

MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE

COMMITTEE MEETING

Meeting to be held at virtually via MS Teams.

Monday, 22 February 2021 at 10.00 am

Members:-

Ashfield District Council	Councillor D Martin (Committee Member) Councillor T Hollis (Vice-Chairman) Councillor H Smith (Committee Member)
Mansfield District Council	A Abrahams (Committee Member) Councillor A Burgin (Chairman) Councillor Richardson (Committee Member)
Newark & Sherwood District Council	Councillor Mrs L Hurst (Committee Member) Councillor T Smith (Committee Member) Councillor Mrs G Dawn (Committee Member)

AGENDA

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1. Apologies for Absence	
2. Declarations of interest by Members and Officers	
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13. Date of Next Meeting – Monday, 24 May 2021

Proposed meeting dates - All Monday, 10am

20 September 2021 - Virtual Meeting / Newark and Sherwood DC offices

6 December 2021 - Virtual Meeting / Ashfield DC offices

21 February 2022 - Virtual Meeting / Mansfield DC offices

23 May 2022 - Virtual Meeting / Newark and Sherwood DC offices

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Virtual Meeting of **Mansfield and District Crematorium Joint Committee** held using Microsoft Teams on Monday, 7 September 2020 at 10.00 am.

PRESENT: Councillor A Burgin (Chairman)
Councillor T Hollis (Vice-Chairman)

Councillor D Martin, Councillor H Smith, Councillor A Abrahams,
Councillor Richardson, Councillor Mrs L Hurst and Councillor T Smith

179 APOLOGIES FOR ABSENCE

0

None received.

179 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

1

Councillor A Burgin declared a personal interest as an employee of Ashfield District Council.

179 DECLARATIONS OF INTENT TO RECORD THE MEETING

2

NOTED that no intention to record the meeting was declared apart from through the usual web platforms.

179 MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2020

3

The Minutes of the Meeting held on 24 February 2020 were approved as a correct record.

179 OPERATIONS UPDATE REPORT

4

Councillor Abrahams led those at the meeting in their appreciation of the work carried out by those working at the Crematorium it had been an emotional rollercoaster and gave heartfelt thanks. Councillor Abrahams went on to give the Committee's condolences to family, friends and work colleagues on the sad passing of Sally Curtis who will be remembered for her dedication and hard work over the years. The meeting followed with a minute's silence.

The report provided an update on the staff restructure and current operational issues, referring to Appendices 1 and 2 providing the old and new structure charts.

The Committee were advised that the restructure had progressed well and the recruitment of posts were in place with those either having started or due to start. The Committee were advised that the recruitment for Sally's position is currently being progressed.

Councillor Hurst then enquired as to how many additional funerals had taken place this year with a response to be provided for the next meeting.

AGREED

- i) The Members noted the report.

179 FINANCIAL MANAGEMENT REVIEW 1 APRIL - 31 JULY 2020

5

The report provided a forecasted year end position for the 2020/2021 financial year for the Mansfield Crematorium as at 31 July 2020.

The Committee discussed the report choosing in future to move the crematorium figures from this report to the Operations Update Report.

In the report author's absence the Committee were advised of the financial position to 31 July 2020 and going forward projecting for the remainder of the year. The Committee were advised if they had any queries they could contact the report author on her return, receiving a written response in writing.

AGREED (unanimously):

- i) The financial information provided in appendix 1 and table 4 was noted.
- ii) The revenue budget increases of £5,000 for webcasting expenditure identified in 3.1.3 and (£7,500) for webcasting fee income identified in 3.1.5 was approved.

179 PROVISION OF NEW MERCURY ABATEMENT EQUIPMENT

6

The report provided an update to the Committee on the provision of the new Mercury Abatement Equipment (MAE).

Committee Members raised concerns about the overall costs for the project.

The Committee concluded it was not in a position to approve the additional funding requested until more information was provided.

AGREED (unanimously):

- i) To defer this report until full costings have been provided for consideration by the Committee.

179 PLANNED PREVENTATIVE WORKS PROGRAMME

7

The report provided an update on the planning Preventative Works Programme to fully review and to carry out an updated asset survey by the end of September with updated estimated costs by the end of October.

The Committee were advised that the budget setting process had been delayed due to Covid-19 and to be taken into consideration when progressing next year's budget.

AGREED (unanimously):

- i) That the Planned Preventative Works programme is fully reviewed and a new asset survey is carried out together with estimated costs.

179 URGENCY DECISIONS AND CREMATORIUM UPDATES

8

The report provided the Committee with the urgency decisions that had been taken in light of the Covid-19 Pandemic with respect to the Mansfield Crematorium revised opening hours, Mansfield Crematorium – Appointment of Chairman and Vice Chairman for 2020/21 and Annual Statement of Accounts 2019/20.

Updates were also circulated to Members during May and July.

AGREED:

The Members noted the report.

179 COMMITTEE WORK PROGRAMME

9

The report considered the Joint Committee's Work Programme populated with standard items as well as including additional reports which would assist the Committee in the management of agendas, scheduling business and forward planning.

The Committee suggested including the Registrar's recruitment to the work programme as well as the Committee being involved with the recruitment process. It was noted that the next Committee meeting was not until early December and recruitment for the position would have been carried out by then.

The Operations Update Report was highlighted to be included as a standard item and other items to be added to the programme as identified.

AGREED (unanimously):

- i) The Work Programme will be included as a standing item in the Joint Committee's meeting agenda going forward, replacing 'Matters Arising' and 'Any Other Business'.
- ii) The Joint Committee considered any amendments required to the Work Programme.
- iii) The Work Programme was approved.

180 DATE OF NEXT MEETING

0

Monday, 7 December 2020

Meeting closed at 11.45 am.

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

22 FEBRUARY 2021

OPERATIONS UPDATE REPORT

1. SUMMARY

1.1 This report seeks to provide an update on staff and current operational issues.

2. STAFFING

2.1 Interviews for the new Crematorium and Cemeteries Manager and Director took place on Wednesday, 3 February 2021 and a conditional offer has been made to the successful candidate.

2.2 There is currently no sickness as the two Technicians who were off on long term sick have both now returned, with one currently on a phased return.

2.3 A start date will be agreed for the new manager once all the appropriate paperwork has been received and approved. There will be a period of handover for them with Julie Snowdon who has provided temporary cover over the last seven months to ensure a smooth transition.

3. COVID-19

3.1 The number of funerals have increased with the majority of services still being booked in the Thoresby Chapel due to the higher capacity and ability for web casting, but numbers are increasing in Newstead Chapel as well.

3.2 The majority of available slots are either early morning or Saturday's, which funeral directors are telling us families do not want, however, due to the number of services being booked there has been a small increase in bookings for the early and late slots over the last week.

3.3 On the 17th / 18th February Newstead Chapel will be fitted with web casting and tribute streaming so we are anticipating that bookings for this chapel will start to increase, relieving the pressure on Thoresby Chapel and reducing the timescale that mourners are having to wait for a service.

3.4 The staff continue to work in a Covid secure way, maintaining bubbles where possible and adhering to additional measures when this is not possible due to staff numbers. They remain flexible and committed to ensuring that services are not affected and are operated in a safe manner.

- 3.5 They continue to work outside as much as possible with the available resources to keep the grounds in good condition and are just planning spring bedding and new borders at the main entrance.
- 3.6 Witnessed strewing's continue in line with the latest government guidance on permitted numbers of attendance.
- 3.7 The Book of Remembrance has continued to remain open Monday to Friday through the second lockdown due to the safety measures that have been implemented to reduce the risk to staff and visitors. However, the floral hall remains closed to visitors, other than service attendees.
- 3.8 Face coverings in public areas are still requirement for both staff and visitors, in line with MDC procedures / government guidelines and QR Track & Trace codes are in place at all entrances as well as hand sanitiser and appropriate signage.
- 3.9 Over the last couple of weeks we have been experiencing issues with some funeral directors trying to push the Covid rules that have been implemented to keep staff, mourners and funeral directors safe. We have spoken to several funeral directors about our concerns and specific issues, but the infringements are increasing.
- 3.10 It is a concern that now a Mansfield funeral director has received a £10,000 Covid fine, they will try to ensure that they have all of their documentation in place and will try to pass the onus back to the Crematorium & Cemeteries.
- 3.11 Therefore, to ensure that we are doing everything in our power as a venue manager to ensure that all services are conducted in a safe and lawful manner a telephone meeting has been arranged for the 2nd February with the Police to discuss our concerns and options.
- 3.12 Following the telephone meeting, a site visit was made on the 4th February with the Police and Environmental Health, to review footage of a funeral with several breaches of the rules by a funeral director.
- 3.13 They agreed that we should send out a further copy of the venue rules and ask funeral directors to sign them and return for our records. Install more signage at the entrances to the chapels and building, as well as on the lectern and vestries with bullet points of the rules for mourners, funeral directors, ministers and celebrants. In addition to this we have also installed a rope barrier in front of the catafalque to prevent mourners from touching and kissing the coffins.

- 3.14 We agreed that we need to invite the funeral director in to view the footage of the funeral with the breaches and reiterate their responsibility.
- 3.15 In addition to this we are going to issue a letter for the funeral director to give to families at the time of booking containing the rules and ask them to sign to confirm receipt. This document must be returned to the Crematorium with the funeral paperwork.
- 3.16 When these actions have been taken they are satisfied that we have done everything in our power to ensure that we are Covid compliant. If funeral directors do not follow the rules then the onus will be placed on them for any breaches.

4. NEW PROPOSALS

- 4.1 We are still working on the review of the internet and phone supplier contracts, the original account manager has left and our IT manager has just made contact with the new one with a view to push this forward in the near future.
- 4.2 The Obitus self-serve module went live on the 5th January allowing funeral directors to book their own web casting, tributes and music saving the admin team a significant amount of time thus allowing them to concentrate on enhancing their skills and knowledge base. So far there have been very few issues with funeral directors but when they have had a problem the team are talking them through what they need to do.
- 4.3 Once the new manager is in place we will then look at re-tendering the BACAS system which again will include a self-serve function for funeral directors.

5. COPPER ROOF WORKS

- 5.1 Unfortunately on the 23rd December it was necessary to have the copper roof re-sheeted for Health & Safety reasons. The staff had been working in poor conditions for quite some time with water ingress coming into the crematory area. Those conditions deteriorated significantly just before Christmas which meant that there was water coming into that area in multiple places and was becoming a dangerous hazard to staff working in a hot area and who would have been within their rights to refuse to work in those conditions.

- 5.2 It had also affected the fire alarm as water was going into the smash glass boxes and setting off the fire alarm, which had to be by-passed to avoid disrupting services.
- 5.3 Unfortunately conditions deteriorated to the point that the roof had to be re-sheeted as a matter of urgency to reduce the risk of an accident and to avoid the water ingress causing damage to other equipment.
- 5.4 The cost of these works was £727.00 and took place on the 23rd December and has successfully eliminated the ingress of water with the crematory remaining dry.
- 5.5 The roofing contractor installed the scaffolding on the Crematorium roof on the 30th January and the copper roof replacement works will take place over the next three weekends to minimise disruption to services.
- 5.6 The total cost of the work is £56,844.00, £31,622.43 has been claimed from the council's insurers and the balance of £25,221.57 will be paid through re-alignment of existing Crematorium budgets.
- 5.7 This work will ensure that there are no further issues with ingress of water in that area.

6 CREMATION DATA

6.1 The number of cremations carried out between 1 November 2020 and 31 January 2021 is 670, which is an increase of (3.08%) compared to 650 over the same period in 2019/2020.

6.2 The table below shows the last 5 year annual throughput totals per area.

	Ashfield	Mansfield	Newark	Out of Area	Total
Nov 20 - Jan 21	240	293	24	113	670
Nov 19 - Jan 20	229	280	38	103	650
Nov 18 - Jan 19	216	214	40	85	555
Nov 17 - Jan 18	223	265	48	116	652
Nov 16 - Jan 17	201	251	60	180	692

Appendix 1 shows the number of cremations and the percentage split between Ashfield District Council, Mansfield District Council, Newark & Sherwood District Council and 'Outside the Joint Committee Area' between November 20 and January 21.

6.3 The budgeted number of cremations for 2020/21 was 2,100, which was amended due to the impact of Covid-19 and increased number of cremations to 2,430. This figure has been reduced slightly to 2,400 to reflect the dip in number of cremations in October.

6.4 The throughput figures will continue to be reviewed monthly and any further changes will be reflected in the budgetary forecasts.

7. RECOMMENDATIONS

7.1 That members note the report.

Appendix 1

Month	Ashfield	%	Mansfield	%	Newark	%	Out of Area	%	TOTAL
April	111	36%	132	43%	22	7%	45		310
May	110	45%	80	33%	14	6%	40		244
June	77	41%	70	37%	6	3%	36		189
July	58	35%	72	43%	11	7%	26		167
August	55	37%	67	44%	9	6%	20		151
September	70	40%	72	42%	2	1%	29		173
October	58	40%	59	41%	9	6%	18		144
November	50	45%	94	49%	7	6%	24		0
December	94	45%	98	49%	9	6%	46		0
January	96	45%	101	49%	8	6%	43		0
February									0
March									0
TOTAL per area 2020/2021	779	45%	845	49%	97	6%	327	16%	1721
Constituent Authority Percentage excluding out of area cremations									
April 20 – January 2021	779	46.31%	845	47.42%	97	6.27%			1721

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

22 FEBRUARY 2021

PPW UPDATE REPORT

1. SUMMARY

- 1.1 This report seeks to provide an update on the PPW position and an overview of the funding profile.

2. OVERVIEW

- 2.1 Mansfield District Council's Design Services team have prepared a detailed PPW programme that profiles out over 20 years the anticipated capital spend required for the Crematorium. The costs are derived from Spon's Architects and Builders Price Book 2020. This is the recognised price estimating book for the construction industry which provides pricing data compiled from real tender prices.
- 2.2 The capital costs are profiled out for each year across the following component areas:
1. Superstructure (roof, external walls, stairs and ramps, windows and doors)
 2. Internal finishes (walls, floors and ceilings)
 3. Fittings, furnishings and equipment (includes catafalque curtains, kneelers, cremators, abatement equipment amongst other things)
 4. Services (includes sanitary installations, space heating and air conditioning amongst other things)
 5. External works (external to the building)
 6. Fees and contingencies (contractor overheads and profit, Services Engineer fees, Design Services fees, contingencies)
- 2.3 The profile commences in 2021/122 and goes through to the financial year 2039/40. The profile is attached in Appendix 1 and summarised in the following table:

Component Area	2020/21 – 2039/40
Superstructure	£229,964.40
Internal finishes	£223,090.91
Fittings, furnishings and equipment	£3,585,000
Services	£359,386.50
External Works	£250,000
Fees and contingencies	£783,676.74
Total	£5,430,218.55

2.4 The figures proposed are for like for like replacement and do not incorporate any major refurbishment.

3. FUNDING PROFILE

3.1 The Revenue and Capital Budget report elsewhere on the agenda seeks approval for the budgets as set out in appendix 1 for the period of the report, which is 2021/22 – 2023/24.

3.2 The overall cost of the programme is £5,430,219. Appendix 1 also sets out suggested financing for the programme in line with the key principles outlined below.

3.3 The key principles applied when reviewing the financing of the PPW Programme are as follows:

- Where possible, maintaining the surpluses in line with agreed budgets to constituent authorities.
- The revenue contribution will need to be met year on year from such things as increased fees, service efficiencies, and increased throughput.
- Flexibility to move money between Capital and Revenue Reserves.
- In year, un-budgeted surpluses added to reserves to relieve future pressures.
- When the revenue contribution can't be met then a reduction in surpluses will be necessary in line with the Constitution of the JCC:
Revenue surpluses shall be applied in the first instance towards funding the capital programme from time to time agreed by the Joint Committee in accordance with clause 14.3. However, the Authorities shall be entitled to elect to take their share of the revenue surplus provided that they provide the equivalent amount by way of capital contribution towards the agreed capital programme.

