

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Civic Suite, Castle House, Newark and Sherwood DC Offices on Tuesday, 28 May 2019 at 10.00 am.

PRESENT: Councillor T Hollis, Councillor A Burgin, Councillor Richardson, Councillor Mrs L Hurst and Councillor T Smith

APOLOGIES FOR ABSENCE: Councillor H Smith (Committee Member), Councillor Barsby (Committee Member), A Abrahams (Committee Member) and Gill Dawn (Committee Member)

1748 APPOINTMENT OF CHAIRMAN

AGREED (unanimously) that Councillor Mrs L. Hurst of Newark and Sherwood District Council be appointed as the Chairman of the Committee for the year 2019/2020.

1749 APPOINTMENT OF VICE CHAIRMAN

AGREED (unanimously) that Mayor A. Abrahams of Mansfield District Council be appointed as the Vice-Chairman of the Committee for the year 2019/2020.

1750 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor A. Burgin declared a personal interest in relation to item 7 - the Annual Statement of Accounts, as he was employed by Ashfield District Council.

1751 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11 February 2019 were approved as a correct record and signed by the Chairman.

The meeting was adjourned at 10:09am to allow the presentation of donations to Beaumont House and the John Eastwood Hospice. The Director and Registrar of the Crematorium explained that the monies were raised from the sale of metals recovered after a cremation. Permission from the families was sought, and she explained that many families were pleased that the monies were donated to worthy causes within the District. Beaumont House Hospice, Newark received a cheque for £7000 and the John Eastwood Hospice, Ashfield received a cheque for £5000.

The meeting then resumed formal session, 10:20am.

1752 ANNUAL STATEMENT OF ACCOUNTS

The Committee received the Annual Statement of Accounts 2018/19, which included the annual report and summary of financial performance, Statement of Accounting Policies, the core financial statements and the Annual Governance Statement. The Committee was required to approve the Statement of Accounts before the end of May, and noted that the audit had not highlighted any internal control issues.

The Committee considered the financial performance for the year, including variances between the budgeted and actual income and expenditure, noting the reduction in income to £172,021, due to 215 fewer cremations taking place against the estimated number. Other variances included employee costs, premises costs, supplies and services and support services. The surplus distribution total was £800,308 and was divided between the authorities based on the number of cremations per authority area. Mansfield District Council received £378,786, Ashfield District Council received £364,220 and Newark and Sherwood District Council received £57,302.

In considering the 'usable' and 'unusable' reserves Members discussed the allocation of resources on cremation equipment and repairs, and the possibility of increasing the amount of advertising to increase usage of the facility, particularly in light of newer private crematorium in the local area. The Director and Registrar explained that resource was needed to ensure the Crematorium remained competitive in providing the same facilities and latest technologies that were available in the newer crematorium, however, she felt that some funeral directors who had initially moved away were now returning to the Mansfield and District Crematorium, which was in part due to offering longer service times and competitive prices. It was also important to maintain a rolling programme of repairs and improvements to ensure the life of the cremators and legal compliance with the mercury abatement equipment.

The Committee requested benchmarking information on the number of cremations and how this compared to the number of registered deaths.

AGREED that:

- (i) the Statement of Accounts as presented in Appendix A for the financial year 2018/2019 is approved;
- (ii) the 2018/2019 budgeted surplus distribution as detailed in Appendix A, page 8, 3.6, is approved;
- (iii) revenue budgets for equipment acquisitions £22,000, grounds maintenance £4,000 and books/publications £2,000 currently held in general reserves, to be carried forward into 2019/2020 is approved;
- (iv) the financial information provided in Appendix D and usage information provided in Appendix E, is for noting only; and
- (v) the cremation fee income in excess of the budgeted surplus for 2018/2019 totalling £35,991 is transferred to the Capital Fund, as approved at the JCC meeting held on 15 December 2017, is for noting only;
- (vi) the revenue expenditure for the CAMEO non-abatement fees for £51,535 previously approved to be financed from general reserves; is for noting only; and

(vii) the accounting for VAT as detailed in 3.7, is for noting and that the constitution of the JCC is to be amended to reflect this change.

1753 ANY OTHER BUSINESS

The Director and Registrar explained that the new standalone website was nearly ready to go live. It was anticipated it would be live by the end of June.

1754 DATE OF NEXT MEETING

Meeting dates- All Monday, 10am

16 September 2019 - Ashfield DC offices

9 December 2019 - Mansfield DC offices

24 February 2020 - Newark and Sherwood DC offices

18 May 2020 - Ashfield DC offices

Meeting closed at 10.53 am.

Chairman