

# Aylesbury Vale, Chiltern and Wycombe District Councils

## Decision of the Chilterns Crematorium Joint Committee

Notice is given that the following decisions have been taken by the Joint Committee on 23 January 2019

### 5 Fees and Charges

#### (a) DECISION:

The Joint Committee received a report which asked Members to determine the fees and charges to come into effect from 1 April 2019.

#### RESOLVED:

**That the fees and charges as shown in Appendix 1 and in particular the level of the main adult cremation fee of £630 for both crematoria be approved.**

#### (b) REASON FOR DECISION:

The Joint Committee were mindful of the longer term funding requirements of the Capital Programme and future strategic developments when agreeing the fee level. Taking both these factors into account and the fact that Chilterns Crematorium basic fee was lower than most of the surrounding crematoria, an increase of 5.8% to £630 was therefore the minimum increase recommended.

#### (c) ALTERNATIVE OPTIONS CONSIDERED:

To not increase the fees and charges.

#### (d) CONFLICTS OF INTERESTS/DISPENSATIONS:

None

## 6 Crematorium Staffing

### (a) DECISION:

The Committee considered a report which sought approval for an additional full time clerical assistant.

### RESOLVED:

**That approval be given to appoint an additional full time clerical assistant.**

### (b) REASON FOR DECISION:

The office is the most sensitive part of the business in terms of the direct impact of increases in workload and staffing levels have not changed for over a decade. It would be an advantage to the overall running of the business to appoint an additional full time clerical assistant as the office has been working near to capacity for some time for two reasons; the additional workload from the new crematorium and the new death certification system being delayed which would have resulted in the number of documents having to be processed in the office being reduced.

### (c) ALTERNATIVE OPTIONS CONSIDERED:

To not appoint additional staff.

### (d) CONFLICTS OF INTERESTS/DISPENSATIONS:

None

## 8 Revenue Budget Report

### (a) DECISION:

The Committee received the report which informed them of the forecast outturn for the current year and set out the proposed Revenue Budgets for 2019/20.

### RESOLVED:

- 1. That the Revenue Budget for the start up of the Bierton operation for 2018/19 of £160,770 be approved**
- 2. That the Crematoria Revenue Budgets for 2019/20 to yield a revenue surplus of £884,370 be approved**

- 3. That the distribution of £750,000 of accumulated surpluses in 2019/20 in the proportions set out in paragraph 6.3 of the report be approved.**

**(b) REASON FOR DECISION:**

The Joint Committee was required to approve a budget for the operation of the business.

**(c) ALTERNATIVE OPTIONS CONSIDERED:**

N/A

**(d) CONFLICTS OF INTERESTS/DISPENSATIONS:**

9 **Capital Programme 2018/19 TO 2022/23**

**(a) DECISION:**

The Joint Committee received a report on the proposed 5 year capital programme with an overview of the major projects in the coming year.

**RESOLVED:**

- 1. That the capital expenditure for Bierton for 2018/19 of £38k for Wesley System and Fencing plus additional capital expenditure of £971k (including VAT) required to complete the overall Bierton Crematorium Project be approved.**
- 2. That the proposed Capital Programme as detailed in paragraph 2.1 of the report which made allowances in the 2019/20 revenue budget for capital expenditure of £133,880 be approved.**

**(b) REASON FOR DECISION:**

As part of the budget process the Capital Programme has to be reviewed in order to assess what the scale and composition of the Programme should be and the consequential funding implications.

**(c) ALTERNATIVE OPTIONS CONSIDERED:**

N/A

**(d) CONFLICTS OF INTERESTS/DISPENSATIONS:**

None

10 **Service Plan 2019/20**

**(a) DECISION:**

The Joint Committee received the Crematorium Service Plan for 2019/20 which was attached to the report at Appendix 1.

**RESOLVED:**

**That the Crematorium Service Plan for 2019/20 attached at Appendix 1 of the report be approved.**

**(b) REASON FOR DECISION:**

A Service Plan is important to ensure that the Joint Committee’s key functions and objectives were met, including keeping its buildings, equipment and facilities in good condition, maintaining a high standard of service, keeping up with new developments and bring about improvements.

**(c) ALTERNATIVE OPTIONS CONSIDERED:**

N/A

**(d) CONFLICTS OF INTERESTS/DISPENSATIONS:**

None

<b>Date Published:</b>	30 January 2019	<b>Call in Deadline: (Midnight on)</b>	N/A
<b>Date to be implemented: 23 January 2019</b>			