4. RECCOMENDATIONS

4.1 That members note the report.

Summary of PPW Programme and Proposed Financing

Appendix 1

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Superstructure	£ -	£ -	£ -	£ -	£ -	£ -
Internal finishes	£ 12,604.84	£ 18,811.91	£ 7,228.48	£ 8,840.86	£ -	£ 12,604.79
FFE	£ 732,000.00	£ -	£ 197,000.00	£ 154,000.00	£ 150,000.00	£ 62,000.00
Services	£ 53,889.00	£ 8,197.20	£ -	£ -	£ -	£ -
External works	£ -	£ -	£ -	£ -	£ -	£ -
Fees and contingencies	£ 36,683.52	£ 9,626.91	£ 71,429.93	£ 56,954.40	£ 52,463.25	£ 26,093.40
Total	£ 835,177.36	£ 36,636.02	£ 275,658.41	£ 219,795.26	£ 202,463.25	£ 100,698.19

Proposed Funding:

B/Fwd Capital & Revenue Reserves	£ 1,110,989.00	£ 322,011.64	£ 368,720.62	£ 240,544.21	£ 306,948.95	£ 390,685.70
Use of Reserves	£ 835,177.36	£ 36,636.02	£ 275,658.41	£ 219,795.26	£ 202,463.25	£ 100,698.19
Contributions to reserves:						
3% Fee Increase from 20/21	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00
Revenue Contribution	0	£ 37,145.00	£ 101,282.00	£ 240,000.00	£ 240,000.00	£ 240,000.00
Closing Balance on Reserves	£ 322,011.64	£ 368,720.62	£ 240,544.21	£ 306,948.95	£ 390,685.70	£ 576,187.51

Summary of PPW Programme and Prop

	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Superstructure	£ -	£ -	£ 129,110.40	£ 44,150.00	£ -	£ -
Internal finishes	£ 18,811.91	£ 8,591.31	£ 24,681.82	£ 256.48	£ 12,604.79	£ 18,811.91
FFE	£ 26,000.00	£ 121,000.00	£ 716,000.00	£ 16,500.00	£ 51,000.00	£ 10,000.00
Services	£ -	£ -	£ 165,386.10	£ -	£ 53,889.00	£ 8,197.20
External works	£ -	£ -	£ -	£ -	£ -	£ -
Fees and contingencies	£ 15,673.19	£ 3,004.96	£ 121,918.05	£ 21,302.35	£ 42,279.60	£ 13,124.46
Total	£ 60,485.10	£ 132,596.27	£ 1,157,096.37	£ 82,208.83	£ 159,773.39	£ 50,133.57

Proposed Funding:

B/Fwd Capital & Revenue Reserves	£ 576,187.51	£ 801,902.41	£ 955,506.14	£ 84,609.77	£ 248,600.94	£ 335,027.55
Use of Reserves	£ 60,485.10	£ 132,596.27	£ 1,157,096.37	£ 82,208.83	£ 159,773.39	£ 50,133.57
Contributions to reserves:						
3% Fee Increase from 20/21	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00
Revenue Contribution	£ 240,000.00	£ 240,000.00	£ 240,000.00	£ 200,000.00	£ 200,000.00	£ 200,000.00
Closing Balance on Reserves	£ 801,902.41	£ 955,506.14	£ 84,609.77	£ 248,600.94	£ 335,027.55	£ 531,093.98

Summary of PPW Programme and Prop

	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39
Superstructure	£ -	£ -	£ -	£ -	£ -	£ -
Internal finishes	£ 7,228.48	£ 7,074.86	£ 2,700.00	£ 12,604.79	£ 18,811.91	£ 8,591.31
FFE	£ -	£ 4,000.00	£ -	£ 182,000.00	£ 697,000.00	£ 175,000.00
Services	£ -	£ 69,828.00	£ -	£ -	£ -	£ -
External works	£ -	£ -	£ -	£ -	£ -	£ -
Fees and contingencies	£ 2,528.20	£ 29,832.39	£ 944.34	£ 25,743.63	£ 6,579.56	£ 64,211.98
Total	£ 9,756.68	£ 110,735.25	£ 3,644.34	£ 220,348.42	£ 722,391.47	£ 247,803.29

Proposed Funding:

B/Fwd Capital & Revenue Reserves	£ 531,093.98	£ 767,537.30	£ 903,002.05	£ 1,145,557.71	£ 1,171,409.29	£ 695,217.82
Use of Reserves	£ 9,756.68	£ 110,735.25	£ 3,644.34	£ 220,348.42	£ 722,391.47	£ 247,803.29
Contributions to reserves:						
3% Fee Increase from 20/21	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00	£ 46,200.00
Revenue Contribution	£ 200,000.00	£ 200,000.00	£ 200,000.00	£ 200,000.00	£ 200,000.00	£ 200,000.00
Closing Balance on Reserves	£ 767,537.30	£ 903,002.05	£ 1,145,557.71	£ 1,171,409.29	£ 695,217.82	£ 693,614.53

Summary of PPW Programme and Propri

	2039/40	Total component cost
Superstructure	£ 55,804.00	£ 229,064.40
Internal finishes	£ 21,973.98	£ 222,834.43
FFE	£ 154,000.00	£ 3,447,500.00
Services	£ -	£ 359,386.50
External works	£ 250,000.00	£ 250,000.00
Fees and contingencies	£ 168,504.26	£ 768,898.38
Total	£ 650,282.24	£ 5,277,683.71

Proposed Funding:

B/Fwd Capital & Revenue Reserves	£ 693,614.53	£ 1,110,989.00
Use of Reserves	£ 650,282.24	£ 5,277,683.71
Contributions to reserves:		
3% Fee Increase from 20/21	£ 46,200.00	£ 877,800.00
Revenue Contribution	£ 200,000.00	£ 3,578,427.00
Closing Balance on Reserves	£ 289,532.29	£ 289,532.29

**Report of Treasurer of Joint Crematorium Committee
To
Mansfield and District Joint Crematorium Committee
On
22 February 2021**

REVENUE AND CAPITAL BUDGET 2021/2022 – 2023/2024

1. SUMMARY

- 1.1 This report details the revenue and capital budgets for 2021/2022 and the proposals for 2022/2023 and 2023/2024.

2. RECOMMENDATIONS

To be resolved:

- i). That the proposed revenue and capital budgets for 2021/2022 are approved.
- ii). That the proposed revenue and capital budgets for 2022/2023 and 2023/2024 are approved in principle.
- iii) That in 2022/2023 and 2023/2024 the budget surplus to the 3 constituent authorities is capped at £874,839. This is to enable a contribution to the capital fund (capital financing cost) of £37,145 in 2022/2023 and £101,282 in 2023/2024 as detailed in 3.5.7.

3. BACKGROUND

- 3.1 The proposed budgets for 2021/2022 and 2022/2023 and those originally approved are detailed in Appendix 1 along with the estimates for 2023/2024 for consideration by the Joint Committee.
- 3.2 A review of the budgets for 2022/2023 onwards will take place prior to the setting of the revenue budgets in 2021, in order to update for any known changes and identify future savings and efficiencies as required.
- 3.3 Table 1 below summarises the revenue budget information provided in Appendix 1.

Table 1

Crematorium - REVENUE	2020/2021	2021/2022		2022/2023		2023/2024
Account Description	Approved Budget	Budget Approved in Principle	Projected Budget	Budget Approved in Principle	Projected Budget	Projected Budget
Employee Expenses	£408,936	£420,349	£405,647	£429,759	£423,439	£443,355
Premises Expenses	£404,487	£407,167	£366,130	£415,051	£372,327	£378,609
Transport Expenses	£200	£200	£200	£200	£200	£204
Supplies and Services	£149,601	£138,395	£170,897	£138,694	£136,154	£136,328
Support Services	£61,382	£62,606	£64,356	£63,743	£65,493	£66,653
Depreciation, Impairment & Revaluation Losses	£126,271	£126,271	£126,271	£126,271	£126,271	£126,271
GROSS EXPENDITURE	£1,150,877	£1,154,988	£1,133,501	£1,173,718	£1,123,884	£1,151,420
Income	-£1,765,350	-£1,847,250	-£1,839,650	-£1,935,534	-£1,927,850	-£2,018,150
Income Recharges	-£31,046	-£32,174	-£26,562	-£33,032	-£27,947	-£29,320
GROSS INCOME	-£1,796,396	-£1,879,424	-£1,866,212	-£1,968,566	-£1,955,797	-£2,047,470
NET COST OF SERVICE	-£645,519	-£724,436	-£732,711	-£794,848	-£831,913	-£896,050
BELOW NET COST OF SERVICE ADJUSTMENTS	-£80,071	-£80,071	-£80,071	-£80,071	-£42,926	£21,211
NET SURPLUS	-£725,590	-£804,507	-£812,782	-£874,919	-£874,839	-£874,839

3.4 Following a detailed review of income and expenditure there have been some adjustments made to the budgets which were approved in principle for 2021/2022 and 2022/2023 by the Joint Committee on 13 January 2020. The main changes are as follows:

3.4.1 Employee expenses have decreased by (£14,702) in 2021/2022 and by (£6,320) in 2022/2023. The main reason for this reduction is the staffing restructure implemented during the 2020/2021 financial year. There is an increase in superannuation rates which is offset by the decrease in the pension deficit lump sum payments. Other decreases relate to the centralising of the MDC occupational health services and a reduction in the training expenses budget to meet current demand.

3.4.2 Premises expenses have decreased by (£41,037) in 2021/2022 and by (£42,724) in 2022/2023. The budget has been reduced for repair and maintenance for fixed plant/cremators due to the pending abatement equipment replacement works and will be monitored and reviewed to reflect ongoing requirements. Grounds maintenance has been reduced to reflect recent annual spend. A review of utility costs has been undertaken and savings identified for electricity and water rates.

3.4.3 Transport expenses remain unchanged.

3.4.4 Supplies and services budgets have increased by £32,502 in 2021/2022 and reduced by (£2,540) in 2022/2023. The increase in 2021/2022 is due to

an estimated budget being required for non-abatement fees that will be incurred during the 2021 calendar year until the new equipment is fully installed. After installation, this type of fee will not be incurred if the requirements of the abatement scheme are met. Other budgets to increase are webcasting costs, telephones which includes faster data lines and software licences which now include an additional element for webcasting and legal expenses for a revaluation of the crematorium assets. Savings have been made in printing, stationery and postages with a move to more on line forms and correspondence with customers and funeral directors. Water coolers have been changed from stand-alone facilities to mains fed units, subscriptions have been reviewed and reduced and organist fees reduced due to lower demand.

- 3.4.5 The support services projected budget has increased by £1,750 in both 2020/2021 and 2021/2022, this is due to the increased work undertaken by MDC Design Services team in undertaking reviews for works required to the crematorium building.
- 3.4.6 The proposed budget for depreciation remains unchanged and reflects the latest asset revaluation in 2018/2019. A further revaluation will be required after the abatement equipment works are completed and any further changes to the depreciation calculation will be reflected in next year's financial statements.
- 3.4.7 There is a decrease in income of £7,600 in 2021/2022 and £7,684 in 2022/2023. This is mainly due to reduced demand for the organists to play at funeral services, reduction in income from book of remembrance inscriptions to bring the budget in line with current demand and reduced income from Ashfield District Council (ADC) for the administration of burial of the destitute funerals as the administration of this service will be provided directly by ADC from 1 December 2020. Increases in income include fees for webcasting services and increases in income for containers and memorial to align with last year actuals.
- 3.4.8 The forecast number of cremations remains the same as proposed at 2,100 per annum. Cremation fee income is based on a 5% fee increase on the 2020/2021 fee of £778.00 taking the cremation fee up to £817.00 in 2021/2022 (an increase of £39).
- 3.4.9 The recharge to Cemeteries for Crematorium staff time has been reviewed in line with the changes as a result of the staffing restructure implemented during 2020/2021. This has resulted in a recharge decrease of £5,612 in 2021/2022 and £5,085 in 2021/2022.
- 3.4.10 The below net cost of service items remain unchanged for 2021/2022 and are comprised of the depreciation reversal and the transfer of the 3% fee increase implemented as a one off increase to the standard cremation fee in 2020/2021, which is transferred to the Capital Fund on an ongoing basis.

The below net cost of service totals for 2022/2023 & 2023/2024 have been increased by £37,145 and £101,282 respectively, due to a new capital financing cost as explained in 3.5.7 below.

3.5 Capital Budgets – Appendix 1 provides details of the proposed capital budgets for 2021/2022 – 2022/2023 and the projected capital budget for 2023/2024, these budgets are based on the updated Planned Preventative Works (PPW) programme.

3.5.1 2021/2022 Capital Budget Recommendation £138,177.

This is the budget required to meet the PPW programme of works, including works to internal building finishes, music system, external lighting, fire/intruder alarm system and associated fees and contingencies.

The total value of PPW works in the PPW programme for 2021/2022 includes a carried forward budget of £506,000 for the Mercury Abatement Equipment. A recommendation is included in the Financial Management Review Report April-December 2020 to carry forward this capital budget from 2020/2021 to 2021/2022. The PPW programme also includes an estimated cost for the mercury abatement equipment removal, installation and associated building works of £191,000. However, the committee has deferred approving the budget for the additional building works until a more detailed schedule of works and costings are available. Usable reserve balances will need to be maintained at a level to cover the estimated costs of the installation and building works until a budget is approved.

3.5.2 2022/2023 Capital Budget Recommendation £36,636

This is the budget required to meet the PPW programme of works, including works to internal building finishes, ventilation system works and associated fees and contingencies.

3.5.3 2023/2024 Capital Budget Recommendation £275,658

This is the budget required to meet the PPW programme of works, including works to internal building finishes, music system, works to cremator 2 and replacing cremulator 1 and associated fees and contingencies.

3.5.4 The financing of the capital budgets is dependent upon the usable reserves available. The usable reserves of the Crematorium comprise of general reserves and the capital fund. Table 2 below shows the forecast balances of the usable reserves for the next 3 years. Please note that table 2 does include a budget estimate for the additional installation and building works for the replacement abatement equipment at £191,000. This is for forecast purposes only as the budget for these works has not been approved.

Table 2

USABLE RESERVES		
GENERAL RESERVES		
General Reserve Forecast Balance 31 March 2021		£237,363
<i>Add Forecast Excess Surplus Year End 2020/2021(not guaranteed - only a forecast)</i>		<i>£172,582</i>
General Reserve Forecast Balance 1 April 2021		£409,945
General Reserve Forecast Balance 31 March 2022		£409,945
General Reserve Forecasted Balance 31 March 2023		£409,945
General Reserve Forecasted Balance 31 March 2024		£409,945
CAPITAL FUND		
Capital Fund Forecast Balance 31 March 2021		£701,044
Add 3% fee increase to Capital Fund		£46,200
Less Proposed Capital Programme 2021/2022		-£138,177
Less Carried Forward Mercury Abatement Equipment Budget		-£506,000
Less Estimated Mercury Abatement Building Works		-£191,000
Capital Fund Forecast Balance 31 March 2022		-£87,933
Add 3% fee increase to Capital Fund		£46,200
Add Capital Financing Contribution from Revenue		£37,145
Less Proposed Capital Programme 2022/2023		-£36,636
Capital Fund Forecast Balance 31 March 2023		-£41,224
Add 3% fee increase to Capital Fund		£46,200
Add Capital Financing Contribution from Revenue		£101,282
Less Proposed Capital Programme 2023/2024		-£275,658
Capital Fund Forecast Balance 31 March 2024		-£169,400

3.5.5 Table 2 shows that there are insufficient funds in the capital fund to finance the capital programme, however there are sufficient funds within general reserves to finance these works. Funds would need to be transferred from the general reserve to the capital fund during 2021-2022 to 2023/2024 financial years to ensure that the proposed capital budgets are fully financed in each financial year.

3.5.6 The only current annual contribution to the capital fund is the extra 3% fee income increase approved for 2020/2021 financial year which generates £22.00 per cremation. Based on the estimated 2,100 cremations per year this would generate £46,200 per annum. The only income to the general reserves is any excess surplus once the budgeted surplus has been

allocated. This income is not guaranteed and can vary from year to year depending on levels of expenditure and income within the revenue accounts and number of cremations in a financial year.

3.5.7 It is recommended that an annual contribution to the capital fund is made for 2022/2023 and 2023/2024, limiting the revenue budget surplus for both years to the 2022/2023 surplus budget approved in principle of (£874,839). This would enable a below net cost of service, capital financing cost, shown in appendix 1 of £37,145 in 2022/2023 and £101,282 in 2023/2024 to be transferred to the capital fund to contribute towards financing the capital programme. The PPW Report provides more information and recommendations for financing future capital works from 2024/2025 onwards.

3.6 VAT Implications

Each constituent authority is to account for income and expenditure between the partners on an annual throughput basis, so that each authority can account for only their share in their VAT partial exemption calculations, thus reducing the risk of an authority breaching its test of insignificance for partial exemption.

4. RISK ASSESSMENT OF RECOMMENDATIONS AND OPTIONS

Risk	Risk Assessment	Risk Level	Risk Management
Financial - That the figures contained within the proposed budgets for income and expenditure is inaccurate.	That the calculations have been made incorrectly. There is a great deal of work involved in bringing the information together and errors may occur.	Medium	A quality check is undertaken throughout the process and error identified.
Reputational	That the proposed budgets damage the reputation of the Joint Crematorium Committee.	Low	The proposed budgets are reviewed by the Director/Registrar and Treasurer to the Mansfield and District Crematorium prior to recommendation to the Joint Crematorium Committee. The proposals are in line with the Joint Crematorium Committee corporate priorities.
That capital expenditure is not spent in	That the Crematorium has not budgeted for the resources to pay for	Medium	Regular updates from the Director and Registrar of the Mansfield and District

accordance with the proposed capital budgets and will impact on the partial exemption calculation of the constituent authorities.	additional expenditure if the 5% partial exemption calculation for any of the constituent authorities is exceeded.		Crematorium are received on the capital budgets and any likely changes to these are highlighted on a timely basis for consideration of the impact on the partial exemption calculations.
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5. ALIGNMENT TO COMMITTEES PRIORITIES

This report is directly aligned to ensuring effective management of the Crematorium.

6. IMPLICATIONS RELATING TO RELEVANT LEGISLATION

(a) Relevant Legislation:

The JCC's budget adheres to the following legislation:

- Local Government Act 1972
- Local Government Finance Act 1972
- Local Government Finance Act 1988
- Local Government and Housing Act 1989
- Local Authorities (Functions and Responsibilities) (England) Regulations 2000
- The Local Authorities (Capital Finance and Accounting)(England) Regulations 2003
- Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.

(b) Human Rights: No impact

(c) Equality and Diversity: No impact.

(d) Climate change and environmental sustainability: The Environmental Permitting (England and Wales) Regulations 2017 – the Environmental Protection (England) (Crematoria Mercury Emissions Burden Sharing Certifications) Direction 2010.

