00
For the Right to a Sanctum 2000 above-ground Vault for a period of 5 years	*200.00	*200.00
For the Right to a Sanctum 2000 above-ground Vault for a period of 10 years	*350.00	*350.00
For the Right to a Sanctum 2000 above-ground Vault for a period of 20 years	*700.00	*700.00
Provision of a 9" x 12" inscribed plaque fixed on a sandstone or granite base	*319.15	*325.50
Provision of a 9" x 12" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	*250.90	*225.00
Provision of a 9" x 18" inscribed plaque fixed on a sandstone or granite base	*434.45	*443.00
Provision of a 9" x 18" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	*343.55	*343.00
Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault with up to 150 characters	*745.00	*745.00
Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault with over 150 characters	*795.00	*795.00
Inscribed motifs from	*60.55	*62.00
Replacement 7" x 12" inscribed plaque for an additional inscription	*146.75	*149.50
Replacement 9" x 12" inscribed plaque for an additional inscription	*163.00	*166.50
Replacement 9" x 18" inscribed plaque for an additional inscription	*217.30	*221.50

**Appendix**  
**Appendix 4.1**

Replacement Sanctum 12” x 15” inscribed plaque for an additional inscription with up to 150 characters	*345.00	*345.00
Replacement Sanctum 12” x 15” inscribed plaque for an additional inscription with over 150 characters	*395.00	*395.00
Additional inscription on an existing Sanctum 12” x 15” inscribed plaque:- carriage/administration fee	*55.00	*55.00
inscription per letter	*1.00	*1.00
Porcelain photo plaque with one portrait	*122.15	*124.50
Porcelain photo plaque with two portraits	*179.35	*183.00
Porcelain photo plaque with three portraits	*203.65	*207.50
Administration fee and provision of foundation slab for new application by monumental mason	*33.95	*34.50
Administration fee for additional work by monumental mason	*27.20	*27.50
<b>* VAT to be added to all these figures</b>		





<b>SUBJECT:</b>	<b>CAPITAL PROGRAMME 2015/16 TO 2019/20</b>
<b>REPORT OF:</b>	Treasurer of Chilterns Crematorium Joint Committee – Jim Burness
<b>RESPONSIBLE OFFICER</b>	Jim Burness
<b>REPORT AUTHOR</b>	Superintendent – Charles Howlett, 01494 72463, chowlett@chiltern.gov.uk and Senior Accountant - Tracey Campbell, 01494 732204, tcampbel@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	All

### Purpose of Report

1. To provide Members with the proposed 5 year capital programme and provide an overview of the major projects in the coming year.

### RECOMMENDATIONS

**That the Joint Committee approves the proposed Capital Programme for 2015/16 to 2019/20.**

2. The following paragraphs give an overview of the major capital projects included within the programme shown in the Appendix.
  - a. Relining Cremators and Replacement Hearths  
As necessary repairs have been carried out in this current year, no further brickwork/refractory repairs should be required until 2017/18.
  - b. Cremator Process Logic Controllers (PLC)  
Since parts for the cremator PLCs are now obsolete, a contingency is included to replace one of them should the need occur in 2016/17 and the other two in 2017/18. The replacement would be in sequence in order to avoid the risk of more than one cremator being unavailable at any time.
  - c. Computerised Cremation Administration System (CAS)  
The new CAS has been installed, testing and training in progress with a go live date of April 2016. Balance of cost to be paid on completion.
  - d. Milton Chapel Floor  
This is a latent defect. Although the floor has been re-laid once, these works have failed and will need re-laying again. Whilst it is expected that it should be able to recover the cost of these defects under the original contract it would be prudent to set aside some contingency.
  - e. Driveways and Car Parks  
The stone memorial car park currently laid as rolled scalping is to be tarmacked.

f. New Site Development

The overall cost of the Aylesbury Crematorium at present remains within the projected £6.2m agreed by the Committee.

However, another potential Judicial Review delays the project start and tenders for the build have not yet been invited until the outcome of the legal process is known. Members will be separately updated on this project.

Background Papers: None

**CHILTERN CREMATORIUM  
CAPITAL PROGRAMME**

APPENDIX

cumulative spend to 2014/15		Budgeted costs					Total Five year Cost Projection
		2015/16	2016/17	2017/18	2018/19	2019/20	
		£	£	£	£	£	£
	Relining Cremators (Gross)	50,510	0	42,000	55,000	43,000	190,510
	Replacement Hearth (Gross)	8,820	0	9,000	9,500	9,500	36,820
	Cremator PLCs (Gross)	0	12,600	25,920	0	0	38,520
	Coffin Charger (Gross)	0	0	0	36,000	0	36,000
	Computerised Cremation (Gross) Administration system (CAS)	9,560	6,640	0	0	0	16,200
	Milton Chapel floor	0	60,000	0	0	0	60,000
	Driveways and Car Parks (Gross)	0	69,600	0	357,600	0	427,200
	Sewage treatment plant (Gross)	0	0	0	30,000	0	30,000
	Flat Roof Re Felting (Gross)	0	0	0	33,600	0	33,600
	<b>Sub-total Chiltern Crematorium</b>	<b>68,890</b>	<b>148,840</b>	<b>76,920</b>	<b>521,700</b>	<b>52,500</b>	<b>868,850</b>
56,088	Pre Aylesbury Project Costs*						
1,282,416	<b>Aylesbury Crematorium (Gross)**</b>	<b>117,584</b>	<b>4,000,000</b>	<b>670,000</b>	<b>101,112</b>	<b>0</b>	<b>4,888,696</b>
	<b>TOTAL</b>	<b>£186,474</b>	<b>£4,148,840</b>	<b>£746,920</b>	<b>£622,812</b>	<b>£52,500</b>	<b>£5,757,546</b>

*pre project costs	
18,389	Feasibility study
2,400	Market research
2,520	Research and identifying suitable site
3,000	Agreeing heads of terms to purchase site
1,920	Feasibility drawing
1,800	Fees for land option
13,205	Legal fees (gross)
12,402	Legal costs re option agreement/disbursements
452	Misc costs re meetings
£56,088	Total

\*\*Project costs to 14/15

169,780	Architects fees
49,456	Surveys and investigation
8,441	Planning and building control fees
7,282	Ecologist fees
2,775	Archaeological investigations
705,860	Cost of land
33,893	Land transaction fees/stamp duty
11,600	Tenancy termination, access rd, cattle crush
84,216	ALUTS contribution
19,627	Legal/agent fees
689	Enabling works
188,797	VAT
£1,282,416	Total



# Item 15

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

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# Appendix 1

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

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