

MINUTES of the Meeting of the
CHILTERN CREMATORIUM JOINT COMMITTEE
held on **4 FEBRUARY 2016**
at **CHILTERN DISTRICT COUNCIL** at **2.00 pm**

PRESENT:

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

Councillors:	J Adey	Wycombe District Council
	D Barnes	Wycombe District Council

Officers:

Tracey Campbell	Chiltern & South Bucks District Councils
Charles Howlett	Superintendent
Rodney Fincham	Chiltern & South Bucks District Councils
Bob Smith	Chiltern & South Bucks District Councils
Chris Marchant	Chiltern & South Bucks District Councils
Caroline Wheller	Aylesbury Vale District Council

APOLOGIES FOR ABSENCE were received from Councillors A Macpherson (Aylesbury Vale District Council) and P E C Martin (Chiltern District Council).

16 MINUTES

The Minutes of the meeting of the Joint Committee held on 27 November 2015 were agreed and signed by the Chairman as a correct record.

17 DECLARATIONS OF INTEREST

There were no declarations of interest.

18 ANNUAL LEARNING CONVENTION

The Committee, after noting that the next Annual Learning Convention would take place in October 2016, then

RESOLVED –

That the Chairman of the Joint Committee and the Superintendent be nominated to attend the 2016 Institute of Cemetery and Crematorium Management (ICCM) Annual Learning Convention.

19 LIAISON MEETING

Members were asked to identify a suitable date for the liaison meeting with persons taking services and funeral directors.

RESOLVED –

That the next Liaison Meeting takes place at the Crematorium at 6.45pm on 23 June 2016, to be preceded by refreshments at 6.00pm.

20 COMPLAINTS AND COMPLIMENTS 2015

The Joint Committee received a report giving details of complaints and compliments that had been received about the Crematorium in 2015 and the action that had been taken in response to the comments received. 9 substantial complaints had been received in 2015 which compared to 9 the previous year.

Half of the complaints were about problems with technology associated with Wesley Music, and in particular camera failures affecting the webcasting facility. Replacement cameras had been installed on multiple occasions, but the Committee, in light of the repeated problems, suggested that the provision of spare equipment be requested in case of further technical issues. Members also felt that due to the reputational damage and loss in confidence caused by the recurring camera faults that a letter be sent to Wesley Music from the Chairman of the Committee requesting compensation for the technical problems experienced.

RESOLVED –

That the report be noted, and that a letter be sent to Wesley Music from the Chairman of the Committee regarding the recurring issues and their implications.

21 SERVICE PLAN 2016/17

The Joint Committee considered the Crematorium Service Plan for 2016/17. Members noted the key projects that had taken place during the previous year, and those that would continue into the following year. It was noted that the Crematorium had been granted an extended licence to continue trialling a lower secondary chamber temperature resulting in less gas being required and lower emissions.

RESOLVED –

That the Crematorium Service Plan for 2016/17 be approved.

22 REVENUE BUDGET

The Joint Committee received a report setting out details of the Chilterns Crematorium Revenue Budget for 2015/16 Revised and 2016/17 Original.

The revised budget for 2015/16 showed an estimated revenue surplus, before capital expenditure, of £1,109,790 compared to an original projected surplus of £994,940.

RESOLVED –

That the 2015/16 Revised and 2016/17 Original revenue budgets be approved.

23 MEDIUM TERM FINANCIAL STRATEGY

The Joint Committee received a report reviewing the financial position of the Chilterns Crematorium in the medium term. The report set out in a table the forecast position for the next three years.

The continuing accumulating surplus meant that the Joint Committee's financial position was very healthy. In order to safeguard the reserve for the building of the Aylesbury Crematorium it was agreed that the reserve would be earmarked for this purpose at the end of the financial year. A planned preventative maintenance programme for the Amersham Crematorium was in place.

RESOLVED –

That the Medium Term Financial Strategy forecast be noted and an earmarked reserve be established regarding the future of the proposed Aylesbury Crematorium.

24 FEES & CHARGES

The Joint Committee received a report setting out proposed fees and charges from 1 April 2016 based on a general increase of 2% over the current year charges rounded to the nearest 50p. This excluded the Sanctum 2000 fees approved at the previous meeting.

Members considered a proposed increase of 2% (to £546) for the main cremation fee for 2016/17. During the discussion members considered the proposed fee in light of the building of the new Aylesbury Crematorium; fees of other crematoriums nearby; current demand at the Amersham Crematorium. Members also discussed the implementation of differential charging for residents outside of the three districts, but this was discounted due to increased administration. It was acknowledged that the crematorium fee could be reviewed once the Aylesbury Crematorium had been built.

RESOLVED –

That the fees and charges for 2016/17 as shown in the appendix of the report be agreed and the main cremation fee be set at £546 with effect 1 April 2016.

25 CAPITAL PROGRAMME

The Joint Committee received a report setting out details of the proposed Chilterns Crematorium Capital Programme covering the period 2015/16 to 2019/20. The report provided an overview of each of the following capital projects included within the Programme:

- Relining cremators and replacement hearths
- Cremator process login controllers
- Computerised cremation administration system
- Milton chapel floor
- Driveways and car parks
- New site development

Members noted that a long term capital and maintenance programme was in place. There was a discussion around the anticipated life of the cremators.

RESOLVED –

That the proposed Capital Programme for 2015/16 to 2019/20 be agreed.

26 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Thursday 23 June at 4.00pm (Cabinet Room, Chiltern District Council). The meeting would be followed by the Liaison Meeting at 6.45 pm, proceeded by refreshments at 6.00 pm at the Amersham Crematorium.

27 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.

28 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 Committee received a report providing and update on the Aylesbury Crematorium and risk register.

RESOLVED –

That the report be noted.

The meeting ended at 2.54 pm