(e) Crime and Disorder: No impact.

(f) Budget/Resources : Contained within the body of this report

7. CONSULTATION

Head of Neighbourhoods

8. BACKGROUND PAPERS

None.

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BASE BUDGET WORKING PAPERS - 2021/2022 - 2023/2024 - Mansfield Crematorium

REVENUE

Account Description	2020/2021	2021/2022				2022/2023				2023/2024			
	Latest Approved Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget
Salaries Basic Pay	£295,852	£304,410	£0	-£11,615	£292,795	£311,401	£0	-£5,088	£306,313	£311,401	£10,042	£0	£321,443
Salaries Overtime	£18,000	£18,000	£0	£0	£18,000	£18,000	£0	£0	£18,000	£18,000	£0	£0	£18,000
Salaries National Insurance	£23,057	£24,216	£0	-£935	£23,281	£25,158	£0	-£34	£25,124	£25,158	£2,031	£0	£27,189
Salaries Superannuation	£49,407	£50,836	£6,259	£0	£57,095	£52,004	£7,727	£0	£59,731	£52,004	£10,677	£0	£62,681
Vacancy Savings	-£5,525	-£5,692	£94	£0	-£5,598	-£5,828	£0	-£40	-£5,868	-£5,828	£0	-£342	-£6,170
Superannuation Additional Allowances	£1,261	£1,261	£54	£0	£1,315	£1,261	£54	£0	£1,315	£1,261	£54	£0	£1,315
Pension Deficit Lump Sum	£22,058	£22,500	£0	-£6,349	£16,151	£22,950	£0	-£6,799	£16,151	£22,950	£0	-£6,799	£16,151
Occupational Health Services	£500	£500	£0	-£500	£0	£500	£0	-£500	£0	£500	£0	-£500	£0
Training Expenses Staff	£3,000	£3,000	£0	-£1,800	£1,200	£3,000	£0	-£1,800	£1,200	£3,000	£0	-£1,800	£1,200
Apprenticeship Levy	£1,326	£1,318	£90	£0	£1,408	£1,313	£160	£0	£1,473	£1,313	£233	£0	£1,546
EMPLOYEE EXPENSES	£408,936	£420,349	£6,497	-£21,199	£405,647	£429,759	£7,941	-£14,261	£423,439	£429,759	£23,037	-£9,441	£443,355
Repair/Maintenance Buildings	£23,582	£24,053	£5,947	£0	£30,000	£24,534	£5,466	£0	£30,000	£24,534	£5,466	£0	£30,000
Grounds Maintenance General	£20,440	£20,849	£0	-£3,349	£17,500	£21,266	£0	-£3,766	£17,500	£21,266	£0	-£3,766	£17,500
EPA Testing	£1,500	£1,500	£0	-£300	£1,200	£1,500	£0	-£300	£1,200	£1,500	£0	-£300	£1,200
Repair/Mce Fixed Plant Cremators	£135,000	£137,700	£0	-£37,700	£100,000	£140,450	£0	-£38,450	£102,000	£140,450	£0	-£36,410	£104,040
Electricity	£51,000	£52,000	£0	-£2,000	£50,000	£53,000	£0	-£2,000	£51,000	£53,000	£0	-£980	£52,020
Gas	£42,000	£42,850	£0	£0	£42,850	£43,700	£0	£0	£43,700	£43,700	£874	£0	£44,574
Rent of Premises	£159	£159	£0	£0	£159	£159	£0	£0	£159	£159	£0	£0	£159
Business Rates	£96,776	£93,429	£0	-£1,426	£92,003	£95,212	£0	-£1,426	£93,786	£95,212	£357	£0	£95,569
Sewage/Water Rates	£10,000	£10,200	£0	-£2,700	£7,500	£10,400	£0	-£2,750	£7,650	£10,400	£0	-£2,597	£7,803
Insurance	£19,340	£19,727	£491	£0	£20,218	£20,120	£502	£0	£20,622	£20,120	£914	£0	£21,034
Cleaning Materials	£4,200	£4,200	£0	£0	£4,200	£4,200	£0	£0	£4,200	£4,200	£0	£0	£4,200
Legionella Management	£490	£500	£0	£0	£500	£510	£0	£0	£510	£510	£0	£0	£510
PREMISES EXPENSES	£404,487	£407,167	£6,438	-£47,475	£366,130	£415,051	£5,968	-£48,692	£372,327	£415,051	£7,611	-£44,053	£378,609
Car Allowances	£200	£200	£0	£0	£200	£200	£0	£0	£200	£200	£4	£0	£204
TRANSPORT EXPENSES	£200	£200	£0	£0	£200	£200	£0	£0	£200	£200	£4	£0	£204
Furniture Acquisitions	£4,000	£4,000	£0	£0	£4,000	£4,000	£0	£0	£4,000	£4,000	£0	£0	£4,000
Hire Vending Machines	£600	£600	£0	-£600	£0	£600	£0	-£600	£0	£600	£0	-£600	£0
Light Plant and Tools	£4,000	£4,000	£0	£0	£4,000	£4,000	£0	£0	£4,000	£4,000	£0	£0	£4,000
Bio Boxes	£4,000	£4,000	£0	£0	£4,000	£4,000	£0	£0	£4,000	£4,000	£0	£0	£4,000
Rodent Control	£450	£450	£300	£0	£750	£450	£300	£0	£750	£450	£300	£0	£750
Office Machinery Repair & Maintenance	£100	£100	£0	-£100	£0	£100	£0	-£100	£0	£100	£0	-£100	£0
Office Machinery Replacement	£900	£900	£100	£0	£1,000	£900	£100	£0	£1,000	£900	£100	£0	£1,000
Uniforms	£3,500	£3,500	£1,500	£0	£5,000	£3,500	£1,500	£0	£5,000	£3,500	£1,500	£0	£5,000
Books & Publications	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Printing	£7,000	£7,000	£0	-£4,000	£3,000	£7,000	£0	-£4,000	£3,000	£7,000	£0	-£4,000	£3,000

Account Description	2020/2021	2021/2022				2022/2023				2023/2024			
	Latest Approved Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget
Stationery	£5,000	£5,000	£0	-£1,500	£3,500	£5,000	£0	-£1,500	£3,500	£5,000	£0	-£1,500	£3,500
Advertising Other	£2,000	£2,000	£0	£0	£2,000	£2,000	£0	£0	£2,000	£2,000	£0	£0	£2,000
Waste Collection Skips	£1,500	£1,500	£0	-£500	£1,000	£1,500	£0	-£500	£1,000	£1,500	£0	-£500	£1,000
Medical Examination Fees	£38,850	£38,850	£0	£0	£38,850	£38,850	£0	£0	£38,850	£38,850	£0	£0	£38,850
Payments to Local Authorities	£7,038	£7,178	£0	-£316	£6,862	£7,321	£0	-£322	£6,999	£7,321	£0	-£182	£7,139
Software Licences	£9,000	£9,000	£2,980	£0	£11,980	£9,000	£2,980	£0	£11,980	£9,000	£2,980	£0	£11,980
Postages	£3,500	£3,500	£0	-£700	£2,800	£3,500	£0	-£700	£2,800	£3,500	£0	-£700	£2,800
Systems Software	£530	£540	£0	-£240	£300	£550	£0	-£250	£300	£550	£0	-£250	£300
Telephones	£7,200	£7,344	£2,956	£0	£10,300	£7,490	£2,810	£0	£10,300	£7,490	£2,810	£0	£10,300
Webcasting	£0	£0	£5,000	£0	£5,000	£0	£5,000	£0	£5,000	£0	£5,000	£0	£5,000
Conference Expenses	£1,000	£1,000	£0	£0	£1,000	£1,000	£0	£0	£1,000	£1,000	£0	£0	£1,000
Subscriptions	£2,440	£2,440	£0	-£791	£1,649	£2,440	£0	-£758	£1,682	£2,440	£0	-£724	£1,716
Book of Remembrance Inscriptions	£9,028	£9,028	£0	£0	£9,028	£9,028	£0	£0	£9,028	£9,028	£0	£0	£9,028
External Legal Expenses	£1,500	£0	£0	£1,500	£1,500	£0	£0	£0	£0	£0	£0	£0	£0
Other Expenses General	£500	£500	£0	£0	£500	£500	£0	£0	£500	£500	£0	£0	£500
Memorial Plaques	£11,965	£11,965	£0	£0	£11,965	£11,965	£0	£0	£11,965	£11,965	£0	£0	£11,965
Organist Fees	£14,000	£14,000	£0	-£6,500	£7,500	£14,000	£0	-£6,500	£7,500	£14,000	£0	-£6,500	£7,500
CAMEO Non Abatement Fees	£0	£0	£33,413	£0	£33,413	£0	£0	£0	£0	£0	£0	£0	£0
SUPPLIES & SERVICES	£149,601	£138,395	£46,249	-£13,747	£170,897	£138,694	£12,690	-£15,230	£136,154	£138,694	£12,690	-£15,056	£136,328
Design Services	£5,641	£5,750	£1,750	£0	£7,500	£5,750	£1,750	£0	£7,500	£5,750	£1,750	£0	£7,500
Waste/Litter Collection	£7,349	£7,496	£0	£0	£7,496	£7,646	£0	£0	£7,646	£7,646	£153	£0	£7,799
Central Corporate Overheads	£48,392	£49,360	£0	£0	£49,360	£50,347	£0	£0	£50,347	£50,347	£1,007	£0	£51,354
SUPPORT SERVICES	£61,382	£62,606	£1,750	£0	£64,356	£63,743	£1,750	£0	£65,493	£63,743	£2,910	£0	£66,653
Depreciation, Impairment & Revaluation Losses	£126,271	£126,271	£0	£0	£126,271	£126,271	£0	£0	£126,271	£126,271	£0	£0	£126,271
DEPRECIATION & IMPAIRMENT	£126,271	£126,271	£0	£0	£126,271	£126,271	£0	£0	£126,271	£126,271	£0	£0	£126,271
TOTAL EXPENDITURE	£1,150,877	£1,154,988	£60,934	-£82,421	£1,133,501	£1,173,718	£28,349	-£78,183	£1,123,884	£1,173,718	£46,252	-£68,550	£1,151,420
Book of Remembrance Inscriptions	-£23,500	-£23,500	£3,500	£0	-£20,000	-£23,500	£3,500	£0	-£20,000	-£23,500	£3,500	£0	-£20,000
Cremation Containers	-£200	-£200	£0	-£150	-£350	-£204	£0	-£146	-£350	-£204	£0	-£146	-£350
Cremation Memorials	-£41,000	-£41,000	£0	-£1,000	-£42,000	-£41,000	£0	-£1,000	-£42,000	-£41,000	£0	-£1,000	-£42,000
Organist	-£21,000	-£21,000	£9,750	£0	-£11,250	-£21,000	£9,750	£0	-£11,250	-£21,000	£9,750	£0	-£11,250
Cremation Fees	-£1,633,800	-£1,715,700	£0	£0	-£1,715,700	-£1,803,900	£0	£0	-£1,803,900	-£1,803,900	£0	-£90,300	-£1,894,200
Webcasting	£0	£0	£0	-£7,500	-£7,500	£0	£0	-£7,500	-£7,500	£0	£0	-£7,500	-£7,500
Interest Income	-£3,000	-£3,000	£500	£0	-£2,500	-£3,000	£500	£0	-£2,500	-£3,000	£500	£0	-£2,500
Medical Fees	-£38,850	-£38,850	£0	£0	-£38,850	-£38,850	£0	£0	-£38,850	-£38,850	£0	£0	-£38,850
Misc Income Admin Fees	-£4,000	-£4,000	£2,500	£0	-£1,500	-£4,080	£2,580	£0	-£1,500	-£4,080	£2,580	£0	-£1,500
INCOME	-£1,765,350	-£1,847,250	£16,250	-£8,650	-£1,839,650	-£1,935,534	£16,330	-£8,646	-£1,927,850	-£1,935,534	£16,330	-£98,946	-£2,018,150
Recharges to Cemeteries	-£31,046	-£32,174	£5,612	£0	-£26,562	-£33,032	£5,085	£0	-£27,947	-£33,032	£3,712	£0	-£29,320
INCOME RECHARGES	-£31,046	-£32,174	£5,612	£0	-£26,562	-£33,032	£5,085	£0	-£27,947	-£33,032	£3,712	£0	-£29,320
TOTAL INCOME	-£1,796,396	-£1,879,424	£21,862	-£8,650	-£1,866,212	-£1,968,566	£21,415	-£8,646	-£1,955,797	-£1,968,566	£20,042	-£98,946	-£2,047,470
NET COST OF SERVICE	-£645,519	-£724,436	£82,796	-£91,071	-£732,711	-£794,848	£49,764	-£86,829	-£831,913	-£794,848	£66,294	-£167,496	-£896,050
Depreciation Reversal	-£126,271	-£126,271	£0	£0	-£126,271	-£126,271	£0	£0	-£126,271	-£126,271	£0	£0	-£126,271
Transfer 3% fee increase to Capital Fund	£46,200	£46,200	£0	£0	£46,200	£46,200	£0	£0	£46,200	£46,200	£0	£0	£46,200
Capital Financing Costs	£0	£0	£0	£0	£0	£0	£0	£37,145	£37,145	£0	£0	£101,282	£101,282
BELOW NET COST OF SERVICE	-£80,071	-£80,071	£0	£0	-£80,071	-£80,071	£0	£37,145	-£42,926	-£80,071	£0	£101,282	£21,211
NET SURPLUS	-£725,590	-£804,507	£82,796	-£91,071	-£812,782	-£874,919	£49,764	-£49,684	-£874,839	-£874,919	£66,294	-£66,214	-£874,839

CAPITAL													
Account Description	2020/2021	2021/2022				2022/2023				2023/2024			
	Latest Approved Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget	Base Budget Appr.in Principle	Budget Additions	Budget Reductions	Projected Budget
Replacement Abatement Equipment	£627,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
External Car Park Lighting	£8,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Replacement Tractor	£16,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
PPW Capital Programme	£0	£165,230	£0	-£27,053	£138,177	£205,702	£0	-£169,066	£36,636	£0	£275,658	£0	£275,658
GROSS CAPITAL EXPENDITURE	£651,500	£165,230	£0	-£27,053	£138,177	£205,702	£0	-£169,066	£36,636	£0	£275,658	£0	£275,658

**Report of Treasurer of Joint Crematorium Committee
To
Mansfield and District Joint Crematorium Committee
On
22 February 2021**

**FINANCIAL MANAGEMENT REVIEW
1 APRIL 2020 TO 31 OCTOBER 2020**

1. SUMMARY

- 1.1 This report shows the forecasted year end position for the 2020/2021 financial year for the Mansfield Crematorium as at 31 October 2020.

2. RECOMMENDATION

To be resolved:

- i). The financial information provided in appendix 1 and table 3 is for noting only.
- ii) The revenue budget realignments provided in appendix 2 are for noting only.
- iii) The capital expenditure budget £56,844 and capital income budget (£31,622) for the new scheme roof repairs - insurance copper theft as detailed in 3.1.6, are approved.

3. BACKGROUND

- 3.1 Summary Forecast Financial Position - see appendix 1

Revisions to the allocation of the original revenue budgets have been undertaken and three budget realignments have been processed to reflect the revised budgets required in the following areas:-

- Employee costs – to reflect the new staffing structure, COVID19 temporary employee costs and COVID19 specific overtime, agency administrator costs, superannuation percentage changes since budget setting, increased annual pay-rise and vacancy savings.
- CAMEO non-abatement fees – revenue budget savings have been identified to finance the estimated costs for 2020 due to cremations not being abated.
- Roof repairs for claim following theft of copper November 2018 - £25,222 is required to complete the roof repairs following the insurance contribution of £31,622. This will be a revenue contribution towards the capital project.

Please see appendix 2 for details of the budgets that have been reduced and increased within the three budget realignments.

Table 1 below summarises the income and expenditure incurred to 31 October 2020 and the variances to revised budgets expected at year end. Further explanations are provided below where there are significant variances between the forecasted outturn position and the revised budgets.

Table 1

CREMATORIUM REVENUE	FULL YEAR				1 April 2020 to 31 Oct 2020
Description	Original Budget	Revised Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Employee Costs	408,936	379,505	374,332	-5,173	245,426
Premises Related Expenses	404,487	388,398	388,541	143	214,303
Transport Related Expenditure	200	200	50	-150	0
Supplies and Services	149,601	190,690	199,649	8,959	67,481
Support Services	61,382	61,382	63,227	1,845	7,403
Depreciation & Impairment	126,271	126,271	126,271	0	0
Revenue Gross Expenditure	1,150,877	1,146,446	1,152,070	5,624	534,612
Revenue Income	-1,765,350	-1,772,850	-1,959,600	-186,750	-951,694
Income	-1,765,350	-1,772,850	-1,959,600	-186,750	-951,694
Recharge to Cemeteries	-31,046	-31,046	-28,000	3,046	0
Income Recharges	-31,046	-31,046	-28,000	3,046	0
Revenue Gross Income	-1,796,396	-1,803,896	-1,987,600	-183,704	-951,694
Net Cost of Service	-645,519	-657,450	-835,530	-178,080	-417,082
Depreciation to be Reversed	-126,271	-126,271	-126,271	0	0
2 Year Pension Lump Sum Prepayment	0	0	0	0	-32,303
3% Increase of Standard Cremation Fees to Capital Fund	46,200	46,200	52,800	6,600	23,034
Crem Employee Transformation Savings	0	9,431	9,431	0	0
Below Net Cost of Service	-80,071	-70,640	-64,040	6,600	-9,269
Net (-) Surplus	-725,590	-728,090	-899,570	-171,480	-426,351

CREMATORIUM CAPITAL	FULL YEAR				1 April 2020 to 31 Oct 2020
Description	Original Budget	Revised Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Capital - Replacement of Abatement Equipment	627,000	627,000	627,000	0	0
Capital - New Tractor	16,500	16,500	16,500	0	0
Capital - Car Park Lighting	8,000	8,000	8,000	0	0
Capital - Roof Repairs - Insurance Copper Theft Expenditure	0	0	56,844	56,844	0
Capital - Roof Repairs - Insurance Cooper Theft Income	0	0	-31,622	-31,622	0
Capital Gross Expenditure	651,500	651,500	676,722	25,222	0

3.1.1 Employee Expenses total forecasted variance (£5,000)

When the Crematorium budgets were set for 2020/2021 the information regarding the triennial Nottinghamshire County Council (NCC) pension revaluation and annual pension contributions had not been received, so the annual pension budget was set at £22,058. In April 2020 the opportunity to pay for three years NCC lump sum pension payments in advance for the period 2020/2021, 2021/2022 and 2022/2023 was accepted by the Treasurer in relation to the employees of the Mansfield Crematorium. This

resulted in a reduction in NCC estimated pension payments to the pension scheme of £3,571 over the 3 year period, as shown in table 2 below. The payment due for 2020/2021 will be £16,151 resulting in an overall Crematorium budget saving for 2020/2021 of (£5,907). Table 1 and Appendix 1 show adjustments for the prepayment total of £32,303 for years 2021/2022 & 2022/2023, which will be treated as a prepayment at the year end and shown in the 2021/2022 and 2022/2023 accounts.

Table 2

NCC Pension Lump Sum	2020/2021	2021/2022	2022/2023	TOTAL
Original NCC Annual Contribution	£16,725	£17,334	£17,966	£52,025
Advance 3 Year Payment	£16,151	£16,151	£16,152	£48,454
Saving Per Annum	£574	£1,183	£1,814	£3,571

Additional costs of £960 have been incurred for the job advert for the vacant Director and Registrar of the Crematorium post.

3.1.2 Supplies and Services Expenses total forecasted variance £9,000

As detailed in 3.1.4, due to the increased forecast in the number of cremations, both the expenditure and income budgets for medical fees will need increasing by £5,550 as the charge paid for this service is fully reimbursed through a matching fee per cremation.

Other minor variations to budget forecasts totalling £409 include increases to the misc. software licences, mobile phones, offset by reductions in postages and systems software.

The uptake of the webcasting service continues to be popular with the revise forecast increased by £3,000. This will be offset by an increase forecast for webcasting income of (£4,500) as detailed in 3.1.4 below.

3.1.3 Support Services Expenses total forecasted variance £2,000

The forecast recharges for MDC Design Services team has been increased by £2,000. MDC Design Services team will be undertaking planned preventative work reviews and assisting with the replacement abatement equipment works.

3.1.4 Income total forecasted variance (£184,000).

The cremation fee budget was set using an annual throughput estimate of 2,100 cremation for 2020/2021 financial year. However, due to the unprecedented impact of COVID-19, this forecast has increased to 2,400. As a result of this change the cremation fee income budget forecast has increased by (£195,200). The usage and related income will be closely monitored and the forecast will be adjusted if required. Please note that the cremation fee income includes an additional 3% fee rise implemented from 1 April 2020. As detailed in 3.1.5 below, it is forecast that £52,800 of this

income will be transferred to the capital fund usable reserves by the end of the financial year.

As noted in 3.1.2 the medical fee income forecast has been increased by (£5,555) in line with the medical fee costs.

As detailed in 3.1.2, a new income budget is required for webcasting fees. Demand for this service continues and the revised budget forecast has increased by (£4,500) which will be offset by an increase in the webcasting costs of £3,000.

The organist service has not being made available during service restrictions and coupled with reduced demand the forecast fee income has reduced by £16,500.

It is forecast that the recharge to Mansfield District Council Cemeteries' service for the administrative role undertaken by the Crematorium staff will be £3,000 lower this financial year. This is due to the recharge calculation being mainly based on a proportion of actual salary costs incurred and the savings made through the restructure and in year vacancies.

Due to the reduction in interest rates this year, the forecast for interest income has been reduced by £2,000.

3.1.5 Below Net Cost of Service total forecasted variance £7,000

With reference to minute 1773 approved by the JCC on 13 January 2020; the additional 3% increase in the standard cremation fee for 2020/2021, is to be transferred to the capital fund. The 3% increase equates to £22 per standard cremation. Due to the forecasted number of cremations increasing from 2,100 to 2,400, the amount to be transferred to the capital fund is forecast to be £52,800 which is an increase of £6,600 to budget.

3.1.6 Capital total forecasted variance £25,222

Replacement abatement equipment, the approved carry-forward budget from 2019/2020 of £627,000 has been allocated for spending during 2020/2021. No costs have been incurred as at 31 October 2020.

New tractor budget of £16,500, the Head of Neighbourhoods has reviewed the hiring and purchasing options and decided to purchase the tractor from the approved capital budget this financial year as the old tractor is beyond repair.

Car park lighting budget of £8,000 due to the health and safety issues identified with darker mornings and nights during the autumn and winter months, these works are now required. The Crematorium team are in the early stages of review with this project and looking at the various options.

A new capital project is required for completion of works to the roof following the copper theft in November 2018 and this matter having now reached a conclusion with the insurers. An expenditure budget is required for full roof replacement costs of £56,844. The insurers will be settling the insurance claim at (£31,622), leaving the crematorium to pay the balance of the roof works required at £25,222. As part of the revenue budget realignments budgets totalling £25,222 have been identified and will be used as a revenue contribution to finance the balance of this capital scheme, please see appendix 2.

It is recommended that a new capital expenditure budget of £56,844 for the works contract and a new capital income budget of (£31,622) for the insurance settlement are approved in the 2020/2021 financial year.

3.2 Balance Sheet Review – Table 3 below shows the balance sheet as at 31 October 2020

Table 3

Mansfield & District Joint Crematorium		
Balance Sheet as at 31 October 2020		
31 March 2020		31 October 2020
£		£
2,150,777	Property, Plant & Equipment	2,150,777
2,150,777	Long Term Assets	2,150,777
247,571	Short Term Debtors	123,243
0	NCC Pension Prepayment 2 years	32,303
-19,895	Provisions	-19,895
1,676,219	Cash and Cash Equivalents	1,350,961
1,903,895	Current Assets	1,486,612
-866,669	Short Term Creditors	0
-866,669	Current Liabilities	0
-1,141,000	Net Pension Liability	-1,141,000
-1,141,000	Long Term Liabilities	-1,141,000
2,047,003	Net Assets	2,496,389
Financed by:		
799,863	Capital Fund	822,897
0	Surplus/(deficit) in year	426,351
237,363	General Reserve	237,363
1,037,226	Usable Reserves	1,486,612
442,841	Revaluation Reserve	442,840
1,707,936	Capital Adjustment Accounts	1,707,936
-1,141,000	Pension Reserve	-1,141,000
£1,009,777	Unusable Reserves	1,009,777
2,047,003	Total Reserves	2,496,389

3.2.1 Long Term Assets – There is currently no movement in the long term assets. Transactions for depreciation and any changes in the re-valuation

of the crematorium assets, which is to be undertaken during this financial year, will be calculated before the financial year end.

3.2.2 Current Assets

Short Term Debtors - Total outstanding at 31 October 2020 was £123,243. This is lower than in previous months due to a delay in raising the cremation fee invoices for October 2020. This was due to reduced staffing levels in the Crematorium office towards the end of October.

This total comprises of £123,243 which is the value of invoices raised mainly to funeral directors which remain unpaid as at 31 October 2020. The summary below breaks down the value outstanding per period for the invoices outstanding.

Ageing Debtor Summary as at 31 October 2020

Period Invoice Raised	Amount Outstanding £
2016-17 Financial Year	1,247
2017-18 Financial Year	3,310
2018-19 Financial Year	1,440
2019-20 Financial Year	20,898
April 2020	9,558
May 2020	0
June 2020	797
July 2020	23,386
August 2020	26,548
September 2020	35,551
October 2020	508
TOTAL	123,243

NCC Pension Prepayment 2 Years – as detailed in 3.1.1 the value for 2021/2022 & 2022/2023 will be treated as a prepayment at the end of the current financial year.

Provisions – At the financial year end the value required for this provision will be recalculated based on the age of outstanding debtor invoices.

Cash and Cash Equivalents – The main changes relate to the payment of the 2019/2020 allocated surplus to each authority, accrued creditor payments to suppliers and the revenue surplus calculated up to 31 October 2020 on the revenue accounts.

3.2.3 Current Liabilities

Short Term Creditors – There are no short term creditors at 31 October 2020. However, at the financial year end the outstanding creditors will be calculated based on the invoices relating to the 2020/2021 accounts that have not yet been paid and the net surplus due to the 3 authorities

3.2.4 Long Term Liabilities

Net Pension Liability – This will remain unchanged until the actuary report is received at the financial year end advising of the changes to the value of the JCC pension scheme.

3.2.5 Usable Reserves

Capital Fund – The capital fund brought forward balance as at 1 April 2020 was £799,863. This opening balance includes an approved carried forward budget of £627,000 for replacement abatement equipment and supplier design fees only. No expenditure has been incurred yet on this project. A further report is required to determine the building repair costs associated with these works, until a budget is approved no estimate for these works is included in the capital fund forecast in table 4.

Capital budget for £16,500 for the purchase of a replacement tractor – the Head of Neighbourhoods has decided to purchase a new tractor from this budget as the old tractor is beyond repair.

Capital budget for £8,000 for car park lighting –these works are required this financial year due to the health and safety implications of the darker mornings and nights during the autumn and winter seasons.

As detailed in 3.1.5, the additional income generated from the extra 3% fee increase in 2020/2021 will be transferred to the capital fund. Actuals to September 2020 have been processed and a forecast has been included for October 2020 to March 2021, as detailed in table 4.

Table 4

Capital Fund Balance Brought Forward 1 April 2020		£799,863
Approved Capital Budgets 2020/2021		
Replacement Abatement Equipment		-£627,000
New Tractor		-£16,500
Car Park Lighting		-£8,000
		-£651,500
3% increase in Standard Cremation Fee 2020/2021		
Actuals April-Sept 2020		£23,034
Forecast October - March 2020		£29,766
		£52,800
Capital Fund Forecasted Balance as at 31 March 2021		£201,163

General Reserve – The General Reserves brought forward balance as at 1 April 2020 was £237,363, as detailed in table 5.

Table 5

General Reserve Balance Brought Forward 1 April 2020	£237,363
General Reserve Forecasted Balance as at 31 March 2021	£237,363

3.2.6 Unusable Reserves

Revaluation reserve - This will remain unchanged until the end of the current financial year.

Capital Adjustment Account – This will remain unchanged until the end of the current financial year.

Pension Reserve - This will remain unchanged until the actuary report is received at the financial year end advising of the changes to the value of the JCC pension scheme.

3.3 The position at 31 October 2020 is a surplus of £426,351, see appendix 1.

The year-end forecast position to 31 March 2021 is a surplus of £899,570, compared to the revised budget surplus of £728,090, which is an increase in surplus of £171,480.

As approved at the December 2017 JCC meeting, the surplus distribution will not exceed the revised budget surplus of £728,090 and that any additional surplus will be transferred to the general reserve for future planned preventative works.

The main reason for this increase to the forecast budget surplus is the increase in the number of cremations forecast during 2020/2021 from 2,100 to 2,400 due to the COVID-19 pandemic. This usage forecast will be monitored closely and any further changes in usage will be reflected in revised forecasts and surplus estimates.

3.3.1 Table 6 below shows the forecast surplus payments to each authority based on the revised budget surplus and the usage to date by area.

Table 6

District	April - October 2020 No. of Cremations	April - October 2020 Usage Percentage	Revised Budget Surplus £728,090 split
Ashfield	539	46.31%	£337,148
Mansfield	552	47.42%	£345,280
Newark & Sherwood	73	6.27%	£45,662
TOTAL	1,164	100.00%	£728,090

4. RISK ASSESSMENT OF RECOMMENDATIONS AND OPTIONS

Risk	Risk Assessment	Risk Level	Risk Management
Financial forecasts are inaccurate	A number of the Joint Crematorium's budgets are dependent on external factors and influences which cannot be accurately forecast	Medium	The budgetary management system is in place whereby finance and budget officers meet to discuss issues surrounding the budgets.

5. ALIGNMENT TO COMMITTEES PRIORITIES

This report is directly aligned to ensuring effective management of the Crematorium.

6. IMPLICATIONS RELATING TO RELEVANT LEGISLATION

- (a) Relevant Legislation: The accounts are produced in accordance with the requirements of the Accounts and Audit Regulations 2015. The format reflects the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom 2019/2020 and the Service Accounting Code of Practice published by the Chartered Institute of Public Finance and Accountancy (CIPFA). This is supported by the International Financial Reporting Standards (IFRS).
The audit is carried out in accordance with the Accounts and Audit Regulations 2015.
- (b) Human Rights: No impact
- (c) Equality and Diversity: No impact.
- (d) Climate change and environmental sustainability: No impact.
- (e) Crime and Disorder: No impact.

- (f) Budget / Resources: This report is to note the out-turn position on the Joint Crematorium Account and the balances on the Reserve funds.

7. CONSULTATION

Head of Neighbourhoods

8. BACKGROUND PAPERS

None.

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					Appendix 1	
REVENUE CREMATORIUM	Full Year				1 April 2020 to 31 Oct 2020	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Salaries Basic Pay	295,852	245,998	245,998	0	128,807	Realignment 22 & 23
COVID19 Basic Pay	0	3,264	3,264	0	3,264	Realignment 22
Salaries Overtime	18,000	9,198	9,198	0	4,830	Realignment 22
COVID19 Overtime	0	8,802	8,802	0	8,802	Realignment 22
Salaries National Insurance	23,057	21,000	21,000	0	11,940	Realignment 22
Salaries Superannuation	49,407	51,860	51,860	0	28,214	Realignment 22
Salaries Vacancy Savings	-5,525	0	0	0	0	Realignment 22
Superann Additional Allowances	1,261	1,261	1,261	0	-1,084	
Pension Deficit Lump Sum	22,058	22,058	16,151	-5,907	48,454	
Agency Staff	0	11,238	11,238	0	11,238	Realignment 22
Advertising Appointments	0	0	960	960	960	
Occupational Health Services	500	500	500	0	0	
Training Expenses Staff	3,000	3,000	3,000	0	0	
Apprenticeship Levy	1,326	1,326	1,100	-226	0	
Employee Related Expenditure	408,936	379,505	374,332	-5,173	245,426	
Repair/Maintenance Buildings	23,582	23,582	23,582	0	8,408	
Repair/Maintenance - Contribution Capital Roof Repairs	0	25,222	25,222	0	0	Realignment 24
Grounds Maintenance General	20,440	20,440	20,440	0	4,108	
EPA Testing	1,500	1,500	1,161	-339	1,161	
Repair/Maintenance Fixed Plant Cremators	135,000	106,675	106,675	0	47,328	Realignment 23
Electricity	51,000	47,500	47,500	0	17,908	Realignment 23
Gas	42,000	42,000	42,000	0	18,129	
Rent of Premises	159	159	159	0	159	
Business Rates	96,776	91,290	91,290	0	91,290	Realignment 24
Sewage/Water Rates	10,000	6,000	6,000	0	3,161	Realignment 23
Insurance	19,340	19,340	19,822	482	19,822	
Cleaning Materials	4,200	4,200	4,200	0	2,655	
Legionella	490	490	490	0	175	
Premises Related Expenditure	404,487	388,398	388,541	143	214,303	

					Appendix 1		
REVENUE CREMATORIUM	Full Year				1 April 2020 to 31 Oct 2020		
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals		Revised Budget Realignment
	£	£	£	£	£		
Car Allowances	200	200	50	-150	0		
Transport Related Expenditure	200	200	50	-150	0		
Furniture Acquisitions	4,000	750	750	0	0		Realignment 24
Hire Vending Machines	600	600	600	0	61		
Light Plant and Tools	4,000	4,000	4,000	0	1,717		
Bio Boxes	4,000	4,000	4,000	0	2,589		
Materials Rodent Control	450	450	450	0	0		
Office Machinery Repair/Maintenance	100	100	100	0	0		
Office Machinery Replacement	900	900	900	0	56		
Uniforms	3,500	3,500	3,500	0	718		
Books & Publications Special	10,000	0	0	0	0		Realignment 24
Printing	7,000	3,500	3,500	0	1,577		Realignment 24
Stationery	5,000	3,500	3,500	0	1,239		Realignment 24
Advertising Other	2,000	2,000	2,000	0	1,092		
Waste Collection Skips	1,500	1,500	1,500	0	370		
Medical Referee Fees	38,850	38,850	44,400	5,550	26,372		
Payments to Local Authorities	7,038	7,038	7,038	0	2,040		
Software Licences	9,000	9,000	9,880	880	9,880		
Mobile Phones	0	0	13	13	13		
Postages	3,500	3,014	2,800	-214	1,681		Realignment 24
Systems Software	530	530	260	-270	260		
Telephones	7,200	7,200	7,200	0	4,605		
Webcasting Costs	0	5,000	8,000	3,000	6,696		
Conference Expenses	1,000	0	0	0	0		Realignment 24
Subscriptions	2,440	2,440	2,440	0	712		
Book of Remembrance Inscriptions	9,028	9,028	9,028	0	4,181		
External Legal Expenses	1,500	1,500	1,500	0	0		
Other Expenses General	500	500	500	0	0		
Memorial Plaques	11,965	11,965	11,965	0	1,562		
Organist Fees	14,000	3,000	3,000	0	60		Realignment 23
CAMEO Non Abatement Fees	0	66,825	66,825	0	0		Realignment 23
Supplies & Services Expenditure	149,601	190,690	199,649	8,959	67,481		

					Appendix 1	
REVENUE CREMATORIUM	Full Year				1 April 2020 to 31 Oct 2020	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Design Services	5,641	5,641	7,432	1,791	0	
Trade Waste/Recycling	7,349	7,349	7,349	0	7,349	
Electricians Service	0	0	54	54	54	
Central Corporate Overhead	48,392	48,392	48,392	0	0	
Support Services	61,382	61,382	63,227	1,845	7,403	
Depreciation	126,271	126,271	126,271	0	0	
Depreciation and Impairment	126,271	126,271	126,271	0	0	
Revenue Gross Expenditure	1,150,877	1,146,446	1,152,070	5,624	534,612	
Book of Remembrance Inscriptions	-23,500	-23,500	-23,500	0	-11,969	
Charities Collection	0	0	0	0	-540	
Crematorium Containers	-200	-200	-200	0	-170	
Crematorium Memorials	-41,000	-41,000	-41,000	0	-10,247	
Organist	-21,000	-21,000	-4,500	16,500	0	
Cremation Fees	-1,633,800	-1,633,800	-1,829,000	-195,200	-897,116	
Webcasting Fees	0	-7,500	-12,000	-4,500	-9,340	
Medical Fees	-38,850	-38,850	-44,400	-5,550	-22,292	
Interest Income	-3,000	-3,000	-3,000	0	0	
Miscellaneous Income	-4,000	-4,000	-2,000	2,000	0	
Under/Over Bankings	0	0	0	0	-20	
Income	-1,765,350	-1,772,850	-1,959,600	-186,750	-951,694	
Recharges to Cemeteries	-31,046	-31,046	-28,000	3,046	0	
Income Recharges	-31,046	-31,046	-28,000	3,046	0	
Revenue Gross Income	-1,796,396	-1,803,896	-1,987,600	-183,704	-951,694	
Net Cost of Service	-645,519	-657,450	-835,530	-178,080	-417,082	
Depreciation to be Reversed	-126,271	-126,271	-126,271	0	0	
2 Year Pension Lump Sum Prepayment	0	0	0	0	-32,303	
3% Increase of Standard Cremation Fees to Capital Fund	46,200	46,200	52,800	6,600	23,034	
Crem Transformation Savings	0	9,431	9,431	0	0	
Below Net Cost of Service Sub Total	-80,071	-70,640	-64,040	6,600	-9,269	
Net Surplus	-725,590	-728,090	-899,570	-171,480	-426,351	

					Appendix 1	
CAPITAL CREMATORIUM	Full Year				1 April 2020 to 31 Oct 2020	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Replacement of Abatement Equipment	627,000	627,000	627,000	0	0	
New Tractor	16,500	16,500	16,500	0	0	
Car Park Lighting	8,000	8,000	8,000	0	0	
Roof Repairs - Insurance Copper Theft Expenditure	0	0	56,844	56,844	0	
Roof Repairs - Insurance Copper Theft Income	0	0	-31,622	-31,622	0	
Grand Total	651,500	651,500	676,722	25,222	0	



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

Budget Realign Ref	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
	2020	22	£32,438 Wendy Gregson	28/10/2020	Julie Snowdon

REASON FOR BUDGET REALIGNMENT

To realign employee budgets to allocate budgets to COVID19 employee basic and overtime costs, vacancy savings, superannuation and agency costs during 2020/2021 to date.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4101000001	Crematorium Salaries Basic Pay	-22,074	288,072	265,998
4101000002	Crematorium Salaries Overtime	-8,802	18,000	9,198
4101000003	Creamtorium Salaries National Insurance	-1,562	22,562	21,000
				0
				0
		-32,438		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000011	Crematorium COVID19 Basic Salary	3,264	0	3,264
4101000012	Crematorium COVID19 Overtime Costs	8,802	0	8,802
4101000041	Crematorium Agency Staff	11,238	0	11,238
4101000004	Crematorium Salaries Superannuation	3,753	48,107	51,860
4101000006	Crematorium Salaries Vacancy Savings	5,381	-5,381	0
				0
				0
		32,438		



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

Budget Realign Ref	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
	2020	23	£66,825 Wendy Gregson	28/10/2020	Julie Snowdon

REASON FOR BUDGET REALIGNMENT

Due to the non abatement of cremations and the delay in replacement the faulty abatement equipment, fees to purchase tmac's from the CAMEO scheme will be required for the financial year 2020/2021. This charge will be based on 50% throughput from Jan 2020 to Dec 2020 (est 1215 in total) @ £55 per cremation. As detailed in Report April - July 2020 Financial Management Review to JCC.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
410100001	Crematorium Salaries Basic Pay	-20,000	265,998	245,998
4101000124	Crematorium Repairs and Maintenance Fixed Plant Cremator	-28,325	135,000	106,675
4101000133	Crematorium Electricity	-3,500	51,000	47,500
4101000150	Crematorium Sewage/Water Rates	-4,000	10,000	6,000
4101000524	Crematorium Crem Organist Fees	-11,000	14,000	3,000
				0
		-66,825		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000529	Crematorium CAMEO Non Abatement Fees	66,825	0	66,825
				0
		66,825		



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

Budget Realign Ref	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
	2020	24	£25,222 Wendy Gregson	28/10/2020	Julie Snowdon

REASON FOR BUDGET REALIGNMENT

A budget is required for £25,222 which is the balance required between the cost to replace the roof that was damaged due to copper theft in November 2018 and the amount that will be covered by the insurers. The insurers will only pay out for the repairs to the area which was damaged by the actions of the thieves, the areas not damaged but that need to be replaced as part of the full repairs to the roof have to be met from the Crematorium budgets. The full repairs will be shown as a capital scheme that will be partly financed through revenue budget savings as a contribution to capital plus the payment from the insurance company.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4101000146	Crematorium NNDR MDC	-5,486	96,776	91,290
4101000307	Crematorium Furniture Acquisitions	-3,250	4,000	750
4101000361	Crematorium Books & Publications Special	-10,000	10,000	0
4101000366	Crematorium Printing	-3,500	7,000	3,500
4101000367	Crematorium Stationery	-1,500	5,000	3,500
4101000435	Crematorium Postages	-486	3,500	3,014
4101000450	Crematorium Conference Expenses	-1,000	1,000	0
				0
				0
		-25,222		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000106	Crematorium Repairs and Maintenance Special	25,222	0	25,222
				0
				0
		25,222		

**Report of Treasurer of Joint Crematorium Committee
To
Mansfield and District Joint Crematorium Committee
On
22 February 2021**

**FINANCIAL MANAGEMENT REVIEW
1 APRIL 2020 TO 31 DECEMBER 2020**

1. SUMMARY

- 1.1 This report shows the forecasted year end position for the 2020/2021 financial year for the Mansfield Crematorium as at 31 December 2020.

2. RECOMMENDATION

To be resolved:

- i). The financial information provided in appendix 1 and table 3 is for noting only.
- ii) The revenue budget realignments provided in appendix 2 are for noting only.
- iii) That £506,000 of the Mercury Abatement Equipment scheme capital budget is carried forward into the 2021/2022 financial year, as detailed in 3.1.6.

3. BACKGROUND

- 3.1 Summary Forecast Financial Position - see appendix 1

Revisions to the allocation of the original revenue budgets have been undertaken and four budget realignments have been processed to reflect the revised budgets required in the following areas:-

- Employee costs – to reflect the new staffing structure, COVID19 temporary employee costs and COVID19 specific overtime, agency administrator costs, superannuation percentage changes since budget setting, increased annual pay-rise and vacancy savings.
- CAMEO non-abatement fees – revenue budget savings have been identified to finance the estimated costs for 2020 due to cremations not being abated.
- Roof repairs for claim following theft of copper November 2018 - £25,222 is required to complete the roof repairs following the insurance contribution of £31,622. This will be a revenue contribution towards the capital project.

- Webcasting equipment and installation in smaller chapel to enable visual tributes and webcasting of services in both chapels.

Please see appendix 2 for details of the budgets that have been reduced and increased within the four budget realignments.

A review of expenditure will take place during February and March to identify all additional spend that have been incurred this financial year due to the Covid 19 pandemic. These costs will be clearly identified in the financial statements so that each of the constituent authorities can make their own claims to recover their throughput share of these costs from central government Covid 19 pandemic grant funding.

Table 1 below summarises the income and expenditure incurred to 31 December 2020 and the variances to revised budgets expected at year end. Further explanations are provided below where there are significant variances between the forecasted outturn position and the revised budgets.

Table 1

CREMATORIUM REVENUE	FULL YEAR				1 April 2020 to 31 Dec 2020
Description	Original Budget	Revised Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Employee Costs	408,936	379,505	358,450	-21,055	299,214
Premises Related Expenses	404,487	381,723	413,273	31,550	248,849
Transport Related Expenditure	200	200	50	-150	0
Supplies and Services	149,601	197,365	208,852	11,487	77,969
Support Services	61,382	61,382	63,227	1,845	9,357
Depreciation & Impairment	126,271	126,271	126,271	0	0
Revenue Gross Expenditure	1,150,877	1,146,446	1,170,123	23,677	635,388
Revenue Income	-1,765,350	-1,772,850	-1,972,155	-199,305	-1,427,257
Income	-1,765,350	-1,772,850	-1,972,155	-199,305	-1,427,257
Recharge to Cemeteries	-31,046	-31,046	-28,000	3,046	0
Income Recharges	-31,046	-31,046	-28,000	3,046	0
Revenue Gross Income	-1,796,396	-1,803,896	-2,000,155	-196,259	-1,427,257
Net Cost of Service	-645,519	-657,450	-830,032	-172,582	-791,869
Depreciation to be Reversed	-126,271	-126,271	-126,271	0	0
2 Year Pension Lump Sum Prepayment	0	0	0	0	0
3% Increase of Standard Cremation Fees to Capital Fund	46,200	46,200	46,200	0	30,448
Crem Employee Transformation Savings	0	9,431	9,431	0	0
Below Net Cost of Service	-80,071	-70,640	-70,640	0	30,448
Net (-) Surplus	-725,590	-728,090	-900,672	-172,582	-761,421
CREMATORIUM CAPITAL	FULL YEAR				1 April 2020 to 31 Dec 2020
Description	Original Budget	Revised Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Capital - Replacement of Abatement Equipment	627,000	627,000	121,000	-506,000	0
Capital - New Tractor	16,500	16,500	16,019	-481	0
Capital - Car Park Lighting	8,000	8,000	8,000	0	0
Capital - Roof Repairs - Insurance Copper Theft Expenditure	0	0	56,844	56,844	0
Capital - Roof Repairs - Insurance Cooper Theft Income	0	0	-31,522	-31,522	-31,522
Capital Gross Expenditure	651,500	651,500	170,341	-481,159	-31,522

3.1.1 Employee Expenses total forecasted variance (£21,055)

When the Crematorium budgets were set for 2020/2021 the information regarding the triennial Nottinghamshire County Council (NCC) pension revaluation and annual pension contributions had not been received, so the annual pension budget was set at £22,058. In April 2020 the opportunity to pay for three years NCC lump sum pension payments in advance for the period 2020/2021, 2021/2022 and 2022/2023 was accepted by the Treasurer in relation to the employees of the Mansfield Crematorium. This resulted in a reduction in NCC estimated pension payments to the pension scheme of £3,571 over the 3 year period, as shown in table 2 below. The payment due for 2020/2021 will be £16,151 resulting in an overall Crematorium budget saving for 2020/2021 of (£5,907). As part of the final accounts transactions a prepayment of £32,303 will be processed to move the costs relating to 2021/2022 & 2022/2023 contributions into the correct financial years.

Table 2

NCC Pension Lump Sum	2020/2021	2021/2022	2022/2023	TOTAL
Original NCC Annual Contribution	£16,725	£17,334	£17,966	£52,025
Advance 3 Year Payment	£16,151	£16,151	£16,152	£48,454
Saving Per Annum	£574	£1,183	£1,814	£3,571

Due to in year vacancies employee costs are showing savings of (£22,489), however this is offset by £5,314 of agency costs for a relief cleaner to the end March 2021.

Additional costs of £2,209 have been incurred for the job advert for the vacant Director and Registrar of the Crematorium post, £544 for superannuation additional allowances. A reduction in costs is forecast for occupational health services (£500) and apprenticeship levy (£226).

Appendix 1 also details the amount of employee costs for temporary staff or additional overtime that has been incurred specifically due to the impact of Covid19.

3.1.2 Premises Expenses total forecasted variance £31,550

The repairs required due to the cremator fire during 2020/2021 totalled £31,307. The costs have been covered by an insurance claim for which reimbursement has been received and is shown within the income section of the accounts.

Other minor variations include £100 excess on the copper roof repair insurance claim, £482 on increased insurance premiums and an under-spend of (£339) for EPA testing.

3.1.3 Supplies and Services Expenses total forecasted variance £11,487

As detailed in 3.1.5, due to the increased forecast in the number of cremations, both the expenditure and income budgets for medical fees will need increasing by £6,438 as the charge paid for this service is fully reimbursed through a matching fee per cremation.

The uptake of the webcasting service continues to be popular with the revised forecast increased by £9,700. This will be offset by an increase in the forecast for webcasting income of (£14,100) as detailed in 3.1.5 below.

The telephone & data line costs have increased by £3,140 due to the increase in webcasting demand and less face to face customer contact.

Due to the pandemic the demand for memorial plaques is lower than expected (£5,965) and the forecast for an organist has been further reduced by (£2,000).

Other minor variations to budget forecasts totalling £174 include increases to the misc. software licences, mobile phones, offset by reductions in postages, hire of vending machines and systems software.

3.1.4 Support Services Expenses total forecasted variance £1,845

The forecast recharges for MDC Design Services team has been increased by £2,000. MDC Design Services team will be undertaking planned preventative work reviews and assisting with the replacement abatement equipment works.

3.1.5 Income total forecasted variance (£196,259).

The cremation fee budget was set using an annual throughput estimate of 2,100 cremations for 2020/2021 financial year. However, due to the unprecedented impact of COVID-19, this forecast has increased to 2,448. As a result of this change the cremation fee income budget forecast has increased by (£189,960). The usage and related income will be closely monitored and the forecast will be adjusted if required. Please note that the cremation fee income includes an additional 3% fee rise implemented from 1 April 2020. The JCC have previously approved that the income generated from this 3% fee increase is transferred to the capital fund each year.

The reimbursement from the insurers for the cremator fire is (£31,307) to offset the costs within premises expenses.

As noted in 3.1.3 the medical fee income forecast has been increased by (£6,438) in line with the medical fee costs.

As detailed in 3.1.3, a new income budget is required for webcasting fees. Demand for this service continues and the revised budget forecast has increased by (£14,100) which will be offset by an increase in the webcasting costs of £9,700.

The organist service has not being made available during service restrictions and coupled with reduced demand the forecast fee income has reduced by £19,500. There is also lower demand for memorials which has been by £21,000.

It is forecast that the recharge to Mansfield District Council Cemeteries' service for the administrative role undertaken by the Crematorium staff will be £3,046 lower this financial year. This is due to the recharge calculation being mainly based on a proportion of actual salary costs incurred and the savings made through the restructure and in year vacancies.

Due to the reduction in interest rates this year, the forecast for interest income has been reduced by £2,000.

3.1.6 Capital total forecasted variance (£481,159)

Replacement abatement equipment, MDC Design Services have advised that only £121,000 of the £627,000 budget for equipment and design fees will be required to be spent by the end of the 2020/2021 financial year. Approval is requested to carry-forward the remaining budget of £506,000 for equipment and design works into the 2021/2022 financial year.

New tractor has been acquired for showing a (£481) saving to budget.

Car park lighting budget of £8,000 due to the health and safety issues identified with darker mornings and nights during the autumn and winter months, these works are now required. The Crematorium team are in the early stages of review with this project and looking at the various options.

Roof repairs copper theft, works totalling £56,844 are due to complete this financial year and the insurance contribution of (£31,522) has been received, with the balance of this scheme being financed by a revenue contribution previously identified within revenue premises budgets.

3.2 Balance Sheet Review – Table 3 below shows the balance sheet as at 31 December 2020

Table 3

Mansfield & District Joint Crematorium		
Balance Sheet as at 31 December 2020		
31 March 2020		31 December 2020
£		£
2,150,777	Property, Plant & Equipment	2,150,777
2,150,777	Long Term Assets	2,150,777
247,571	Short Term Debtors	440,777
0	NCC Pension Prepayment 2 years	0
-19,895	Provisions	-19,895
1,676,219	Cash and Cash Equivalents	1,408,214
1,903,895	Current Assets	1,829,096
-866,669	Short Term Creditors	0
-866,669	Current Liabilities	0
-1,141,000	Net Pension Liability	-1,141,000
-1,141,000	Long Term Liabilities	-1,141,000
2,047,003	Net Assets	2,838,873
	Financed by:	
799,863	Capital Fund	830,311
0	Surplus/(deficit) in year	761,421
237,363	General Reserve	237,363
1,037,226	Usable Reserves	1,829,095
442,841	Revaluation Reserve	442,840
1,707,936	Capital Adjustment Accounts	1,707,936
-1,141,000	Pension Reserve	-1,141,000
£1,009,777	Unusable Reserves	1,009,777
2,047,003	Total Reserves	2,838,872

3.2.1 Long Term Assets – There is currently no movement in the long term assets. Transactions for depreciation and any changes in the re-valuation of the crematorium assets, which is to be undertaken during this financial year, will be calculated before the financial year end.

3.2.2 Current Assets

Short Term Debtors - Total outstanding at 31 December 2020 was £440,777. This is higher than usual due to a delay in raising the cremation fee invoices for October 2020 & November 2020. This was due to reduced staffing levels in the Crematorium office towards the end of October and increased workloads due to the pandemic. Invoices for October funerals were raised on 7 November 2020, invoices for November funerals were raised 4 December 2020 and invoices for December funerals were raised 30 December 2020. November and December funeral invoices were both raised in the December 2020 period.

This total comprises of £440,777 which is the value of invoices raised mainly to funeral directors which remain unpaid as at 31 December 2020. Table 4 below breaks down the value outstanding per period for the invoices outstanding as at 31 December 2020.

Table 4

Aged Debtor Summary as at 31 December 2020	
Period Invoice Raised	Amount Outstanding
2016-17 Financial Year	£1,247
2017-18 Financial Year	£3,310
2018-19 Financial Year	£1,440
2019-20 Financial Year	£9,761
April 2020	£0
May 2020	£0
June 2020	£1
July 2020	£5,385
August 2020	£10,998
September 2020	£18,455
October 2020	£509
November 2020	£84,926
December 2020	£304,748
TOTAL	£440,777

As at 10 February 2021, receipts totalling £242,166 have been received reducing the short term debtor amount outstanding to £198,610 for invoices raised by 31 December 2020.

NCC Pension Prepayment 2 Years – as detailed in 3.1.1 the value for 2021/2022 & 2022/2023 will be treated as a prepayment at the end of the current financial year.

Provisions – At the financial year end the value required for this provision will be recalculated based on the age of outstanding debtor invoices.

Cash and Cash Equivalents – The main changes relate to the payment of the 2019/2020 allocated surplus to each authority, accrued creditor payments to suppliers and the revenue surplus calculated up to 31 December 2020 on the revenue accounts.

3.2.3 Current Liabilities

Short Term Creditors – There are no short term creditors at 31 December 2020. However, at the financial year end the outstanding creditors will be calculated based on the invoices relating to the 2020/2021 accounts that have not yet been paid and the net surplus due to the 3 authorities

3.2.4 Long Term Liabilities

Net Pension Liability – This will remain unchanged until the actuary report is received at the financial year end advising of the changes to the value of the JCC pension scheme.

3.2.5 Usable Reserves

Capital Fund – The capital fund brought forward balance as at 1 April 2020 was £799,863 as shown below in table 5.

Capital Budget for £627,000 has been carried forward from 2019/2020 into 2020/2021 and is for the replacement abatement equipment and supplier design fees only for which a contract has been agreed with the supplier and an order has been raised. MDC Design Services have advised that only £121,000 of this budget will be spend in the current financial year, as per the agreed contract. The remaining capital budget of £506,000 will need to be carried forward into the 2021/2022 financial year. A further report is required to determine the building repair costs associated with these works, until a budget is approved no estimate for these building works in included in the capital fund forecast in table 5.

Capital budget for £16,500 for the purchase of a replacement tractor – a new tractor has been procured for £16,019.

Capital budget for £8,000 for car park lighting – this budget is required for design works to improve the external lighting between the crematorium building and the site car parks. The installation of the approved design will take place in 2021/2022 as part of the planned preventative works programme.

As detailed in 3.1.5, the additional income generated from the extra 3% fee increase in 2020/2021 will be transferred to the capital fund. Actuals to December 2020 have been processed and a forecast has been included for January 2021 to March 2021, as detailed in table 5.

Table 5

Capital Fund Balance Brought Forward 1 April 2020		£799,863
Approved Capital Budgets 2020/2021		
Replacement Abatement Equipment		-£627,000
New Tractor		-£16,019
Car Park Lighting		-£8,000
		-£651,019
Carry Forward Budgets to 2021/2022		
Replacement Abatement Equipment		£506,000
3% increase in Standard Cremation Fee 2020/2021		
Actuals April-December 2020		£34,232
Forecast January - March 2021		£11,968
		£46,200
Capital Fund Forecasted Balance as at 31 March 2021		£701,044

General Reserve – The General Reserves brought forward balance as at 1 April 2020 was £237,363, as shown below in table 6.

Any surplus in excess of the budgeted surplus for 2020/2021 will be transferred to general reserves at the financial year end.

Table 6

General Reserve Balance Brought Forward 1 April 2020		£237,363
General Reserve Forecasted Balance as at 31 March 2021		£237,363

3.2.6 Unusable Reserves

Revaluation reserve - This will remain unchanged until the end of the current financial year.

Capital Adjustment Account – This will remain unchanged until the end of the current financial year.

Pension Reserve - This will remain unchanged until the actuary report is received at the financial year end advising of the changes to the value of the JCC pension scheme.

3.3 The position at 31 December 2020 is a surplus of £761,421, see appendix 1.

The year-end forecast position to 31 March 2021 is a surplus of £900,672 compared to the revised budget surplus of £728,090, which is an increase in surplus of £172,582.

As approved at the December 2017 JCC meeting, the surplus distribution will not exceed the revised budget surplus of £728,090 and that any additional surplus will be transferred to the general reserve for future planned preventative works.

The main reason for this increase to the forecast budget surplus is the increase in the number of cremations forecast during 2020/2021 from 2,100 to 2,400 due to the COVID-19 pandemic. This usage forecast will be monitored closely and any further changes in usage will be reflected in revised forecasts and surplus estimates.

3.3.1 Table 7 below shows the forecast surplus payments to each authority based on the revised budget surplus and the usage to date by area.

Table 7

District	April - December 2020 No. of Cremations	April - December 2020 Usage Percentage	Revised Budget Surplus £728,090 split
Ashfield	683	45.05%	£328,025
Mansfield	744	49.08%	£357,321
Newark & Sherwood	89	5.87%	£42,744
TOTAL	1,516	100.00%	£728,090

4. RISK ASSESSMENT OF RECOMMENDATIONS AND OPTIONS

Risk	Risk Assessment	Risk Level	Risk Management
Financial forecasts are inaccurate	A number of the Joint Crematorium's budgets are dependent on external factors and	Medium	The budgetary management system is in place whereby finance and budget officers meet

	influences which cannot be accurately forecast		to discuss issues surrounding the budgets.
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5. ALIGNMENT TO COMMITTEES PRIORITIES

This report is directly aligned to ensuring effective management of the Crematorium.

6. IMPLICATIONS RELATING TO RELEVANT LEGISLATION

- (a) Relevant Legislation: The accounts are produced in accordance with the requirements of the Accounts and Audit Regulations 2015. The format reflects the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom 2019/2020 and the Service Accounting Code of Practice published by the Chartered Institute of Public Finance and Accountancy (CIPFA). This is supported by the International Financial Reporting Standards (IFRS).
The audit is carried out in accordance with the Accounts and Audit Regulations 2015.
- (b) Human Rights: No impact
- (c) Equality and Diversity: No impact.
- (d) Climate change and environmental sustainability: No impact.
- (e) Crime and Disorder: No impact.
- (f) Budget / Resources: This report is to note the out-turn position on the Joint Crematorium Account and the balances on the Reserve funds.

7. CONSULTATION

Head of Neighbourhoods

8. BACKGROUND PAPERS

None.

Report Author - Wendy Gregson
 Designation - Senior Finance Advisor
 E-mail - wgregson@mansfield.gov.uk

					Appendix 1	
REVENUE CREMATORIUM	Full Year				1 April 2020 to 31 Dec 2020	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Salaries Basic Pay	295,852	245,998	226,125	-19,873	167,852	Realignment 22 & 23
COVID19 Basic Pay	0	3,264	3,264	0	3,264	Realignment 22
Salaries Overtime	18,000	9,198	11,000	1,802	6,731	Realignment 22
COVID19 Overtime	0	8,802	8,802	0	8,802	Realignment 22
Salaries National Insurance	23,057	21,000	19,840	-1,160	15,077	Realignment 22
Salaries Superannuation	49,407	51,860	48,602	-3,258	36,351	Realignment 22
Salaries Vacancy Savings	-5,525	0	0	0	0	Realignment 22
Superann Additional Allowances	1,261	1,261	1,805	544	-1,038	
Pension Deficit Lump Sum	22,058	22,058	16,151	-5,907	48,454	
Agency Staff	0	11,238	16,552	5,314	11,996	Realignment 22
Advertising Appointments	0	0	2,209	2,209	1,249	
Occupational Health Services	500	500	0	-500	0	
Training Expenses Staff	3,000	3,000	3,000	0	475	
Apprenticeship Levy	1,326	1,326	1,100	-226	0	
Employee Related Expenditure	408,936	379,505	358,450	-21,055	299,214	
Repair/Maintenance Buildings	23,582	23,582	23,582	0	9,527	
Repair/Maintenance - Contribution Capital Roof Repairs	0	25,222	25,322	100	0	Realignment 24
Grounds Maintenance General	20,440	20,440	20,440	0	17,094	
EPA Testing	1,500	1,500	1,161	-339	1,161	
Repair/Maintenance Fixed Plant Cremators	135,000	100,000	100,000	0	25,501	Realignment 23 & 29
Repair/Maintenance Fixed Plant Cremator Fire - Insured Repairs	0	0	31,307	31,307	31,307	
Electricity	51,000	47,500	47,500	0	22,102	Realignment 23
Gas	42,000	42,000	42,000	0	24,184	
Rent of Premises	159	159	159	0	159	
Business Rates	96,776	91,290	91,290	0	91,290	Realignment 24
Sewage/Water Rates	10,000	6,000	6,000	0	3,446	Realignment 23
Insurance	19,340	19,340	19,822	482	19,822	
Cleaning Materials	4,200	4,200	4,200	0	3,081	
Legionella	490	490	490	0	175	
Premises Related Expenditure	404,487	381,723	413,273	31,550	248,849	

					Appendix 1	
REVENUE CREMATORIUM	Full Year				1 April 2020 to 31 Dec 2020	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Car Allowances	200	200	50	-150	0	
Transport Related Expenditure	200	200	50	-150	0	
Equipment Acquisitions	0	6,675	6,675	0	0	Realignment 29
Furniture Acquisitions	4,000	750	750	0	0	Realignment 24
Hire Vending Machines	600	600	300	-300	103	
Light Plant and Tools	4,000	4,000	4,000	0	1,850	
Bio Boxes	4,000	4,000	4,000	0	3,312	
Materials Rodent Control	450	450	450	0	0	
Office Machinery Repair/Maintenance	100	100	100	0	0	
Office Machinery Replacement	900	900	900	0	56	
Uniforms	3,500	3,500	3,500	0	718	
Books & Publications Special	10,000	0	0	0	0	Realignment 24
Printing	7,000	3,500	3,500	0	1,577	Realignment 24
Stationery	5,000	3,500	3,500	0	2,255	Realignment 24
Advertising Other	2,000	2,000	2,000	0	1,092	
Waste Collection Skips	1,500	1,500	1,500	0	370	
Medical Referee Fees	38,850	38,850	45,288	6,438	30,054	
Payments to Local Authorities	7,038	7,038	7,038	0	2,040	
Software Licences	9,000	9,000	9,880	880	9,880	
Mobile Phones	0	0	78	78	39	
Postages	3,500	3,014	2,800	-214	1,681	Realignment 24
Systems Software	530	530	260	-270	260	
Telephones	7,200	7,200	10,340	3,140	6,541	
Webcasting Costs	0	5,000	14,700	9,700	9,094	
Conference Expenses	1,000	0	0	0	0	Realignment 24
Subscriptions	2,440	2,440	2,440	0	712	
Book of Remembrance Inscriptions	9,028	9,028	9,028	0	4,621	
External Legal Expenses	1,500	1,500	1,500	0	0	
Other Expenses General	500	500	500	0	0	
Memorial Plaques	11,965	11,965	6,000	-5,965	1,654	
Organist Fees	14,000	3,000	1,000	-2,000	60	Realignment 23
CAMEO Non Abatement Fees	0	66,825	66,825	0	0	Realignment 23
Supplies & Services Expenditure	149,601	197,365	208,852	11,487	77,969	

					Appendix 1	
REVENUE CREMATORIUM	Full Year				1 April 2020 to 31 Dec 2020	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Design Services	5,641	5,641	7,432	1,791	1,973	
Trade Waste/Recycling	7,349	7,349	7,349	0	7,349	
Electricians Service	0	0	54	54	36	
Central Corporate Overhead	48,392	48,392	48,392	0	0	
Support Services	61,382	61,382	63,227	1,845	9,357	
Depreciation	126,271	126,271	126,271	0	0	
Depreciation and Impairment	126,271	126,271	126,271	0	0	
Revenue Gross Expenditure	1,150,877	1,146,446	1,170,123	23,677	635,388	
Book of Remembrance Inscriptions	-23,500	-23,500	-23,500	0	-14,229	
Charities Collection	0	0	0	0	-540	
Crematorium Containers	-200	-200	-200	0	-170	
Crematorium Memorials	-41,000	-41,000	-20,000	21,000	-11,622	
Organist	-21,000	-21,000	-1,500	19,500	0	
Cremation Fees	-1,633,800	-1,633,800	-1,823,760	-189,960	-1,321,036	
Webcasting Fees	0	-7,500	-21,600	-14,100	-14,954	
Medical Fees	-38,850	-38,850	-45,288	-6,438	-32,819	
Interest Income	-3,000	-3,000	-3,000	0	0	
Miscellaneous Income	-4,000	-4,000	-2,000	2,000	0	
Insurance Receipt for Cremator Fire			-31,307	-31,307	-31,867	
Under/Over Bankings	0	0	0	0	-20	
Income	-1,765,350	-1,772,850	-1,972,155	-199,305	-1,427,257	
Recharges to Cemeteries	-31,046	-31,046	-28,000	3,046	0	
Income Recharges	-31,046	-31,046	-28,000	3,046	0	
Revenue Gross Income	-1,796,396	-1,803,896	-2,000,155	-196,259	-1,427,257	
Net Cost of Service	-645,519	-657,450	-830,032	-172,582	-791,869	
Depreciation to be Reversed	-126,271	-126,271	-126,271	0	0	
2 Year Pension Lump Sum Prepayment	0	0	0	0	0	
3% Increase of Standard Cremation Fees to Capital Fund	46,200	46,200	46,200	0	30,448	
Crem Transformation Savings	0	9,431	9,431	0	0	
Below Net Cost of Service Sub Total	-80,071	-70,640	-70,640	0	30,448	
Net Surplus	-725,590	-728,090	-900,672	-172,582	-761,421	

					Appendix 1	
CAPITAL CREMATORIUM					1 April 2020 to 31 Dec 2020	
Description	Full Year				Actuals	Revised Budget Realignment
	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget		
	£	£	£	£	£	
Replacement of Abatement Equipment	627,000	627,000	121,000	-506,000	0	
New Tractor	16,500	16,500	16,019	-481	0	
Car Park Lighting	8,000	8,000	8,000	0	0	
Roof Repairs - Insurance Copper Theft Expenditure	0	0	56,844	56,844	0	
Roof Repairs - Insurance Copper Theft Income	0	0	-31,522	-31,522	-31,522	
Grand Total	651,500	651,500	170,341	-481,159	-31,522	



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

Budget Realign Ref	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
	2020	22	£32,438 Wendy Gregson	28/10/2020	Julie Snowdon

REASON FOR BUDGET REALIGNMENT

To realign employee budgets to allocate budgets to COVID19 employee basic and overtime costs, vacancy savings, superannuation and agency costs during 2020/2021 to date.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4101000001	Crematorium Salaries Basic Pay	-22,074	288,072	265,998
4101000002	Crematorium Salaries Overtime	-8,802	18,000	9,198
4101000003	Creamtorium Salaries National Insurance	-1,562	22,562	21,000
				0
				0
		-32,438		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000011	Crematorium COVID19 Basic Salary	3,264	0	3,264
4101000012	Crematorium COVID19 Overtime Costs	8,802	0	8,802
4101000041	Crematorium Agency Staff	11,238	0	11,238
4101000004	Crematorium Salaries Superannuation	3,753	48,107	51,860
4101000006	Crematorium Salaries Vacancy Savings	5,381	-5,381	0
				0
				0
		32,438		



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

Budget Realign Ref	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
	2020	23	£66,825 Wendy Gregson	28/10/2020	Julie Snowdon

REASON FOR BUDGET REALIGNMENT

Due to the non abatement of cremations and the delay in replacement the faulty abatement equipment, fees to purchase tmac's from the CAMEO scheme will be required for the financial year 2020/2021. This charge will be based on 50% throughput from Jan 2020 to Dec 2020 (est 1215 in total) @ £55 per cremation. As detailed in Report April - July 2020 Financial Management Review to JCC.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
410100001	Crematorium Salaries Basic Pay	-20,000	265,998	245,998
4101000124	Crematorium Repairs and Maintenance Fixed Plant Cremator	-28,325	135,000	106,675
4101000133	Crematorium Electricity	-3,500	51,000	47,500
4101000150	Crematorium Sewage/Water Rates	-4,000	10,000	6,000
4101000524	Crematorium Crem Organist Fees	-11,000	14,000	3,000
				0
		-66,825		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000529	Crematorium CAMEO Non Abatement Fees	66,825	0	66,825
				0
		66,825		



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

Budget Realign Ref	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
	2020	24	£25,222 Wendy Gregson	28/10/2020	Julie Snowdon

REASON FOR BUDGET REALIGNMENT

A budget is required for £25,222 which is the balance required between the cost to replace the roof that was damaged due to copper theft in November 2018 and the amount that will be covered by the insurers. The insurers will only pay out for the repairs to the area which was damaged by the actions of the thieves, the areas not damaged but that need to be replaced as part of the full repairs to the roof have to be met from the Crematorium budgets. The full repairs will be shown as a capital scheme that will be partly financed through revenue budget savings as a contribution to capital plus the payment from the insurance company.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4101000146	Crematorium NNDR MDC	-5,486	96,776	91,290
4101000307	Crematorium Furniture Acquisitions	-3,250	4,000	750
4101000361	Crematorium Books & Publications Special	-10,000	10,000	0
4101000366	Crematorium Printing	-3,500	7,000	3,500
4101000367	Crematorium Stationery	-1,500	5,000	3,500
4101000435	Crematorium Postages	-486	3,500	3,014
4101000450	Crematorium Conference Expenses	-1,000	1,000	0
				0
				0
		-25,222		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000106	Crematorium Repairs and Maintenance Special	25,222	0	25,222
				0
				0
		25,222		



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

Budget Realign Ref	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
	2020/21 29	£6,675	Julie Snowdon	20/01/2021	Wendy Gregson

REASON FOR BUDGET REALIGNMENT

Webcasting equipment system and installation in the Newstead Chapel at the Crematorium. This facility is an extension to the webcasting/visual tribute equipment in the Thoresby Chapel. Budget of £6675 is to be realigned from the repairs and maintenance fixed plant cremator to equipment acquisitions for the equipment purchase and installation costs. This will enable both chapel's at the Crematorium to provide a visual tribute service.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4101000124	Crematorium Repairs and Maintenance Fixed Plant	-6,675	106,675	100,000
				0
		-6,675		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000303	Crematorium Equipment Acquisition	6,675	0	6,675
			0	0
		6,675		

**Report of Treasurer of Joint Crematorium Committee
To
Mansfield and District Joint Crematorium Committee
On
22 February 2021**

ANNUAL REVIEW OF FEES AND CHARGES FOR 2021/2022

1. SUMMARY

- 1.1 This report shows the proposed fees and charges to be introduced from 1 April 2021 to 31 March 2022.

2. RECOMMENDATIONS

To be resolved:

- i). That the proposed cremation fee as shown in table 2 for the period 1 April 2021 to 31 March 2022 be approved. The fee proposed for 2021/2022 is £817, which is an increase of £39 (5%) on the 2020/2021 standard cremation fee. The medical referee fee £18.50 will be added to these proposed standard cremation fees.
- ii). That the proposed standard cremation fees as shown in table 2 for 2022/2023 and 2023/2024 be approved in principle. The standard cremation fees proposed are: 2022/2023 £858 and for 2023/2024 £901, being an increase of 5% in both years. The medical referee fee £18.50 will be added to these proposed standard cremation fees.
- iii). That the proposed fees and charges for 1 April 2021 to 31 March 2022, as set out in Appendix 1 are approved.

3. BACKGROUND

- 3.1 The fees and charges as set out in Appendix 1 show the proposed fees and charges for 1 April 2021 to 31 March 2022.
- 3.2 The standard cremation fee increase for 2020/2021 was increased from the approved in principle annual increase of 5% to 8%. This was to enable the additional income generated from the extra 3% fee increase to be transferred on an annual basis to the capital fund usable reserves. This reserve is used to finance major works required to the Crematorium building, land, plant or equipment.
- 3.3 The options for adjusting fees and charges comprise:
- Increase to cover a general inflationary increase
 - Increase to cover a specific inflationary increase
 - Increase or decrease to achieve the Committee's priorities

- Change to reflect market conditions
- Change to reflect actual cost of service
- Change to generate additional real income

Where there has been a change in the level of fees and charges, the basis (as per the above list) has been identified in Appendix 1.

- 3.4 Charges are generally rounded to the nearest 50 pence or £1.
- 3.5 The types of cremation fees listed in Appendix 1, have been streamlined to include only the types of cremation in demand. These still include the option to have either a peak, off peak, weekend or direct cremation. Following a review of current local crematoria fees, Appendix 2, the fee for an off peak weekday funeral has increased to a price that is more comparable with other local crematoria and the direct cremation fee has been reduced to provide a more affordable option to those most in need.
- 3.6 The fees and charges put forward have been used in calculating the proposed budgets for 2021/2022 and changes to this would result also in changes to those budgets.
- 3.7 The Consumer Price Index (CPI), which provides the measure for inflation, was at 0.7% at September 2020. The Bank of England base rate dropped to a historic low level of 0.1% in March 2020, in response to the COVID-19 pandemic and subsequent national lockdown. Prior to this, the base rate had been at 0.75% since 1 August 2018. The base rate is currently not anticipated to increase again for quite some time, with the Bank of England having written to UK banks asking them how ready they are if interest rates were cut to zero or turned negative. The Bank of England Monetary Policy Report (August 2020) states that the Bank will take further action to help the economy recover and return inflation to the target level of 2%.
- 3.8 Table 1 below compares the 2020/2021 adult standard cremation fees for the crematoria in our region and the number of cremations undertaken in the 2018 and 2019 calendar years. Please note that the number of cremations data are extracts from the Cremation Society of Great Britain web site.

Table 1

Crematorium	Adult Standard Cremation Fee 2020/2021	Number of Cremations 2018	Number of Cremations 2019
Bramcote	£730.00	2,639	2,530
Derby	£759.00	2,593	2,101
Wilford Hill - Nottingham	£759.00	1,816	1,753
Gedling (opened Jan 17)	£770.00	1,371	1,444
Chesterfield	£770.00	2,174	2,094
Mansfield	£778.00	2,371	2,227
Barnaby Moor - Retford (opened Feb 19)	£795.00	0	no data
Babworth - Retford (opened Aug 18)	£820.00	234	757
Amber Valley - Swanwick	£875.00	1,489	1,434
Grantham	£999.00	1,127	1,031
Sherwood Forest - Ollerton	£999.00	1,048	736
TOTAL Number of Cremations		16,862	16,107

Within the local area the Mansfield Crematoria is the 6th lowest in price for an adult standard cremation fee for 2020/2021. Further fee comparisons for local are crematoria can be found in Appendix 2.

- 3.9 Data obtained from the Cremation Society as at 1 January 2020 states that of the 308 Crematoria in the UK, Mansfield is the 83rd lowest in price for a basic cremation (55 lowest at 1 January 2019).
- 3.10 Table 2 below shows the recommended increase for standard cremation fees by 5% in 2021/2022, 2022/2023 and 2023/2024.

Table 2

	Approved	Proposed 5% increase	Estimate assuming 5% increase	
	2020/2021	2021/2022	2022/2023	2023/2024
	£	£	£	£
Cremation fee	778.00	817.00	858.00	901.00
Medical referees fee	18.50	18.50	18.50	18.50
TOTAL FEE	796.50	835.50	876.50	919.50

- 3.11 The cremation and medical referee's fee for a standard cremation proposed for 2021/2022 is £835.50.
- 3.12 Table 3 below shows alternative percentage increases to the standard cremation fee for 2021/2022 and the additional forecasted income that the higher percentage increases would generate.

Table 3

	Percentage increases to the 2020/2021 Cremation Fee					
	5%	6%	7%	8%	9%	10%
Standard Cremation Fee	£817	£825	£832	£840	£848	£856
Forecasted Number of Cremations	2100	2100	2100	2100	2100	2100
Forecasted Cremation Fee Income	£1,715,700	£1,732,500	£1,747,200	£1,764,000	£1,780,800	£1,797,600
Forecasted Additional Income if % rise Increased		£16,800	£31,500	£48,300	£65,100	£81,900

3.13 The income received from the standard cremation fees for the financial years 2017/2018 to 2020/2021 (forecast) is shown in table 4 below:

Table 4

Year	Standard Cremation Fee	Number of Cremations per annum	Income Received	Annual Increase/-decrease
2017/2018	£635.00	2,514	£1,588,048	£8,865
2018/2019	£686.00	2,235	£1,526,370	-£61,678
2019/2020	£720.00	2,278	£1,592,893	£66,523
2020/2021 forecast	£778.00	2,400	£1,829,000	£236,107

The income received totals above include income for standard cremations as well as other cremation types that attract discounted fee rates.

3.14 Table 5 below shows the standard cremation fee proposed for 2021/2022 to 2023/2024 and the forecast income. The number of cremations forecast from 2021/2022 onwards remains at 2,100 per annum.

Table 5

Year	Standard Cremation Fee Proposed	Increase in Cremation Fee	Number of Cremations	Annual Income Forecast
2021/2022	£817.00	£39	2,100	£1,715,700
2022/2023	£858.00	£41	2,100	£1,801,800
2023/2024	£901.00	£43	2,100	£1,892,100

3.15 During January to December 2019 Mansfield Crematorium carried out 2,227 cremations, ranking it the 42nd highest of the 308 Crematoria operating throughout the UK (39th highest in 2018).

4. OPTIONS AVAILABLE

Amendments to the proposed fees and charges can be suggested. However, the impact on the proposed revenue and capital budgets for 2021/2022 – 2023/2024 and the reserves of the JCC needs to be considered.

5. RISK ASSESSMENT OF RECOMMENDATIONS AND OPTIONS

Risk	Risk Assessment	Risk Level	Risk Management
Financial -That the figures contained within the proposed fees and charges are inaccurate	That the calculations have been made incorrectly. There is a great deal of work involved in bringing the information together and errors may occur	Medium	A quality check is undertaken throughout the process and errors identified.
Reputational – That the proposed fees damage the reputation of the Joint Crematorium Committee	Work is undertaken to review all UK crematoria fees and annual increases and as well as those Crematoria operating within our region.	Low	The proposals are in line with the Joint Crematorium Committees corporate priorities

6. ALIGNMENT TO COMMITTEES PRIORITIES

This report is directly aligned to ensuring effective management of the Crematorium.

7. IMPLICATIONS RELATING TO RELEVANT LEGISLATION

- (a) Relevant Legislation: No direct impact
- (b) Human Rights: It is not considered that individual human rights will be infringed.
- (c) Equality and Diversity: No direct impact.
- (d) Climate change and environmental sustainability: The Environmental Permitting (England and Wales) Regulations 2017 – the Environmental Protection (England) (Crematoria Mercury Emissions Burden Sharing Certifications) Direction 2010.
- (e) Crime and Disorder: No direct impact.

- (f) Budget / Resources: The income anticipated from the proposed fees and charges will be included in the 2021/2022 revenue budgets. The impact of any amendments will be assessed.

8 CONSULTATION

Head of Neighbourhoods

9 BACKGROUND PAPERS

Comparison fees and charges and number of cremations carried out have been obtained from the Cremation Society.

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Appendix 1

MANSFIELD CREMATORIUM FEES	2019/2020	APPROVED FEES AND			PROPOSED FEES AND CHARGES FROM 1 APRIL 2021 TO 31 MARCH 2022							
	Total Fee	Net	VAT @ 20%	Total Fee	Net	VAT @ 20%	Total Fee	VAT	Proposed Increase	Impact on Net Income	Basis of Increase Approved	
CREMATION FEES												
For the Cremation:												
(i) of the body of a person. This is for an hour long funeral held at peak time on a weekday.	£720.00	£778.00	£0.00	£778.00	£817.00	£0.00	£817.00	EXEMPT	£39.00	5.01%	£39.00	Approved in principle 5% increase
(ii) surcharge for a Saturday Service	£100.00	£108.00	£0.00	£108.00	£110.00	£0.00	£110.00	EXEMPT	£2.00	1.85%	£2.00	To cover general inflation
(iii) of the body of a person. Multiple Funerals - Where more than one funeral will take place in the same chapel. This is the fee for the second/third etc. coffins only. This is for an hour long funeral held at peak time on a weekday.	£600.00	£650.00	£0.00	£650.00	£663.00	£0.00	£663.00	EXEMPT	£13.00	2.00%	£13.00	To cover general inflation
(iv) of the body of a person. This is for a 45 minute funeral held at off peak times on a weekday.	£450.00	£490.00	£0.00	£490.00	£663.00	£0.00	£663.00	EXEMPT	£173.00	35.31%	£173.00	To reflect market conditions
(v) of the body of a person. This is a direct cremation fee, with no service and no attendances at off peak time on a weekday.	£490.00	£490.00	£0.00	£490.00	£400.00	£0.00	£400.00	EXEMPT	£-90.00	-18.37%	£-90.00	To reflect market conditions
Each cremation is subject to:												
A Medical Referees charge	£18.50	£18.50	£0.00	£18.50	£18.50	£0.00	£18.50	EXEMPT	£0.00	0.00%	£0.00	To cover general inflation
The above Cremation Fees include:												
•The use of the service chapel												
•All attendances after the coffin has been placed on the catafalque												
•Preparation and dispersal of cremated remains within the crematorium grounds or the provision of a bio box if taken away												
•The provision of recorded music												
•A cremation certificate, is supplied for all cremated remains removed from the crematorium												
MISCELLANEOUS CREMATION FEES												
The use of Crematorium organ and organists fee (use of organ 1/3 of fee - organists fee 2/3 of fee)	£45.00	£45.00	£0.00	£45.00	£46.00	£0.00	£46.00	EXEMPT	£1.00	2.22%	£1.00	To cover general inflation
The use of the Chapel for an extended services/or additional time fee	£150.00	£150.00	£0.00	£150.00	£153.00	£0.00	£153.00	EXEMPT	£3.00	2.00%	£3.00	To cover general inflation
The use of of the Chapel only (memorial or service elsewhere)	£250.00	£280.00	£0.00	£280.00	£286.00	£0.00	£286.00	EXEMPT	£6.00	2.14%	£6.00	To cover general inflation
The Strewing of remains cremated from elsewhere - administration fee	£60.00	£60.00	£0.00	£60.00	£61.50	£0.00	£61.50	EXEMPT	£1.50	2.50%	£1.50	To cover general inflation
The Strewing of remains - appointment fee	£10.00	£10.00	£0.00	£10.00	£20.00	£0.00	£20.00	EXEMPT	£10.00	100.00%	£10.00	To reflect market conditions
Retention of cremated remains - fee per month	£22.00	£22.00	£0.00	£22.00	£22.50	£0.00	£22.50	EXEMPT	£0.50	2.27%	£0.50	To cover general inflation
Register Search - fee per year searched	£12.00	£10.83	£2.17	£13.00	£11.25	£2.25	£13.50	SR	£0.50	3.85%	£0.42	To cover general inflation

												Appendix 1	
MANSFIELD CREMATORIUM FEES	2019/2020	APPROVED FEES AND			PROPOSED FEES AND CHARGES FROM 1 APRIL 2021 TO 31 MARCH 2022								
	Total Fee	Net	VAT @ 20%	Total Fee	Net	VAT @ 20%	Total Fee	VAT	Proposed Increase	Impact on Net Income	Basis of Increase Approved		
CONTAINERS													
The supply of an additional bio box if required	£15.00	£15.00	£0.00	£15.00	£15.50	£0.00	£15.50	EXEMPT	£0.50	3.33%	£0.50	To cover general inflation	
The fee to split cremated remains including up to 3 biodegradable tubes	£15.00	£15.00	£0.00	£15.00	£15.50	£0.00	£15.50	EXEMPT	£0.50	3.33%	£0.50	To cover general inflation	
A Standard casket	£40.00	£40.00	£0.00	£40.00	£41.80	£0.00	£41.80	EXEMPT	£1.80	4.50%	£1.80	To cover general inflation	
An Infant casket	£20.00	£20.00	£0.00	£20.00	£20.50	£0.00	£20.50	EXEMPT	£0.50	2.50%	£0.50	To cover general inflation	
COLUMBARIUM VAULTS													
For the Interment of cremated remains only:													
10 year lease	£520.00	£475.00	£95.00	£570.00	£484.58	£96.92	£581.50	SR	£11.50	2.02%	£9.58	To cover general inflation	
Renewal of 10 year lease	£260.00	£237.50	£47.50	£285.00	£242.50	£48.50	£291.00	SR	£6.00	2.11%	£5.00	To cover general inflation	
Double plaque/new plaque or 2nd Interment	£260.00	£237.50	£47.50	£285.00	£242.50	£48.50	£291.00	SR	£6.00	2.11%	£5.00	To cover general inflation	
WEBCASTING & DIGITAL IMAGERY													
Webcast service live. A live webcast viewed via a secure easy to use website plus access to a recording of the webcast to watch again for a further 28 days.	£60.00	£55.00	£11.00	£66.00	£56.25	£11.25	£67.50	SR	£1.50	2.27%	£1.25	To cover general inflation	
Physical copy of Webcast (DVD/Blu-Ray/USB). A recording presented in a customised case	£50.00	£45.83	£9.17	£55.00	£47.08	£9.42	£56.50	SR	£1.50	2.73%	£1.25	To cover general inflation	
Additional physical copies of Webcast (DVD/Blu-Ray/USB). A recording presented in a customised case					£20.83	£4.17	£25.00	SR	£25.00		£20.83	New Charge	
Visual tribute - single photo, shown throughout the service.	£5.00	£4.58	£0.92	£5.50	£5.00	£1.00	£6.00	SR	£0.50	9.09%	£0.42	To cover general inflation	
Visual tribute - simple slide show (up to 25 photos). Played on a loop or as a one off during the service.	£40.00	£36.67	£7.33	£44.00	£37.50	£7.50	£45.00	SR	£1.00	2.27%	£0.83	To cover general inflation	
Visual tribute - professional photo tribute. A professional photo tribute of up to 25 photos set to music played as a one off during the service.	£70.00	£64.17	£12.83	£77.00	£65.83	£13.17	£79.00	SR	£2.00	2.60%	£1.66	To cover general inflation	
Visual tribute - family supplied video checking. Checking and preparation of a video supplied by the family or a third party played once during the service.	£20.00	£18.33	£3.67	£22.00	£18.75	£3.75	£22.50	SR	£0.50	2.27%	£0.42	To cover general inflation	
Visual tribute - physical copy of Pro Photo Tribute. A recording presented in a customised case.	£25.00	£22.92	£4.58	£27.50	£23.33	£4.67	£28.00	SR	£0.50	1.82%	£0.41	To cover general inflation	
Additional physical copies	£25.00	£22.92	£4.58	£27.50	£23.33	£4.67	£28.00	SR	£0.50	1.82%	£0.41	To cover general inflation	
Additional photos - for each extra set of 25 photos	£25.00	£22.92	£4.58	£27.50	£23.33	£4.67	£28.00	SR	£0.50	1.82%	£0.41	To cover general inflation	
For adding a video to the Pro Photo Tribute, any revisions, or any major departure away from the standard	£25.00	£22.92	£4.58	£27.50	£23.33	£4.67	£28.00	SR	£0.50	1.82%	£0.41	To cover general inflation	

												Appendix 1	
MANSFIELD CREMATORIUM FEES	2019/2020	APPROVED FEES AND			PROPOSED FEES AND CHARGES FROM 1 APRIL 2021 TO 31 MARCH 2022								
	Total Fee	Net	VAT @ 20%	Total Fee	Net	VAT @ 20%	Total Fee	VAT	Proposed Increase	Impact on Net Income	Basis of Increase	Approved	
MEMORIALS													
CARDS:													
Book of Remembrance:													
Entries in Book of Remembrance - fee per line	£25.50	£21.67	£4.33	£26.00	£22.08	£4.42	£26.50	SR	£0.50	1.92%	£0.41	To cover general inflation	
Digital Book of Remembrance:													
Swipe card	£15.50	£12.50	£2.50	£15.00	£12.92	£2.58	£15.50	SR	£0.50	3.33%	£0.42	To cover general inflation	
Additional pages for Digital Book of Remembrance	£42.00	£50.00	£10.00	£60.00	£51.25	£10.25	£61.50	SR	£1.50	2.50%	£1.25	To cover general inflation	
Photos for Digital Book of Remembrance	£42.00	£50.00	£10.00	£60.00	£51.25	£10.25	£61.50	SR	£1.50	2.50%	£1.25	To cover general inflation	
Miniature Book of Remembrance:													
Miniature Book of Remembrance + minimum of 2 lines inscription	£71.50	£62.50	£12.50	£75.00	£64.17	£12.83	£77.00	SR	£2.00	2.67%	£1.67	To cover general inflation	
Fee per extra line	£15.50	£13.33	£2.67	£16.00	£13.75	£2.75	£16.50	SR	£0.50	3.13%	£0.42	To cover general inflation	
Memorial Card:													
Memorial card and minimum of 2 lines inscription	£30.50	£26.67	£5.33	£32.00	£27.50	£5.50	£33.00	SR	£1.00	3.13%	£0.83	To cover general inflation	
Fee per extra line	£15.50	£13.33	£2.67	£16.00	£13.75	£2.75	£16.50	SR	£0.50	3.13%	£0.42	To cover general inflation	
VASE BLOCKS:													
10 year lease	£291.00	£250.00	£50.00	£300.00	£255.00	£51.00	£306.00	SR	£6.00	2.00%	£5.00	To cover general inflation	
Renewal of 10 year lease	£145.50	£125.00	£25.00	£150.00	£127.50	£25.50	£153.00	SR	£3.00	2.00%	£2.50	To cover general inflation	
Double plaque or new inscription	£145.50	£125.00	£25.00	£150.00	£127.50	£25.50	£153.00	SR	£3.00	2.00%	£2.50	To cover general inflation	
BRONZE KERB PLAQUE													
5 year lease	£168.50	£145.83	£29.17	£175.00	£148.75	£29.75	£178.50	SR	£3.50	2.00%	£2.92	To cover general inflation	
Renewal of 5 year lease	£83.50	£70.83	£14.17	£85.00	£72.50	£14.50	£87.00	SR	£2.00	2.35%	£1.67	To cover general inflation	
Double plaque or new inscription	£94.00	£75.00	£15.00	£90.00	£76.67	£15.33	£92.00	SR	£2.00	2.22%	£1.67	To cover general inflation	
MEMORIAL TREE WITH A 10 YEAR LEASE													
With a wooden backed perspex plaque	£387.50	£333.33	£66.67	£400.00	£340.00	£68.00	£408.00	SR	£8.00	2.00%	£6.67	To cover general inflation	
Renewal, refurbishment or double inscription on a new plaque	£107.00	£91.67	£18.33	£110.00	£93.75	£18.75	£112.50	SR	£2.50	2.27%	£2.08	To cover general inflation	
Renewal of 10 year lease	£189.00	£166.67	£33.33	£200.00	£170.00	£34.00	£204.00	SR	£4.00	2.00%	£3.33	To cover general inflation	
MEMORIAL ROSE BUSH OR FLOWING SHRUB WITH A 5 YEAR LEASE													
With a perspex plaque with backing	£219.50	£187.50	£37.50	£225.00	£191.25	£38.25	£229.50	SR	£4.50	2.00%	£3.75	To cover general inflation	
Renewal of 5 year lease	£109.50	£93.75	£18.75	£112.50	£95.83	£19.17	£115.00	SR	£2.50	2.22%	£2.08	To cover general inflation	
Renewal, refurbishment or double inscription on a new plaque	£107.00	£93.75	£18.75	£112.50	£95.83	£19.17	£115.00	SR	£2.50	2.22%	£2.08	To cover general inflation	
MEMORIAL ROSE BED													
Renewal of 5 year Lease	£377.50	£320.83	£64.17	£385.00	£327.50	£65.50	£393.00	SR	£8.00	2.08%	£6.67	To cover general inflation	
Renewal, refurbishment or double inscription on a new plaque	£107.00	£93.75	£18.75	£112.50	£95.83	£19.17	£115.00	SR	£2.50	2.22%	£2.08	To cover general inflation	
MEMORIAL BENCHES													
5 year lease	£326.50	£333.33	£66.67	£400.00	£340.00	£68.00	£408.00	SR	£8.00	2.00%	£6.67	To cover general inflation	
renewal of 5 year lease	£163.00	£166.67	£33.33	£200.00	£170.00	£34.00	£204.00	SR	£4.00	2.00%	£3.33	To cover general inflation	
Renewal, refurbishment or double inscription on a new plaque	£107.00	£93.75	£18.75	£112.50	£95.83	£19.17	£115.00	SR	£2.50	2.22%	£2.08	To cover general inflation	

Current Fees 2020/2021 Local Crematoria	Direct Cremation (Unattended)	Direct Cremation (Attended)	Early/ Off- Peak Cremation	Regular Cremation	Saturday Cremation	Witnessed Strewings	Witnessed Strewings from Elsewhere	Webcasting	Storage of Cremated Remains (per month after initial period)
Mansfield	£490.00	N/A	£490.00	£778.00	£886.00	£10.00	£60.00	£66.00	£22.00
Babworth	£430.00	N/A	£620.00	£820.00	£1,150.00	Included (£150 on a Saturday)	N/A	£80.00	N/A
Barnby Moor	£430.00	N/A	£650.00	£795.00	£900.00	£59.00	N/A	£30.00	N/A
Bramcote	N/A	N/A	N/A	£730.00	N/A	Included (£25 on a Saturday)	£65.00	£65.00	£35.00
Chesterfield	N/A	£574.00	£574.00	£770.00	£830.00	£20.00	£50.00	At Cost	£10.00
Derby	£487.00	£515.00	£570.00	£759.00	N/A	£54.00	£106.00	N/A	N/A
Gedling	£500.00	N/A	N/A	£770.00	£1,080.00	Included (£150 on a Saturday)	N/A	£80.00	N/A
Grantham	£499.00	£675.00	£830.00	£999.00	£1,499.00	Included	N/A	N/A	N/A
Nottingham City (Wilford Hill) - Non-City Resident	£495.00	N/A	N/A	£759.00	£1,074.00	£50.00	£150.00	£86.40	£40.00
Sherwood Forest	£499.00	£675.00	£806.00	£999.00	£1,499.00	Included	N/A	N/A	N/A
Swanwick (Amber Valley)	N/A	N/A	£775.00	£875.00	£1,250.00	£59.00	N/A	£30.00	N/A

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

22 FEBRUARY 2021

MERCURY ABATEMENT EQUIPMENT

1. SUMMARY

- 1.1 This report provides an update to the Committee on the provision of the new Mercury Abatement Equipment (MAE).

2. RECOMMENDATIONS

To be resolved:

- 2.1 That this update is noted.

3.0 Background Information

- 3.1 The abatement of mercury has been a longstanding matter that has had to be addressed by the Crematorium. The UK had signed up to the Convention for the Protection of the Marine Environment of the North-East Atlantic (known as the OSPAR Convention) required, amongst other things, the cessation of emitting mercury by 2020. The Convention came into force in 1998.
- 3.2 The JCC received a report on 14 September 2005 in which Members were advised that the Department for Environment, Food and Rural Affairs (DEFRA) had issued instructions to all cremation authorities that they must notify their Enforcing Authority by the end of 2005 of how they intend to meet the minimum 50% abatement of mercury required under the guidelines.
- 3.3 There were three options available which were to abate as required by the guidance, burden share with another crematorium who was willing to undertake 100% abatement or to do nothing. The JCC accepted the recommendation that the Enforcing Authority (Mansfield District Council) be notified of the Crematorium's intention to seek 50% abatement through the installation of new mercury abatement equipment (MAE).
- 3.4 On 6 September 2006 the JCC was given an update on the reasons needed for abatement and the cost implications. It was agreed at the meeting that the MAE and associated works should be procured.
- 3.5 On 17 June 2013, the JCC received a report confirming that the upgrading of cremators and the installation of MAE had been completed. The report also discussed the burden sharing principle introduced at the same time as the 50% target for abatement. This was a process whereby those crematoria who achieved the target through installing abatement equipment could share the cost with those who didn't install equipment. This was to be achieved by the selling and buying of Tmacs (tradable mercury abated cremations).
- 3.6 The JCC had already agreed in 2010/11 to join the CAMEO Burden Sharing Scheme (Crematoria Abatement of Mercury Emission Organisation) who acted as a broker for the

trading of Tmacs. The Crematorium has been in a position since 2020/11 where it has received income from Tmacs but also has had to buy Tmacs where the abatement in any given year was less than 50%.

3.7 On 23 February 2018 a report was presented to the JCC advising on the issues with the MAE installed in 2010. At the time of the initial installation the preferred option was to use a fixed bed containing pelletised activated carbon in order to adsorb mercury from the gas stream. The primary benefit of a fixed bed was the large volume of carbon which has a long service period and requires no intervention from the operators. However, it was reported to the JCC that since 2011, there had been issues with reduction in system performance, reduced ability to maintain the system and no scope to develop the installation having regard to the ultimate target of 100% mercury abatement by 2020.

3.8 It was agreed that the MAE would be changed to ensure compliance with the 2020 target.

4.0 Current Position

4.1 A report was received by the JCC on 7 September 2020 providing an update on the replacement MAE. There was a request to increase the budget from £627,000, the cost for MAE design, manufacture, delivery, installation and commissioning, to allow for works over and above that will arise from the main works.

4.2 The Committee agreed that the budget should not be increased until such time as it was possible to get quotes for the additional Builders accommodation works. The accommodation works when approved will be funded from capital reserves.

4.3 As referenced in the report on 7 September 2020, the accommodation work may include such items of work as:

- Resin floor to transfer room. Required due to removal of cremator.
- Making good to walls, ceilings etc. where No 1 cremator removed. Finishes and design to be approved possible public viewing
- Sound insulation to transfer room.
- Adaptation/new screen to roof mounted MAE plant.
- Possible alterations to roof and recovering to mess room and mezzanine. Requires recovering prior to new equipment being fitted. Note that the recovering of the Crematory roof is an independent project subject to an insurance claim following copper theft. This work will be carried out in conjunction with MAE due to restrictions relating to a European Protected Species Licence (relating to bats) which gives restricted timescales when work can be carried out.
- Possible structural steelwork alterations subject to final MAE design. (Equipment support)
- Chimney flue alteration/additional flue, cladding etc. to external flue dependant on final design. Work to the chimney will also be subject to the European Protected Species licence restrictions.
- Upgrade of incoming gas safety valve including connection to the fire alarm system.
- New steel deck mezzanine over yard and mess room

- New screen to control room.
- New access gate to service yard.
- Electrics

- 4.4 It is unlikely that there will be any impact on the proposed PPW programme arising from the above works however if there is, the PPW will be amended accordingly
- 4.5 As previously reported, a contract was entered into with Matthews Environmental Solutions (Matthews) on 25 August 2020. The reason for using Matthews was reported to the Committee on 16 September 2019 when Members were advised that Matthews would need to be used to ensure compatibility with the existing cremators as the control system for the abatement system has to work in sync with the cremators. Members were also advised on 24 February 2020 that the order had been placed with Matthews reiterating the need to ensure compatibility with the cremators.
- 4.6 A meeting was held on site on 29 September 2020 in order for staff to meet the Project Manager for Matthews who would be looking after this project.
- 4.7 However due to the effects of Covid-19, Matthews have not yet been able to start the design work as they do not have the resource. Since March they have been severely impacted by the pandemic with remote working, staff having to quarantine, increased lead time on bought in equipment impacting on other projects and a high demand to support their clients who would otherwise have been unable to cremate due to having equipment at the end of its service life.
- 4.8 Matthews subsequently had a 14 day closure of their production facility due to members of their production and design team testing positive for Covid-19 and only returned to work on 9 November.
- 4.9 They have now reviewed the programme of work and assessed their resource capacity. In doing so, they have considered the fact that any substantial work on the roof area needs to be completed by the end of April due to the presence of bats. It is their view therefore that they should only start work if there is no risk of the works running beyond that time.
- 4.10 Given that they have had two closures due to Covid-19 they have anticipated some lost time due to the pandemic either from their operations or their supply chain. Based on this assessment they believe that they would not be able to be in a position to have the majority of the noisy/heavy work on the roof completed by the end of April 2021 and therefore would have to stop work and not be able re-commence work until October 2021 to comply with the restriction due to the bats. This would result in them leaving the site for five months in a state of partial construction and also having their site compound including welfare facilities etc being there for an extended period.
- 4.11 To avoid such disruption Matthews have issued a revised programme. Whilst this is not desirable, given the amount of disruption experienced to date and the potential for further disruption, it is a sensible approach to scheduling the works and not exposing the Crematorium to any risk of part completed works or non-compliance with the European Protected Species Licence should the work overrun into May 2021.
- 4.12 The key milestones within the revised programme are as follows:

1. Detail design development – commence 1 March 2021
2. Procurement lead time of major equipment – commence 29 March 2021
3. Site setup and removal of existing plant – 6 August 2021 – 26 September 2021
4. Plant installation – 4 September 2021 – 16 December 2021
5. Electrical installation – 21 December 2021 – 14 February 2022
6. Testing and Commissioning – 24 January 2022 – 14 March 2022
7. Completion and site handover – 14 March 2022 – 6 April 2022

4.13 It is anticipated that by the end of April, it will be known what accommodation works will be required over and above the work of Matthews at which point officers can get quotes to advise the committee on the costs. It is anticipated that details of the work and possible prices will be provided at the committee meeting scheduled for 26 May 2021.

4.14 Design Services at Mansfield District Council will be overseeing the delivery of the works.

Background Papers

Matthews Environmental Solutions Programme – 5474 PL 001 Rev1.

For further information please contact Sarah Troman, Head of Neighbourhoods, Mansfield District Council, stroman@mansfield.gov.uk, 01623 463036.

Agenda Item 12

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

22 FEBRUARY 2021

COMMITTEE WORK PROGRAMME

Report Title	Brief Summary of the Agenda Item	Lead Officer	Report Author
24 May 2021			
Operations Update Report	An update on staffing restructure and current operational issues	Sarah Troman, Head of Neighbourhoods Mansfield DC	Julie Snowdon, Mansfield DC
Annual Statement of Accounts		Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Xx September 2021			
Operations Update Report	An update on staffing restructure and current operational issues	Sarah Troman, Head of Neighbourhoods Mansfield DC	Julie Snowdon, Mansfield DC
Financial Management Review Report		Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC