

MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE

COMMITTEE MEETING

Meeting to be held at Mansfield & District Crematorium.

Monday, 28 February 2022 at 10.00 am

Members:-

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

AGENDA

Item		Page No.
1.	Apologies for Absence	
2.	Declarations of interest by Members and Officers	
3.	Declarations of intent to record the meeting	
4.	Minutes of the meeting held on 6 December 2021	3 - 9
5.	Operations Update Report	10 - 38
6.	Financial Management Review April - December 2021	39 - 61
7.	Committee Work Programme	62 - 64
8.	Exclusion of the Press and Public	

To consider resolving that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

9. New Crematorium Update Report Appendix 1a & 1b – To Follow 65 - 71

10. Date of Next Meeting – Monday, 23 May 2022 - Newark and Sherwood DC offices

Proposed meeting dates - All Monday, 10am

05 September 2022 - Virtual Meeting / Ashfield DC offices

12 December 2022 - Virtual Meeting / Mansfield DC offices

27 February 2023 - Virtual Meeting / Newark and Sherwood DC offices

22 May 2023 - Virtual Meeting / Ashfield DC offices

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Mansfield & District Crematorium on Monday, 6 December 2021 at 10.00 am.

PRESENT: Councillor T Hollis (Chairman)
Councillor Mrs L Hurst (Vice-Chairman)

Councillor D Martin, Councillor H Smith, Councillor A Burgin, Councillor Richardson, Councillor Whitby, Councillor T Smith and Councillor T Wildgust

23 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

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

24 DECLARATIONS OF INTENT TO RECORD THE MEETING

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

25 MINUTES OF THE MEETING HELD ON 2 SEPTEMBER 2021

The Minutes of the Meeting held on 2 September 2021 were approved as a correct record and signed by the Chairman.

26 OPERATIONS UPDATE REPORT

The report provided an update on staff and the current operation of the Crematorium. Also in attendance at the meeting were Supervisors Martin Clarke and Nada Colclough, who would be assisting until a new Manager was in post.

The Crematorium and Cemeteries Manager and Registrar would be leaving his role at the end of the week and he went through the report highlighting the staffing, Covid-19, new proposals, commercial innovation and cremation data.

As part of the green agenda to reduce carbon emissions the grounds machinery are now electric mowers, electric trimmers, hedge trimmers, chain saws and leaf blowers.

The report also informed the Members that the new Memorial options have been procured to provide the client with more options when remembering their loved ones.

The Crematorium had been approached by a local Funeral Director to see if the Crematorium was interested in taking the direct cremations from this Funeral Director on an annual basis. This would involve every direct cremation from this Funeral Director coming to Mansfield Crematorium and would be reviewed annually. This would generate further income for the service as well as providing a

highly dignified and local cremation service to the residents of each Authority. The amount of direct cremations would be on average 85 per annum and to provide an offer of £360 per cremation would generate in excess of £30K per annum additionally to what is currently being achieved.

AGREED (unanimously) that:

- i) the contents of the report be noted.
- ii) Members approved Appendix 1 as a new Memorial Information and Policy for the Crematorium to be used sensitively where required by staff.
- iii) Members agreed the direct cremation offer of £360 per cremation for the direct cremations from the Funeral Director that had approached the Crematorium for this work as described in 6.3 of the report.

27 CREMATORIUM DEVELOPMENT REPORT

The report provided the Committee with options on the future development of the Crematorium as requested at the 2 September 2021 meeting.

A summary highlighted alongside the replacement of the cremators and associated equipment programme temporarily suspended due to structural issues and that the existing building does need significant refurbishment to meet modern day requirements.

Two options to meet the requirements were considered:

- a) Option 1 – a new build Crematorium
- b) Option 2 – to replace all existing furniture and fittings of the Crematorium building including major structural works to provide a more modern and up to date facility.

The Chairman enquired when considering Option 1 how the site would function and it was confirmed that the existing site would continue to operate whilst the new build was taking place.

AGREED (unanimously) that:

- i) the Committee approved Option 1 – a new build crematorium - as the favoured option from the choices provided in the report, and in line with the Officers recommendation in the conclusion of this report, to progress preparatory work on the future development of the Crematorium on this basis. For Officers to bring further reports to the Joint Committee for approval and update as necessary.

28 FINANCIAL MANAGEMENT REVIEW APRIL - SEPTEMBER 2021

The report provided the forecasted year end position for the 2021/2022 financial year for the Mansfield Crematorium as at 30 September 2021.

Table 1 provided a summary of the income and expenditure to 30 September 2021 and the variances to revised budgets expected at year end.

Table 3 Short Term Debtors broke down the value outstanding per period for invoices outstanding as at 30 September 2021. A Committee member was concerned as not wanting to get in a position of debt again, referring to the delay in some Funeral Directors making payment. The Chairman referred to 2020/2021, the Head of Finance suggested providing a comparison, the Chairman asked if this could be provided in an explanatory email.

AGREED (unanimously) that:

- i) the financial information provided in Appendix 1 and Table 3 be noted.
- ii) the revenue budget realignments provided in Appendix 2 be noted.

29 ANNUAL REVIEW OF FEES AND CHARGES FOR 2022/2023

The report provided the proposed fees and charges to be introduced from 1 April 2022 to 31 March 2023.

The fees and charges as set out in Appendix 1 of the report highlighted to the Committee the proposed fees and charges for 1 April 2022 to 31 March 2023.

The types of cremation fees listed in Appendix 1, included only those types of cremation in demand. These still include the option to have either a peak, off peak, weekend or direct cremation.

Table 1 provided a comparison for the 2021/2022 adult standard cremation fees and the number of cremations in the region for 2019 and 2020.

AGREED (unanimously) that:

- i) the proposed cremation fee as shown in Table 2 for the period 1 April 2022 to 31 March 2023 be approved. The proposed for 2022/2023 is £858, which is an increase of £41 (5%) on the 2021/2022 standard cremation fee. The medical referee fee £18.50 will be added to these proposed standard cremation fees.
- ii) the proposed standard cremation fees as shown in Table 2 for 2023/2024 and 2024/2025 be approved in principle. The standard cremation fees proposed are: 2023/2024 £901 and for 2024/2025 £946, being an increase of 5% in both years. The medical referee fee £18.50 will be added to these proposed cremation fees.

- iii) the proposed fees and charges for 1 April 2022 to 31 March 2023, as set out in Appendix 1 be approved.

30 REVENUE AND CAPITAL BUDGET 2022/2023 - 2024/2025

The report provided the revenue and capital budgets for 2022/2023 and the proposals for 2023/2024 and 2024/2025.

It was highlighted that the report had been written on the basis that whichever option the Committee approved with regard to the future of the Crematorium buildings and fixed plant, the budget proposals had included the estimated maximum development costs.

Table 1 in the report summarised the revenue budget information provided in more detail at Appendix 1.

The Vice-Chairman put to the Head of Finance if the possibility of any grants available had been considered, the response to the Committee was that this could be looked at for the both the shorter and longer term.

AGREED (unanimously) that:

- i) the proposed revenue and capital budgets for 2022/2023 be approved, as per Appendix 1.
- ii) the proposed revenue and capital budgets for 2023/2024 and 2024/2025 be approved in principle, as per Appendix 1.
- iii) in 2022/2023 an annual surplus of £875,000 be approved.
- iv) in 2023/2024 and 2024/2025 an annual surplus of £875,000 be approved in principle.

31 COMMITTEE WORK PROGRAMME

The Members noted the Committee Work Programme and to update the report author for the Crematorium and Cemeteries Manager and Registrar, until position filled.

32 EXCLUSION OF THE PRESS AND PUBLIC

That, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in of part 1 of Schedule 12A of the Act.

33 CREMATOR AND ABATEMENT WORKS UPDATE REPORT

This report contains information relating to the financial or business affairs of a
Agenda Page 6

particular person (including the authority holding that information) which is a category of exempt information under Schedule 12A of the Local Government Act 1972, Paragraph 3 under which the Committee has the power to exclude the press and public if it so wishes.

RECOMMENDED that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because of potential to prejudice the commercial interests of the contractor, if the financial details were to be put into the public domain thereby becoming available to competitors.

34 DATE OF NEXT MEETING

Monday, 21 February 2022 at 10 am, to be held at Newark & Sherwood District Council Offices.

Meeting closed at 10.56 am.

Chairman

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

Document is Restricted

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

28 FEBRUARY 2022

OPERATIONS UPDATE REPORT

1. SUMMARY

1.1 This report seeks to provide an update on staff and the current operation of the crematorium

2. RECOMMENDATION

2.1 That Members note the report

2.2 That members approve Appendix 1 as the revised memorial prices

3. STAFFING

3.1 The operational service is fully staffed and development training for staff continues to ensure a multi-tasking team can cover all areas of work within the crematorium and grounds to ensure cover is always provided.

3.2 The manager post is awaiting moderation following an updated Job Evaluation Questionnaire, to confirm the grading and associated salary prior to re-advertising

4. CREMATORS AND ANCILLARY EQUIPMENT

4.1 Number 3 cremator brickwork failed on the charge door thus resulting in the cremator having to be closed down. The charge door was re-bricked on Saturday 17th December but on inspection of the top chamber, it was noted that this also had collapsed beyond repair this leading to the cremator being closed down until a full cremator re-brick could take place at a later date.

4.2 Number 3 cremator had a full re-brick that was completed on 19th February at a cost of £42,285.21

4.3 The first of the yearly servicing of the cremators has been completed in February.

4.4 Compulsory legal emissions testing was completed in February and the associated report will be provided by Scotec.

4.5 The current cremulator is around 15 years old and has processed around 34-35,000 cremated remains, the cremulator is an essential part of equipment in the cremation process but has been regularly breaking down. A replacement refurbished cremulator at a cost of £12160.00 plus VAT has been identified, which will be supplied with a 12-month warranty, except for the electrical motors & electrical contactors which will have a 6-month warranty. This will ensure the timescale to process remains is not impacted by equipment failure in the short to medium term.

Positives -

- (a) A new cremulator would cost in the region of 30 – 40K.
- (b) The current cremulator will be kept on-site and used as the backup cremulator.
- (c) Both cremulators will be serviced and maintained by the same company that holds spare parts.
- (d) Families will receive their cremated remains back on time and without further distress being caused.
- (e) The purchase will be funded from the unallocated capital PPW for 2021/2022 that was put on hold that would have been used to purchase a new cremulator.

Negatives -

- (a) The contract for new cremators and abatement will also include the ancillary equipment for all of the cremation process.

4.6 Cremation numbers will remain at 12 per day due to the age of the cremators and concerns around over-heating and reliability.

5. COVID/OMICRON

5.1 Guidance from the government is constantly monitored for any changes that the crematorium needs to follow.

5.2 Covid risk assessments are reviewed monthly or when guidance changes.

5.3 Operational staff are still working a shift pattern to mitigate transmission of the Covid/Omicron virus. Staff are reminded to take daily LFT before work and to follow HR guidance for a positive LFT result.

- 5.4 Administration staff have the resources to work from home to mitigate the risk of transmission and also if they need to isolate.
- 5.5 Two of the gardeners will continue to work outside with the available resources to keep the grounds in good condition.
- 5.6 Witnessed Scatterings continue
- 5.7 The Book of Remembrance has continued to remain open Monday to Friday due to the safety measures that have been implemented to reduce the risk to staff and visitors. Floral Halls remain open for the public throughout the week.
- 5.8 Face coverings in all public areas are still a requirement for staff in line with MDC procedures/government guidelines as well as hand sanitiser and appropriate signage as per the risk assessments.
- 5.9 Saturday cremation fees were waived whilst the ongoing issue with number 3 cremator. We also put on extra services each Friday and these were held over, with permission from the families, to be cremated on a Saturday to make more service slots available.

6. PROJECT UPDATE

- 6.1 The new CCTV system has been installed at a final invoice is £15,541.00.
- 6.2 The new Audio/Visual system has been installed thus providing a more reliable service for the bereaved but has come in slightly over the budget of 20K advised. This was due to further upgrades being required once the old system was removed, the final invoice is £25,194.54
- 6.3 Funeral director's self-booking system is still awaiting the completion of the installation, following the transfer to laptops for the team. Integrity and security checks are taking place prior to rollout.
- 6.4 The crematorium has had a new web-based phone system installed, as part of a wider organisational update. The new system allows for more focussed messaging and holding options which enhances the caller experience. The new system also supports agile working for the office team.
- 6.5 Work to finalise the plan for the revamped pond and the surrounding area is underway.
- 6.6 The crematorium had previously been approached by a local funeral director about direct cremations. This is no longer being pursued as the funeral director chose another crematorium before we proposed our price to them.

7. NEW PROPOSALS

7.1 In order to prolong the life of the existing cremators and minimize potential breakdown and disruption it is proposed to carry out an extra service per year for each of the cremators, on top of the existing twice yearly service schedule, to ensure they are operating as effectively as possible. The revised schedule will see servicing take place during the months of February, June, and October. Whilst servicing is taking place cremation numbers will be reduced to 8 per day as each cremator is taken out of operation whilst being serviced, with the schedule set to avoid the busy Winter months as far as possible. Servicing follows a comprehensive inspection (See Appendix 2) and will highlight any potential issues within the chambers and flues refractory. Then an estimated time frame can be agreed when/if a high-value repair will be needed.

8. COMMERCIAL INNOVATION

8.1 The new memorial options are now being promoted with the more popular memorial being the memorial tree leaves. The team will continue to promote a wider range of benches, in addition to the granite benches, including wood and Polywood. This is to provide options to meet differing budgets. The proposed fees for memorials are set out in detail in Appendix 1.

9. CREMATION DATA

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

9.2 The table below shows a comparison per Quarter over the last 2 years. This is a working table and will be populated per quarter.

Year	2019/2020	2020/2021	2021/2022	2022/2023
Q1	565	745	533	
Q2	505	511	558	
Q3	579	640	607	
Q4	660	838		
Total	2,309	2,734	1,718 (to date)	

Appendices

Appendix 1 – Revised Fees and Charges for 22/23.

Appendix 2 – Matthews Engineers Report Example.

MANSFIELD CREMATORIUM FEES AND CHARGES 2022-2023	Net Fee	Vat	Total Fee	Vat
CREMATION FEES				
For the Cremation:				
(i) of the body of a person. This is for a 40 minute long funeral held at peak time on a weekday.	£858.00	£0.00	£858.00	Exempt
(ii) surcharge for a Saturday service	£115.50	£0.00	£115.50	Exempt
(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 a 40 minute long funeral held at peak time on a weekday.	£696.00	£0.00	£696.00	Exempt
(iv) of the body of a person. This is for a 30 minute funeral held at off peak times on a weekday.	£696.00	£0.00	£696.00	Exempt
(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.	£416.50	£0.00	£416.50	Exempt
(vi) of the body of a person under the age of 18 years but over 24 weeks gestation during pregnancy (Government recharge to the Children's Funeral Fund)	£210.00	£0.00	£210.00	Exempt
Each cremation is subject to:				
A Medical Referees charge	£18.50	£0.00	£18.50	Exempt
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)	£48.00	£0.00	£48.00	Exempt
The use of the chapel for an extended services/or additional time fee	£156.00	£0.00	£156.00	Exempt
The use of the chapel only (memorial or service elsewhere)	£291.00	£0.00	£291.00	Exempt
The strewing of remains cremated from elsewhere - administration fee	£62.00	£0.00	£62.00	Exempt
Retention of cremated remains - fee per month	£23.00	£0.00	£23.00	Exempt
Register Search - fee per year searched	£8.33	£1.67	£10.00	Standard
Administration Fee - Section 46 funeral arrangements	£183.00	£0.00	£183.00	Exempt
CONTAINERS				
The supply of an additional bio box if required	£16.00	£0.00	£16.00	Exempt
The supply of an additional baby bio box if required	£12.00	£0.00	£12.00	Exempt
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.	£58.33	£11.67	£70.00	Standard
Physical copy of webcast (DVD/Blu-Ray/USB). A recording presented in a customised case	£50.00	£10.00	£60.00	Standard
Additional physical copies of webcast (DVD/Blu-Ray/USB). A recording presented in a customised case	£20.83	£4.17	£25.00	Standard
Visual tribute - single photo, shown throughout the service.	£5.00	£1.00	£6.00	Standard
Visual tribute - simple slide show (up to 25 photos). Played on a loop or as a one off during the service.	£41.67	£8.33	£50.00	Standard
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.	£66.67	£13.33	£80.00	Standard
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.	£20.83	£4.17	£25.00	Standard
Visual tribute - physical copy of Pro Photo Tribute. A recording presented in a customised case.	£25.00	£5.00	£30.00	Standard
Additional physical copies	£25.00	£5.00	£30.00	Standard
Additional photos - for each extra set of 25 photos	£25.00	£5.00	£30.00	Standard
For adding a video to the Pro Photo Tributes, any revisions, or any major departure away from the standard	£25.00	£5.00	£30.00	Standard
MEMORIALS				
CARDS:				
Book of Remembrance:				
Entries in Book of Remembrance - fee per line	£33.33	£6.67	£40.00	Standard
Digital Book of Remembrance:				
Swipe Card	£16.67	£3.33	£20.00	Standard
Additional pages for Digital Book of Remembrance	£52.08	£10.42	£62.50	Standard
Photos for Digital Book of Remembrance	£52.08	£10.42	£62.50	Standard
Miniature Book of Remembrance:				
Miniature Book of Remembrance + minimum of 2 lines inscription	£65.42	£13.08	£78.50	Standard
Fee per extra line	£14.17	£2.83	£17.00	Standard
Memorial Card:				
Memorial card and minimum of 2 lines inscription	£29.17	£5.83	£35.00	Standard
Fee per extra line	£13.33	£2.67	£16.00	Standard
VASE BLOCKS:				
10 year lease	£458.33	£91.67	£550.00	Standard
Renewal of 10 year lease	£208.33	£41.67	£250.00	Standard
Double plaque or new inscription	£130.00	£26.00	£156.00	Standard
BRONZE KERB PLAQUE				
5 year lease	£250.00	£50.00	£300.00	Standard
Renewal of 5 year lease	£100.00	£20.00	£120.00	Standard
Double plaque or new inscription	£83.33	£16.67	£100.00	Standard
MEMORIAL TREE WITH A 10 YEAR LEASE				
With a memorial plaque	£666.67	£133.33	£800.00	Standard
Renewal, refurbishment or double inscription on a new plaque	£125.00	£25.00	£150.00	Standard
Renewal of 10 year lease	£208.33	£41.67	£250.00	Standard
MEMORIAL ROSE BUSH OR SHRUB WITH A 5 YEAR LEASE				
With a memorial plaque	£250.00	£50.00	£300.00	Standard
Renewal of 5 year lease	£125.00	£25.00	£150.00	Standard
Refurbishment or double inscription on a new plaque	£125.00	£25.00	£150.00	Standard
MEMORIAL ROSE BED				
Renewal of 5 year lease	£416.67	£83.33	£500.00	Standard
Refurbishment or double inscription on a new plaque	£125.00	£25.00	£150.00	Standard
MEMORIAL BENCHES				
Wooden bench 10 year lease	£608.33	£217.67	£826.00	Standard
Renewal of 10 year lease	£458.33	£91.67	£550.00	Standard
Refurbishment or double inscription on a new plaque	£125.00	£25.00	£150.00	Standard
Granite Bench with inscribed plaque - 10 year lease	£1,121.67	£224.33	£1,346.00	Standard
COLUMBARIUM ASH VAULTS				
For the Interment of cremated remains only:				
10 year lease (holds 4 sets of remains)	£916.67	£183.33	£1,100.00	Standard
Renewal of 10 year lease	£500.00	£100.00	£600.00	Standard
Double plaque/new plaque	£250.00	£50.00	£300.00	Standard
10 year lease (holds 2 sets of remains)	£510.00	£102.00	£612.00	Standard
Renewal of 10 year lease	£255.00	£51.00	£306.00	Standard
Double plaque/new plaque or 2nd Interment	£255.00	£51.00	£306.00	Standard
Underground vault renewal of 10 year lease	£255.00	£51.00	£306.00	Standard
NEW MEMORIALS				
Baby tower plaque inscribed - 10 year lease	£305.83	£61.17	£367.00	Standard
Renewal of 10 year lease	£152.58	£30.42	£183.00	Standard
Replacement plaque/new inscription	£100.00	£20.00	£120.00	Standard
Baby bench plaque - 10 year lease	£305.83	£61.17	£367.00	Standard
Renewal of 10 year lease	£152.58	£30.42	£183.00	Standard
Replacement plaque/new inscription	£100.00	£20.00	£120.00	Standard
Bird box with inscribed plaque - 5 year lease	£150.00	£30.00	£180.00	Standard
Renewal of 5 year lease	£75.00	£15.00	£90.00	Standard
Mushroom plaque inscribed - 5 year lease	£200.00	£40.00	£240.00	Standard
Renewal of 5 year lease	£100.00	£20.00	£120.00	Standard
Memorial tree leaf inscribed - 5 year lease	£166.67	£33.33	£200.00	Standard
Renewal of 5 year lease	£83.33	£16.67	£100.00	Standard
Replacement leaf/new inscription	£54.17	£10.83	£65.00	Standard



Matthews®

ENVIRONMENTAL SOLUTIONS

CREMATOR SERVICE REPORT

CLIENT:

SITE:

CONTRACT NO.:

CREMATOR NO.:

SERVICED BY:

DATE:

CHARGE DOOR/HYDRAULIC CHARGE DOOR

Complete | Note No.

1.1.1	CHECK AND ADJUST CLAMPS IF REQUIRED		
1.1.2	CHECK ROPE SEAL AND CHANGE IF REQUIRED		
1.1.3	CHECK COUNTERBALANCE WEIGHTS AND REALIGN IF REQUIRED		
1.1.4	CHECK LIMIT SWITCH OPERATION		
1.1.5	OIL AND ADJUST CHAINS		
1.1.6	CHECK AND RE-ADJUST MANUAL DOOR RELEASE		
1.1.7	REMOVE AND CLEAN SIGHT GLASS WHERE FITTED		
1.1.8	HYDRAULIC CHARGE DOOR (WHERE FITTED) WHERE APPROPRIATE REMOVE THE CLADDING, INSPECT CONDITION AND LOCATION OF CHAIN, ENSURING IT IS NOT OUT OF ALIGNMENT. WHEN CHECK COMPLETED RE-FIT CLADDING.		

ASH DOOR

Complete | Note No.

1.2.1	CLEAN OUT TRACKS		
1.2.2	CHECK AND ADJUST CLAMPS		
1.2.3	CHECK ROPE SEAL AND CHANGE IF REQUIRED		
1.2.4	CHECK RUNNERS		
1.2.5	CHECK MECHANISM AND REALIGN IF REQUIRED		
1.2.6	CHECK CORRECT CLOSING		
1.2.7	REMOVE AND CLEAN SIGHT GLASS WHERE FITTED		

GREASE ALL DOOR RUNNERS WITH SILICONE GREASE

INTEGRAL ASH CHUTE

Complete | Note No.

1.3.1 CHECK DAMPER AND REALIGN IF REQUIRED

--	--

1.3.2 CHECK AIR CONNECTIONS AND TIGHTEN IF REQUIRED

--	--

1.3.3 CHECK RUNNERS AND REALIGN IF REQUIRED

--	--

1.3.4 CHECK SEALING ROPE AND RENEW IF REQUIRED

--	--

NOTES:

AIR PIPES AND VALVES

Complete | Note No.

1.4.1	CHECK TIGHTNESS OF MOTOR ON ALL MOTORISED AIR VALVES		
1.4.2	CHECK CORRECT OPERATION OF ALL AIR VALVES		
1.4.3	CHECK PROPER CLOSING OF ALL AIR VALVES		
1.4.4	TIGHTEN ALL PIPEWORK CONNECTIONS		
1.4.5	CHECK ALL AIR PIPES AND JETS		
1.4.6	CHECK FLUE AIR RING, MOTORISED VALVES AND AIR SUPPLY AS ABOVE		
1.4.7	CHECK SUCTION AND REVERSE FLOW VIA CONTROL PANEL		

DAMPER/ZEST

Complete | Note No.

1.5.1	CHECK DAMPER DRIVE GEAR		
1.5.2	CHECK DAMPER LIMIT SWITCHES IF FITTED		
1.5.3	CHECK DAMPER BEARINGS		
1.5.4	CHECK DAMPER BLADE		

NOTES

BURNERS AND GAS PIPES

	Complete Note No.
1.6.1 VISUALLY INSPECT BURNER AND CLEAN ALL PARTS	<input type="checkbox"/> <input type="checkbox"/>
1.6.2 REMOVE AND CLEAN IGNITION AND IONISATION PROBES. CHANGE IF REQUIRED	<input type="checkbox"/> <input type="checkbox"/>
1.6.3 REMOVE, CLEAN AND INSPECT BURNER HEAD FOR DAMAGE IF POSSIBLE. ENSURE NO DAMAGE MADE TO REFRACTORY	<input type="checkbox"/> <input type="checkbox"/>
1.6.4 INSPECT ALL CABLING TO THE BURNER HEAD FOR DAMAGE	<input type="checkbox"/> <input type="checkbox"/>
1.6.5 REFIT BURNER AND TEST FIRE	<input type="checkbox"/> <input type="checkbox"/>
1.6.6 CHECK FLAME CHARACTERISTICS AND SIGNALS	<input type="checkbox"/> <input type="checkbox"/>
1.6.7 CHECK CONDITION/OPERATION OF GAS VALVES AND INTERNAL FILTERS	<input type="checkbox"/> <input type="checkbox"/>
1.6.8 PERFORM A PERMISSIBLE LEAK TEST ON GAS PIPEWORK FROM CREMATOR ISOLATION VALVE TO THE BURNER AND GAS VALVE. REPORT YOUR FINDINGS.	<input type="checkbox"/> <input type="checkbox"/>
1.6.9 ENSURE THAT THE CREMATOR HAS BEEN RESET AND THAT IT HAS SUCCESSFULLY PASSED ITS CALIBRATION AND TEST CYCLE	<input type="checkbox"/> <input type="checkbox"/>
1.6.10 ENSURE THAT THE CREMATOR HAS SUFFICIENT SUCTION AND	<input type="checkbox"/> <input type="checkbox"/>
1.6.11 FIRE THE BURNER TO BE TESTED	<input type="checkbox"/> <input type="checkbox"/>
1.6.12 SLOWLY ADJUST THE AIR PRESSURE SWITCH TO HIGH UNTIL THE BURNER FAILS	<input type="checkbox"/> <input type="checkbox"/>
A) IF THE BURNER DOES NOT FAIL TO 'LOCK OUT' RECTIFY THE FAULT BEFORE CONTINUING	<input type="checkbox"/> <input type="checkbox"/>
1.6.13 RESET THE AIR PRESSURE SWITCH TO THE CORRECT VALUE	<input type="checkbox"/> <input type="checkbox"/>
1.6.14 PURGE THE CREMATOR MANUALLY TO THE MANUFACTURER'S INSTRUCTIONS BEFORE CONTINUING	<input type="checkbox"/> <input type="checkbox"/>
1.6.15 IGNITE THE FIRST BURNER AND WHEN THE FLAME IS ESTABLISHED AND STABLE, REMOVE THE FLAME MONITOR AND ENSURE THAT THE BURNER FAILS	<input type="checkbox"/> <input type="checkbox"/>

- | | | |
|--------|--|----------------------|
| A) | IF THE BURNER DOES NOT FAIL OR 'LOCK OUT' RECTIFY THE FAULT BEFORE CONTINUING | <input type="text"/> |
| 1.6.16 | REPLACE THE FLAME MONITOR | <input type="text"/> |
| 1.6.17 | PURGE THE CREMATOR MANUALLY | <input type="text"/> |
| 1.6.18 | IGNITE THE FIRST BURNER AGAIN AND CHECK THE GAS FLOW ON BOTH HIGH AND LOW FIRE
CHECK THESE VALUES AGAINST THE ORIGINAL COMMISSIONING FIGURES | <input type="text"/> |
| 1.6.19 | WITH THE BURNER ON HIGH FIRE AND USING AN OXYGEN/CARBON MONOXIDE METER CHECK THE BURNER FOR CORRECT MIXTURE AGAINST THE ORIGINAL COMMISSIONING FIGURES | <input type="text"/> |
| A) | IF REQUIRED RESET THE MIXTURE CONTROL TO ENSURE CORRECT OPERATION OF THE CREMATOR | <input type="text"/> |
| 1.6.20 | CARRY OUT THE SAME TEST FOR ALL BURNERS | <input type="text"/> |

NOTES

ELECTRICS

Complete | Note No.

1.6.1	CHECK ALL ELECTRICAL PANEL INTERIORS FOR DAMAGE.		
1.6.2	CLEAN OUT ALL PANELS OF DUST/DEBRIS.		
1.6.3	CHECK ALL CONTACTOR/RELAY/OVERLOADS FOR CABLE CONNECTIONS BEING TIGHT.		
1.6.4	ENSURE ALL TRUNKING LIDDING IS PRESENT AND FITTED.		
1.6.5	CHECK READINGS OF ANALOGUE TO DIGITAL MEASUREMENTS		
1.6.6	CHECK ALL OVERLOADS ARE SET CORRECTLY.		
1.6.7	ENSURE ALL INDICATION LAMPS/LIGHTS/DISPLAYS OPERATE CORRECTLY		
1.6.8	CHECK OPERATION OF INTERFACE BOARDS OR CARDS		
1.6.9	INSPECT ALL THERMOCOUPLES, REPLACE WHERE NECESSARY		
1.6.10	NOTE ALL THERMOCOUPLE TYPES AND SIZES.		

SMOKE HEAD OP PARTICULATE OPERATION

1.7.1	TIGHTEN CONNECTIONS		
1.7.2	CLEAN AND RE-SET CHECK MILLIVOLT READING ON PANEL AND REPORT		
1.7.3	CHECK AIR PURGE SUPPLY		
1.7.4	IF FITTED, CAREFULLY REMOVE THE PCME PARTICULATE MONITORING EQUIPMENT FROM THE FLUE AND CLEAN THE PROBE, TAKING CARE TO ENSURE THAT THERE ARE NO DEPOSITS BETWEEN THE PROBE AND THE HEAD. REPLACE STAINLESS STEEL PROBE IF NECESSARY USING THE NEW SOLID PROBE. NOTE ANY DAMAGE TO UNIT.		

REFRACTORY/CREMATOR

1.8.1 CHECK REFRACTORY CONDITION AND REPORT ON:

MAIN CHAMBER

- | | | | |
|----|---|----------------------|----------------------|
| a) | CHARGE DOOR LINING | <input type="text"/> | <input type="text"/> |
| b) | MAIN CHAMBER SIDE WALL | <input type="text"/> | <input type="text"/> |
| c) | MAIN CHAMBER REAR WALL | <input type="text"/> | <input type="text"/> |
| d) | DOOR JAMBS AND DOOR ROOF VESTIBULE BLOCKS | <input type="text"/> | <input type="text"/> |
| e) | HEARTH | <input type="text"/> | <input type="text"/> |
| f) | ROOF BEAMS | <input type="text"/> | <input type="text"/> |
| g) | FLAT ROOF TILES | <input type="text"/> | <input type="text"/> |

CONSIGNMENT STOCK “MEZZANINE” ACCESS TILES

If you use any of the client’s stock it must be recorded on your “MER” notes so that the items can be charged and replaced accordingly.

SECONDARY CHAMBER

- | | | | |
|----|--------------------------|----------------------|----------------------|
| a) | COMBUSTION TUBE | <input type="text"/> | <input type="text"/> |
| b) | FRONT WALL (TARGET WALL) | <input type="text"/> | <input type="text"/> |
| c) | REAR WALL AND TUBE SEAL | <input type="text"/> | <input type="text"/> |

- | | | | |
|-------|-------------------------------|----------------------|----------------------|
| 1.8.2 | RE-SEAL ALL FLUE ACCESS PORTS | <input type="text"/> | <input type="text"/> |
|-------|-------------------------------|----------------------|----------------------|

SECONDARY CHAMBER AND FLUES

- | | | | |
|-------|--|----------------------|----------------------|
| 1.9.1 | INSPECT CONDITION OF ALL FLUES AND REMOVE ALL ASH BUILD UP IN FLUES AND DUCTS. | <input type="text"/> | <input type="text"/> |
|-------|--|----------------------|----------------------|

- | | | | |
|-------|--------------------------------------|----------------------|----------------------|
| 1.9.2 | INSPECT CONDITION OF THE FLUE LINING | <input type="text"/> | <input type="text"/> |
|-------|--------------------------------------|----------------------|----------------------|

- | | | | | |
|-------|--|--|--|--|
| 1.9.3 | INSPECT CONDITION OF THE STEELWORK THAT COMPRISES THE FLUE FOR ANY “HEAT SPOTS” AND IF IN DOUBT CHECK THE SURFACE TEMPERATURE OF THE STEEL DUCTING | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.9.4 | PAY PARTICULAR ATTENTION TO THE ENVIRONMENT THAT THE FLUE DUCTING IS PASSING THROUGH AND ENSURE THAT NO COMBUSTIBLE MATERIALS ARE IN CONTACT WITH THE FLUE | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.9.5 | CHECK THE FLUE FOR SOUNDNESS TO ENSURE THAT THE FLUE REMAINS GAS-TIGHT – CHECK FLANGE CONDITION AND REPORT | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.9.6 | INSPECT CHIMNEY THROUGH ACCESS HATCHES, CLEAR OUT FALLEN DEBRIS FROM BASE OF CHIMNEY | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |

FANS AND AIR DUCTING

- | | Complete Note No. | | |
|---|--|--|--|
| 1.10.1 CHECK NON-RETURN VALVE (SLAM PLATES) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.10.2 GREASE BEARINGS | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.10.3 CLEAN COOLING FAN IF ACCESSIBLE | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.10.4 CHECK AND TIGHTEN TERMINALS | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.10.5 INSPECT FAN MOUNTINGS FOR TIGHTNESS | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.10.6 CHECK CONDITION OF AIR DUCTING AND CONNECTIONS | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |

MONITOR EQUIPMENT - EXTERNAL CONNECTIONS

- | | | | |
|---|--|--|--|
| 1.11.1 CLEAN THE FLUE SAMPLE PROBE AND RE-SEAL, REPLACE IF REQUIRED. ENSURE GOOD SEAL | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.11.2 REPLACE SILICA GEL | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.11.3 REPLACE COELESING FILTER | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.11.4 REPLACE DISK FILTER | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |
| 1.11.5 DRAIN SYSTEM AND REFILL WITH CLEAN WATER | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | |

1.11.6 CLEAN AND REPLACE ALL FESTO CONNECTIONS, NOTE ONLY USE PLASTIC FITTINGS

--	--

1.12.7 CLEAN AND REPLACE (IF REQUIRED) FESTO PIPEWORK

--	--

1.12.8 REPLACE SAMPLE GAS BOTTLE IF FITTED

--	--

1.12.9 CHECK WATER FLOW AND RESET TO 2 LTS/HRS IF FITTED

--	--

1.12.10 TIGHTEN ALL PIPE FITTINGS BUT DO NOT OVER-TIGHTEN

--	--

1.12.11 CHECK DRAIN VALVES

--	--

1.12.12 CHECK CORRECT OPERATION OF HEAT TRACING SYSTEM USING CLIP ON AMMETER
SET AIR FLOW GUAGE TO MID POSITION.

--	--

"E.P.A." PANEL AND ELECTRIC'S

	Complete	Note No.
1.12.1 CHECK ALL ELECTRICAL CONNECTIONS ON THE "E.P.A." EQUIPMENT	<input type="checkbox"/>	<input type="text"/>
1.12.2 CLEAN ALL PIPES AND PIPE CONNECTIONS ON THE EQUIPMENT	<input type="checkbox"/>	<input type="text"/>
1.12.3 IF REQUIRED, CLEAN AND DRY OUT FLOW METERS	<input type="checkbox"/>	<input type="text"/>
1.12.4 RESET FLOW METERS (SEE INSTRUCTION SHEET)	<input type="checkbox"/>	<input type="text"/>
1.12.5 INSPECT ALL FILTERS AND CHANGE AS REQUIRED (REPLACE O RINGS WHERE POSSIBLE)	<input type="checkbox"/>	<input type="text"/>
1.12.6 CHECK OPERATION OF PUMP ENSURE COOLER IS WORKING (NOT DISPLAYING RED LIGHT). ENSURE DISPLAY ON MONITOR IS FUNCTIONING CORRECTLY.	<input type="checkbox"/>	<input type="text"/>
1.12.7 INTRODUCE ZERO GAS AND CALIBRATION GAS AND SET MONITOR AS REQUIRED. ENSURE CONTROL PANEL READINGS MATCH MONITORING PANEL READINGS	<input type="checkbox"/>	<input type="text"/>
1.12.8 CHECK READINGS WITH BURNERS ON TO ENSURE CORRECT SAMPLING AND ENSURE SAMPLE LINE IS AIRTIGHT.	<input type="checkbox"/>	<input type="text"/>

E.P.A. PANEL AND ELECTRICS

DESCRIPTION	02 SETPOINT	02 ACTUAL	CO SETPOINT	CO ACTUAL
With pump on and free air valve open	20.9		0.0	
With pump off, free air valve closed and sample gas on for 3 minutes	>1.0			

FOR CO SETPOINT SEE CERTIFICATE ON BOC OR CTI SAMPLE GAS BOTTLE

MAIN CONTROLLER (WITH THE UNIT SWITCHED OFF)

Complete | Note No.

- | | | | | |
|--------|--|--|--|--|
| 1.13.1 | CHANGE THE CONTROLLER FAN FILTER | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.13.2 | ENSURE THAT ALL CABLING IS NEAT, TIDY AND SAFE.
IF NOT INSTALL CLIPS | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.13.3 | CHECK ALL FUSE CONTACTS ARE CLEAN AND THAT THE
HOLDERS ARE TIGHT | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.13.4 | CHECK INSTRUMENTATION | | | |
| 1) | CHECK THAT THE COMPUTER TEMPERATURE
INDICATORS ARE READING CORRECTLY | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 2) | CHECK THAT THE AIR PRESSURE COMPENSATING
“DARK STAR” TRANSDUCER IS OPERATING PROPERLY | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 3) | CHECK THAT THE SUCTION TRANSDUCER IS
READING CORRECTLY | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |

DATA LOG INFORMATION

- | | | | | |
|--------|--|--|--|--|
| 1.14.1 | IF THE CREMATORIUM HAVE NOT BEEN USING THE
MONTHLY DATA DISCS, FOLLOW THE INSTRUCTIONS FOR DATA RETRIEVAL | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.14.2 | COPY THE FILES TO THE CORRECT DISKS, JANUARY,
FEBRUARY, ETC., AND RETURN TO THE OFFICE | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.14.3 | CHECK THAT DATA IS DOWNLOADED ONTO
DISKS/MEMORY STICKS CORRECTLY | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |

IF YOU ARE UNABLE TO DOWNLOAD ANY OF THE DATA REQUESTED PLEASE GIVE A REASON WHY.

BURNER EQUIPMENT (WITH CREMATOR IN PRE-HEAT)

Complete | Note No.

- | | | | | |
|--------|---|--|--|--|
| 1.15.1 | CHECK THAT THE THREE-WAY SOLENOID VALVE IS CLOSED, GAS FLOWING FROM FLUE PROBE AND THAT THE PUMP IS RUNNING | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.15.2 | CHECK OUTLET TEE VALVE AND DRAIN VALVES ARE SHUT AND SAMPLE VALVE FOR TEE IS OPEN | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.15.3 | CHECK THAT WITH ALL BURNERS ON HIGH FIRE THAT THE O2 LEVEL IS NOT BELOW 4% OR ABOVE 6.5%, DO NOT ADJUST BURNERS. NOTE READINGS. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.15.4 | RECORD PRE-HEAT TIME | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |

WATER SPRAY

- | | | | | |
|--------|---|--|--|--|
| 1.16.1 | CHECK CORRECT PUMP OPERATION | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.16.2 | CHECK LANCE AND CLEAN OR REPLACE IF REQUIRED | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.16.3 | CHECK AND REMOVE, RE-FIT OR REPLACE NOZZLE IF NECESSARY | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.16.4 | CLEAN IN-LINE FILTERS, IF FITTED | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.16.5 | RE-INSTALL | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.16.6 | CHECK AND RESET RE-CIRCULATING WATER | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.16.7 | CHECK INDIVIDUAL SPRAY HEAD'S COOLING LINES | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.16.8 | CHECK AND TIGHTEN ALL CONNECTIONS | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |
| 1.16.9 | CHECK OPERATION OF SOLENOID | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table> | | |
| | | | | |

SEALS

1.18.1 CHECK AND REPLACE IF IN DOUBT SEALS IN THE FOLLOWING AREAS:

	<u>CHECKED</u>	<u>REPLACED</u>
1. BURNER BACK PLATE INCLUDING SPLIT SEC. BURNER MOUNTING PLATE	<input type="checkbox"/>	<input type="checkbox"/>
2. ASH SUMP STAINLESS FRAME TO CASE	<input type="checkbox"/>	<input type="checkbox"/>
3. ASH DOOR ROPE SEAL	<input type="checkbox"/>	<input type="checkbox"/>
4. HOLES IN CHARGE DOOR FRONT PLATE (BEHIND STAINLES COVER PLATE) THROUGH WHICH REFRACTORY ANCHOR SCREWS PASS (ONLY BRICK LINED DOOR)	<input type="checkbox"/>	<input type="checkbox"/>
5. HOLES IN TOP OF CHARGE DOOR WHERE WIRE RODS WERE LOCATED TO ANCHOR REFRACTORY LINING	<input type="checkbox"/>	<input type="checkbox"/>
6. ON SOME CREMATORS THE ANCHORS WHICH HOLD THE CHARGE DOOR JAMB BLOCKS HAVE BEEN OMITTED. LEAKAGE CAN OCCUR THROUGH NUTS, WHICH ARE WELDED TO FRONT CASE ADJACENT TO EACH SIDE OF CHARGE DOOR. THESE SHOULD BE SEALED WITH HIGH TEMP. SILICONE	<input type="checkbox"/>	<input type="checkbox"/>
7. TOP PLATE TO FLANGE ON BOTTOM OF FLUE. CHECK LINDAPTORS FOR SEALING	<input type="checkbox"/>	<input type="checkbox"/>

N.B.THIS LIST IS NOT EXHAUSTIVE. CARE SHOULD BE TAKEN TO IDENTIFY AND SEAL ANY OTHER CRITICAL AREAS

NOTES

STATISTICAL INFORMATION

Information taken on _____ (date)

Total Running Time	
Total number of cremations	
Time since last service	
Cremations since last service	
Total cycle time	
Total cycle count	
Average cremation time	
Average production time	

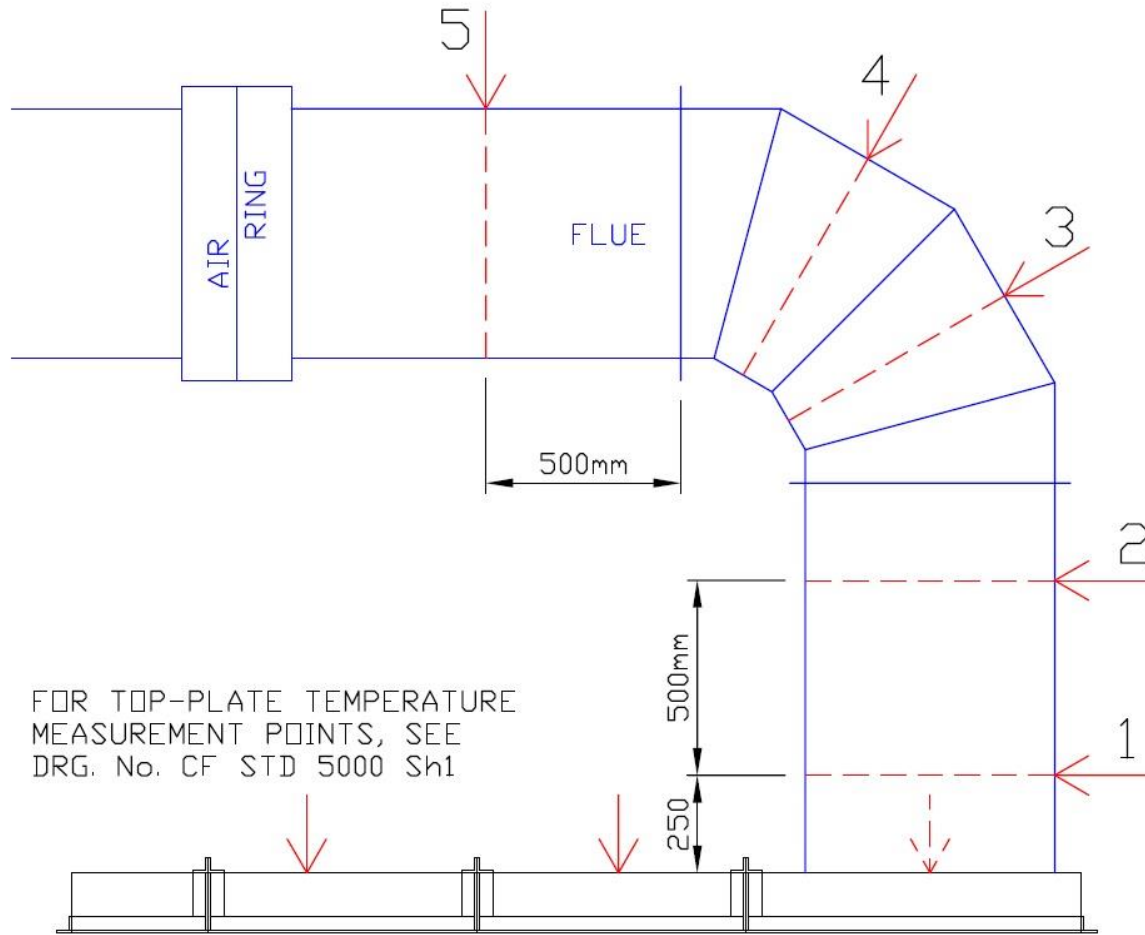
Version: (tick/complete as applicable)	<p>MK II</p> <p>MKIII</p> <p>MKIV</p> <p>MKV</p> <p>UPGRADED TO MK__</p>
--	---

Location of Flues within Building

Description

Please complete the attached diagrams relevant to the cremator being serviced. If the flue runs close to any building material, please take temperature readings, not only of the flue, but also of the surrounding building.

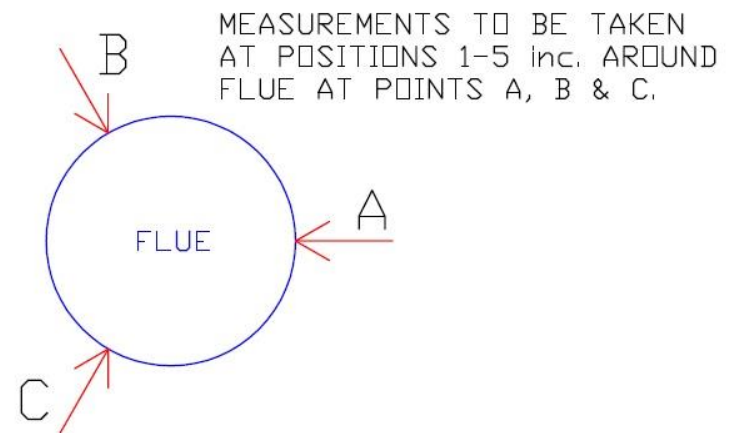
NOTES



FOR TOP-PLATE TEMPERATURE MEASUREMENT POINTS, SEE DRG. No. CF STD 5000 Sh1

NOTE:- IF THE FLUE IS AN EXTENDED VERSION TO THAT SHOWN ABOVE, ADDITIONAL MEASUREMENTS SHOULD BE TAKEN AT 500mm INTERVALS ABOVE POSITION 2 AND RECORDED SEPARATELY.

POSn.	TEMPS. °C		
	A	B	C
1			
2			
3			
4			
5			

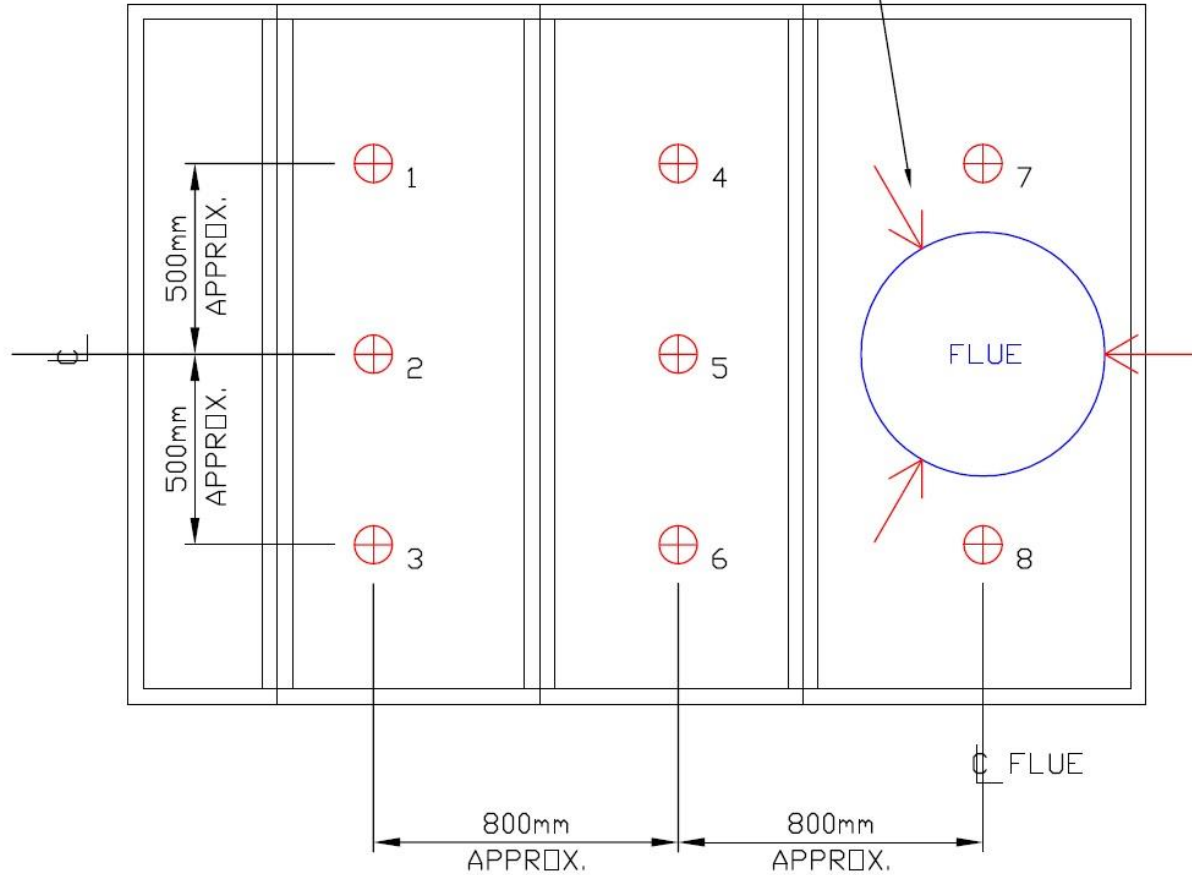


MEASUREMENTS TO BE TAKEN AT POSITIONS 1-5 inc. AROUND FLUE AT POINTS A, B & C.

ALL DIMENSIONS ARE IN MILLIMETRES

JOULE CREMATOR FLUE LAYOUT

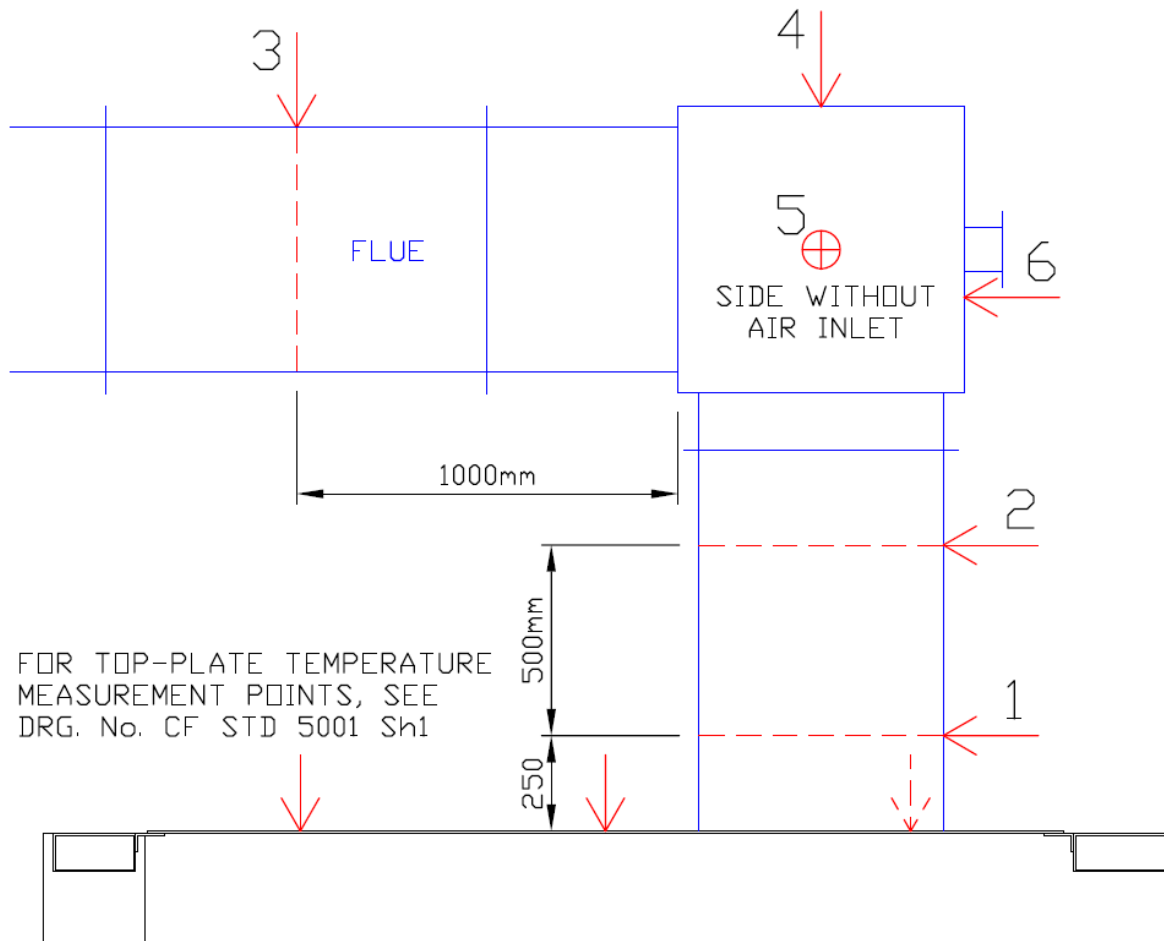
FOR FLUE TEMPERATURE
MEASUREMENT POINTS, SEE
DRG. No. CF STD 5000 Sh2



POSn.	TEMP. °C
1	
2	
3	
4	
5	
6	
7	
8	

ALL DIMENSIONS ARE IN MILLIMETRES

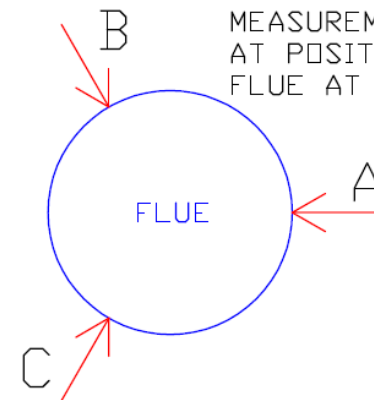
JOULE CREMATOR TOP PLATE



FOR TOP-PLATE TEMPERATURE MEASUREMENT POINTS, SEE DRG. No. CF STD 5001 Sh1

NOTE:- IF THE FLUE IS AN EXTENDED VERSION TO THAT SHOWN ABOVE, ADDITIONAL MEASUREMENTS SHOULD BE TAKEN AT 500mm INTERVALS ABOVE POSITION 2 AND RECORDED SEPARATELY.

POSn.	TEMPS. °C		
	A	B	C
1			
2			
3			
4			
5			
6			

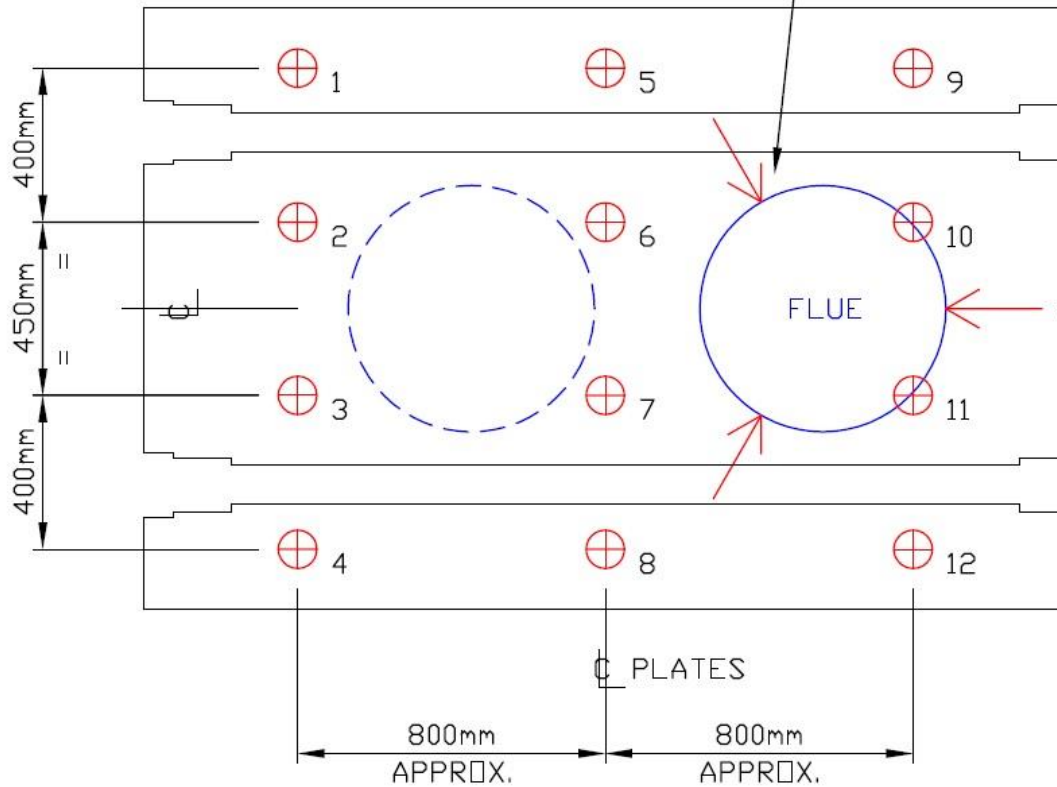


MEASUREMENTS TO BE TAKEN AT POSITIONS 1-3 inc. AROUND FLUE AT POINTS A, B & C.

ALL DIMENSIONS ARE IN MILLIMETRES

NEWTON CREMATOR FLUE LAYOUT

FOR FLUE TEMPERATURE
MEASUREMENT POINTS, SEE
DRG. No. CF STD 5001 Sh2



DUE TO POSITION OF FLUE, IT MAY NOT BE POSSIBLE
TO TAKE MEASUREMENTS AT ALL THE POINTS SHOWN.
IF NECESSARY, TAKE THE MEASUREMENT AT A POSITION
TO ONE SIDE OF THE REQUIRED POINT OR POINTS, AND
INDICATE ON THIS DRAWING THE POSITION USED.

NEWTON TOP PLATE

POSn.	TEMP. °C
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

ALL DIMENSIONS ARE IN MILLIMETRES

SPARE PARTS USED

Parts Supplied and Fitted During Service

Quantity	Description

Parts Used from Client's Stock

Quantity	Description

Environmental Monitoring Calibration Certificate

Contract No.		
Client		
Site Ref.		
Cremator No.		
Calibration Gas Batch No.		
Gas Composition		
Readings with Free Air		
Oxygen (should read 20.9%)		%
Carbon Monoxide (CO)		ppm
Readings with Calibration Gas		
Oxygen		%
Carbon Monoxide (CO)		ppm
NOTES:		
Date Calibrated		
Engineer		

**Report of Treasurer of Joint Crematorium Committee
To
Mansfield and District Joint Crematorium Committee
On
28 February 2022**

**FINANCIAL MANAGEMENT REVIEW
1 APRIL 2021 TO 31 DECEMBER 2021**

1. SUMMARY

- 1.1 This report shows the forecasted year end position for the 2021/2022 financial year for the Mansfield Crematorium as at 31 December 2021.

2. RECOMMENDATION

To be resolved:

- i). The financial information provided in appendix 1, table 1 and table 2 is for noting only.
- ii) The revenue and capital budget realignments provided in appendix 2 are for noting only.

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:-

- Furniture Acquisitions - £15,000 has been realigned to furniture acquisitions to cover the costs of replacing all the pews within the chapels with new chairs which provide more flexibility and are more modern and comfortable.
- Health & Safety Materials and Light Plant and Tools - £11,726 has been realigned to purchase specific health and safety equipment to monitor employees use of vibrating equipment and for the acquisition on electric/battery mowers and grass trimmers as part of the green agenda.

- Skips - £500 has been realigned due to the number of skips required to remove general waste/obsolete items from the crematorium buildings and grounds.

Revisions to the allocation of the original capital budgets have been undertaken and three budget realignments have been processed from the PPW Unallocated budget to reflect the revised budgets required for the following schemes:-

- Replacement Music System required as soon as possible due to poor sound quality and customer complaints full replacement cost estimated at £20,000.
- New Water Main – works required to replace the original 1960's water main due to corrosion of the metal service pipework and leaking joints on the crematorium side of the main stop valve. Works estimated at £20,000.
- CCTV System – works required to replace obsolete CCTV system which will be transferrable to the new crematorium development. Initial budget set at £25,000 however tenders and the budget requirements could be lower than this estimate.

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

Table 1 below summarises the income and expenditure incurred to 31 December 2021 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 2021 to 31 December 2021
Description	Original Budget	Revised Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Employee Costs	405,647	405,647	429,539	23,892	342,239
Premises Related Expenses	366,130	348,444	338,244	-10,200	208,297
Transport Related Expenditure	200	200	200	0	39
Supplies and Services	170,897	231,689	277,341	45,652	132,732
Support Services	64,356	64,356	66,543	2,187	61,633
Depreciation & Impairment	126,271	126,271	126,271	0	0
Revenue Gross Expenditure	1,133,501	1,176,607	1,238,138	61,531	744,939
Revenue Income	-1,839,650	-1,850,150	-1,914,898	-64,748	-1,420,322
Income	-1,839,650	-1,850,150	-1,914,898	-64,748	-1,420,322
Recharge to Cemeteries	-26,562	-26,562	-26,562	0	0
Income Recharges	-26,562	-26,562	-26,562	0	0
Revenue Gross Income	-1,866,212	-1,876,712	-1,941,460	-64,748	-1,420,322
Net Cost of Service	-732,711	-700,105	-703,322	-3,217	-675,382
Depreciation to be Reversed	-126,271	-126,271	-126,271	0	0
3% Increase of Standard Cremation Fees to Capital Fund	46,200	46,200	46,200	0	26,268
Appropriations from General Reserves - Memorial Tree Acquisition	0	-14,500	-14,500	0	0
Appropriations from General Reserves - Other New Memorial Lines	0	-18,106	-18,106	0	0
Below Net Cost of Service	-80,071	-112,677	-112,677	0	26,268
Net (-) Surplus	-812,782	-812,782	-815,999	-3,217	-649,114
CREMATORIUM CAPITAL	FULL YEAR				1 April 2021 to 31 December 2021
Description	Original Budget	Revised Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Capital - Replacement of Abatement Equipment brought forward	503,166	503,166	87,309	-415,857	0
Capital - Replacement of Abatement Equipment Building Works	221,000	221,000	2,643	-218,357	2,643
Capital - Replacement of Abatement Equipment MDC Design Svcs	0	0	3,078	3,078	3,078
Capital - Car Park Lighting brought forward	8,000	8,000	0	-8,000	0
Capital - Roof Repairs - Insurance Copper Theft Retention	1,148	1,148	1,148	0	0
Capital - PPW Programme Unallocated	138,177	73,177	73,177	0	0
Capital - 21/22 Music System	0	20,000	20,995	995	0
Capital - 21/22 Water Main	0	20,000	20,000	0	0
Capital - 21/22 CCTV System	0	25,000	25,000	0	0
Capital Gross Expenditure	871,491	871,491	233,350	-638,141	5,721

3.1.1 Employee Expenses total forecasted variance £23,892

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. The payment due for 2021/2022 will be £16,151. As part of the final accounts transactions a prepayment of £16,152 will be processed to move the costs relating to the 2022/2023 contribution into the correct financial year.

Agency staff have been employed to cover clerical and cleaning duties due to either vacancies arising during periods of increased workload and to meet the increased cleaning regime required as a result of the pandemic. These agency costs are partly financed from vacancy savings within employee costs.

Overtime costs are higher than budgeted due to the ongoing impact of the pandemic, staff vacancies and more recently staff working longer hours due to the limited capacity of the cremators with cremator 3 due to be relined. The cost of overtime impacts on the national insurance and superannuation actual costs in year, making these higher than the original budget estimate.

There is currently only one vacant post, this is the Director and Registrar post, the interim management arrangements mean that honorarium payments are being made to the Operational Supervisor and the Administrative Supervisor until this post is filled.

Staff training has been undertaken this year to bring staff training up to date.

3.1.2 Premises total forecasted variance (£10,200)

The main forecasted savings relate to utility costs.

3.1.3 Supplies and Services Expenses total forecasted variance £45,652

The uptake of the webcasting service continues to be popular with the revised forecast increased by £12,300. This will be offset by an increase forecast for webcasting income of (£18,450) as detailed in 3.1.5 below.

The organist was not used during the pandemic restrictions and there has been reduced demand for this service to date. The forecast for expenditure has been reduced by (£6,300) and the income forecast has been reduced by £9,450, the demand for this service will continue to be monitored.

The light plant and tool costs are forecast to increase by £1,681 due to the replacement of obsolete light plant and tools with battery powered replacements.

Furniture acquisitions budget has been forecasted to underspend by (£5,318). The main costs to date are for replacing pews with chairs.

Cremator capacity has been recently reduced due to cremator 3 being out of operation and requiring a reline. A further breakdown of a remaining cremator at a busy period meant that a small number of cremations had to be transferred to neighbouring crematoria. A forecast has been included within hired and contracted services of £6,987 which reflects the actual costs incurred. At this stage no further costs are envisaged as cremation levels are back to normal, however, until all cremators are fully operational there is a risk that this situation may arise again.

The budget for CAMEO non abatement fees was originally set at £33,413 which would cover the 2021 costs for 6 months, however due to delays then the termination of the abatement equipment contract a full year's costs will be incurred. The CAMEO return to cover the period from Jan-Dec 2021 has been completed and 1,242 tradeable mercury abated cremations will

need to be purchased at £55.00 each. The total cost will be £68,310 which is £34,897 higher than the budget.

Other minor forecasted savings of (£2,665) include underspends on uniforms, printing, stationery, telephones and the memorial tree costs.

Other minor forecasted increases in spend of £4,070 include increases to temporary memorials, postages, software licences, medical referee fees, office IT equipment and bio boxes.

3.1.4 Support Services Expenses total forecasted variance £2,187

The crematorium has used the services of MDC electrician's at a cost of £1,203 and MDC building repair service costing £1,131; there has been a reduction of (£147) for trade waste costs.

3.1.5 Income total forecasted variance (£64,748)

As detailed in 3.1.2, the demand for the webcasting service has been high this year and the revised budget forecast has increased by (£18,450) which will be offset by a forecast increase in the webcasting costs of £12,300.

The organist service has not being made available during service restrictions and coupled with reduced demand the forecast fee income has reduced by £9,450.

Due to the reduction in interest rates this year, the forecast for interest income has been reduced by £1,502.

The forecast income from Cremation Fees has been increased by (£49,300) based on the income up to 31 December 2021 and the forecasted number for funerals for the January to March period.

Other minor variations to income forecasts total (£7,950)

3.1.6 Below Net Cost of Service

At the Sept 2021 JCC meeting, the committee approved that the cost for the acquisition of a memorial tree, leaves for inscription and new memorials and plaques for the Crematorium gardens would be financed from general reserves. The memorial tree acquisition cost £14,500 and the forecast for the new memorial lines, inscription leaves and plaques is £18,106, totalling £32,606. All future memorial acquisition from 2022/2023 onwards will be financed from revenue budgets.

3.1.7 Capital

Replacement Abatement Equipment Scheme - Installation of a new gate and steps costing £2,068 has been incurred in preparation for the replacement abatement equipment works. Further infill works were required to the building after the equipment was removed costing £575. Mansfield

District Council Design Services costs to end of December 2021 were £3,078.

The termination of contract invoice for the balance of £87,309 has been received from Matthews Environmental and will be processed for payment during February 2022.

Car Park Lighting Scheme – there are no immediate plans to do major works to the car park lighting as this will form part of the development of the new crematorium project.

Roof Repairs – Insurance Copper Theft works 2021 – the retention payment of £1,148 for the works undertaken last financial year is expected before 31 March 2022.

Music System – Works are being undertaken to replace the music system with costs forecast at £20,995.

New Water Main – no orders have yet been placed for these works.

CCTV System – an order has been placed with 3H CCTV & Alarms Ltd for £15,541

Fire Doors & Associated Works – a budget will be realigned from the Capital Unallocated PPW budget once the tender process has been completed.

Capital Unallocated PPW – the balance was £73,177 at the end of December, however some of this budget will be realigned to the Fire Doors and Associated Works scheme when the tender process is complete.

3.2 Balance Sheet Review – Table 2 below shows the balance sheet as at 31 December 2021.

Table 2

Mansfield & District Joint Crematorium		
Balance Sheet as at 31 December 2021		
31 March 2021		31 Dec 2021
£		£
2,042,975	Property, Plant & Equipment	2,048,696
2,042,975	Long Term Assets	2,048,696
555,813	Short Term Debtors	252,696
0	NCC Pension Prepayment 2 years	16,152
-51,781	Provisions	-51,781
1,650,505	Cash and Cash Equivalents	1,650,815
2,154,537	Current Assets	1,867,882
-950,597	Short Term Creditors	0
-950,597	Current Liabilities	0
-1,655,000	Net Pension Liability	-1,655,000
-1,655,000	Long Term Liabilities	-1,655,000
1,591,915	Net Assets	2,261,578
	Financed by:	
709,686	Capital Fund	730,233
0	Surplus/(deficit) in year	649,114
526,557	General Reserve	526,558
1,236,243	Usable Reserves	1,905,905
424,285	Revaluation Reserve	424,285
1,618,690	Capital Adjustment Accounts	1,618,690
-1,687,303	Pension Reserve	-1,687,303
£355,672	Unusable Reserves	355,672
1,591,915	Total Reserves	2,261,578

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 2021 was £252,696. Table 3 below breaks down the value outstanding per period for the invoices outstanding as at 31 December 2021.

Table 3

Aged Debtor Summary as at 31 Dec 2021	
Period Invoice Raised	Amount Outstanding
Pre 31 March 2019	£5,374
2019-20 Financial Year	-£705
2020-21 Financial Year	£88,957
April 2021	£1,630
May 2021	£12,249
June 2021	£21,757
July 2021	£6,155
August 2021	£9,936
September 2021	£7,540
October 2021	£5,013
November 2021	£32,752
December 2021	£62,039
TOTAL	£252,696

NCC Pension Prepayment 1 Year – as detailed in 3.1.1 the value for 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 2020/2021 allocated surplus to each authority, accrued creditor payments to suppliers and the revenue surplus calculated up to 31 December 2021 on the revenue accounts.

3.2.3 Current Liabilities

Short Term Creditors – There are no short term creditors at 31 December 2021. However, at the financial year end the outstanding creditors will be calculated based on the invoices relating to the 2021/2022 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 2021 was £709,685 as shown below in table 4. The £709,685 brought forward balance includes capital budget totalling £512,314 that have been carried forward from 2020/2021 into 2021/2022.

At the end of December 2021 there has been £5,721 of capital spend on the mercury abatement replacement equipment scheme. Due to the termination of the contract with Matthews Environmental the forecast budget for this scheme has been reduced to £93,030 to cover the costs to date plus the pending contract termination invoice of £87,309.

Cremation fees were increased by an additional 3% in 2020/2021. The ongoing income generated from this increase is transferred to the Capital Fund. For the period April to November 2021 this amounted to £26,268. The current forecasted estimate for this income is £46,200.

The current capital scheme budget forecasts total £233,350, if these budgets are fully utilised in 2021/2022 the capital fund forecasted balance at 31 March 2022 will be £522,535

Table 4

Capital Fund Balance Brought Forward 1 April 2021		£709,685
Actuals 2021/2022		
Expenditure Replacement Abatement Equipment Building Works & MDC Design Services Fees as at end Dec 2021		-£5,721
Transfer 3% fee increase standard cremations April-October 2021		£26,268
Capital Fund Sub Total end December 2021		£730,232
Forecast Expenditure to end of March 2022		
Replacement Abatement Equipment		-£87,309
PPW Capital Programme Unallocated		-£73,177
Replacement Music System		-£20,995
New Water Main		-£20,000
CCTV System		-£25,000
Car Park Lighting		£0
Roof Repairs Retention		-£1,148
		-£227,629
3% increase in Standard Cremation Fee Nov-March 2022		
Forecast November - March 2022		£19,932
		£19,932
Capital Fund Forecasted Balance as at 31 March 2022 (Surplus/-Deficit)		£522,535

General Reserve – The General Reserves brought forward balance as at 1 April 2021 was £526,558, as shown below in table 5.

As detailed in 3.1.6 above, the acquisition of the memorial tree, new memorial lines, leaves and plaques are to be financed from general reserves in 2021/2022. To date the forecast for these purchases is £32,606.

The general reserves forecasted balance as at 31 March 2022 is £493,592.

Table 5

General Reserves Balance Brought Forward 1 April 2021	£526,558
Forecast Financing of Revenue Expenditure at 31 March 2022	
2021/2022 Finance acquisition of Memorial Tree	-£14,500
2021/2022 Finance acquisition of New Memorial Lines and Inscriptions	-£18,106
General Reserves Forecasted Balance as at 31 March 2022 (Surplus/-Deficit)	£493,952

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 2021 is a surplus of £649,114, see appendix 1.

The year-end forecast position to 31 March 2022 is a surplus of £815,999 compared to the revised budget surplus of £812,782, which is an increase in surplus of £3,217.

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 as at 31 December 2021.

Table 6

District	April - Dec 2021 Number of Cremations	April - Dec 2021 Usage Percentage	Revised Budget Surplus £815,999 split
Ashfield	610	43.70%	£356,561
Mansfield	703	50.36%	£410,922
Newark & Sherwood	83	5.95%	£48,516
TOTAL	1,396	100.00%	£815,999

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.

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

					Appendix 1	
REVENUE CREMATORIUM	Full Year				1 April 2021 to 31 December 2021	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Salaries Basic Pay	292,795	292,795	272,670	-20,125	204,926	
Salaries Overtime	18,000	18,000	29,000	11,000	20,410	
Salaries National Insurance	23,281	23,281	25,730	2,449	19,057	
Salaries Superannuation	57,095	57,095	60,570	3,475	44,943	
Salaries Vacancy Savings	-5,598	-5,598	0	5,598	0	
Superann Additional Allowances	1,315	1,315	1,315	0	46	
Pension Deficit Lump Sum	16,151	16,151	16,151	0	32,303	
Optical Charges Tests	0	0	15	15	15	
Agency Staff	0	0	12,760	12,760	12,760	
Advertising Appointments	0	0	1,510	1,510	1,510	
Training Expenses Staff	1,200	1,200	8,410	7,210	6,270	
Apprenticeship Levy	1,408	1,408	1,408	0	0	
Employee Related Expenditure	405,647	405,647	429,539	23,892	342,239	
Repair/Maintenance Buildings	30,000	30,000	30,000	0	20,788	
Grounds Maintenance General	17,500	17,500	17,500	0	12,712	
EPA Testing	1,200	1,200	1,161	-39	1,161	
Repair/Maintenance Fixed Plant Cremators	100,000	85,000	85,000	0	20,190	realignment 8
Electricity	50,000	50,000	45,000	-5,000	20,274	
Gas	42,850	42,850	40,000	-2,850	17,238	
Rent of Premises	159	159	159	0	159	
Business Rates	92,003	91,290	91,290	0	91,290	realignment 11
Sewage/Water Rates	7,500	7,111	4,800	-2,311	2,297	realignment 11
Insurance	20,218	18,634	18,634	0	18,634	realignment 11
Cleaning Materials	4,200	4,200	4,200	0	3,335	
Legionella	500	500	500	0	220	
Premises Related Expenditure	366,130	348,444	338,244	-10,200	208,297	
Car Allowances	200	200	200	0	39	
Transport Related Expenditure	200	200	200	0	39	

					Appendix 1	
REVENUE CREMATORIUM	Full Year				1 April 2021 to 31 December 2021	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Memorial Tree Equipment Acquisition	0	14,500	14,350	-150	14,350	
Equipment Acquisitions	0	0	35	35	35	
Furniture Acquisitions	4,000	19,000	13,682	-5,318	13,682	realignment 8
Health and Safety Materials	0	4,382	4,382	0	4,382	realignment 11
Light Plant and Tools	4,000	11,344	13,025	1,681	12,366	realignment 11
Material Purchases	4,000	4,000	4,300	300	2,733	
Rodent Control	750	750	750	0	0	
Office Machinery Replacement	1,000	1,000	1,403	403	1,189	
Covid 19 Supplies and Services	0	0	27	27	27	
Uniforms	5,000	4,000	3,000	-1,000	1,042	realignment 11
Printing	3,000	1,500	500	-1,000	110	realignment 11
Stationery	3,500	2,500	2,300	-200	1,079	realignment 11
Hired and Contracted Services - Use of other Crematoria	0	0	6,987	6,987	0	
Advertising Other	2,000	0	0	0	0	realignment 11 & 37
Waste Collection Skips	1,000	1,500	1,500	0	1,170	realignment 37
Medical Referee Fees	38,850	38,850	40,500	1,650	26,289	
Payments to Local Authorities	6,862	6,862	6,862	0	2,040	
Software Licences	11,980	11,980	12,235	255	12,235	
Postages	2,800	1,800	2,200	400	1,681	realignment 11
Systems Software	300	260	260	0	260	realignment 11
Telephones	10,300	8,300	7,985	-315	4,844	realignment 11
Webcasting Costs	5,000	5,000	17,300	12,300	11,289	
Conference Expenses	1,000	0	0	0	0	realignment 11
Subscriptions	1,649	1,649	1,649	0	310	
Book of Remembrance Inscriptions	9,028	9,028	9,028	0	4,874	
External Legal Expenses	1,500	1,500	1,500	0	900	
Memorials	0	24,066	24,066	0	4,867	
Other Expenses General	500	500	500	0	316	
Memorial Tree Memorials	0	4,540	4,540	0	0	
Temporary Memorials	11,965	11,965	12,965	1,000	9,820	
Organist Fees	7,500	7,500	1,200	-6,300	843	
CAMEO Non Abatement Fees	33,413	33,413	68,310	34,897	0	
Supplies & Services Expenditure	170,897	231,689	277,341	45,652	132,732	

					Appendix 1	
REVENUE CREMATORIUM	Full Year				1 April 2021 to 31 December 2021	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Design Services	7,500	7,500	7,500	0	2,665	
Building Services Repairs	0	0	1,131	1,131	1,131	
Trade Waste/Recycling	7,496	7,496	7,349	-147	7,349	
Electricians Service	0	0	1,203	1,203	1,128	
Central Corporate Overhead	49,360	49,360	49,360	0	49,360	
Support Services	64,356	64,356	66,543	2,187	61,633	
Depreciation	126,271	126,271	126,271	0	0	
Depreciation and Impairment	126,271	126,271	126,271	0	0	
Revenue Gross Expenditure	1,133,501	1,176,607	1,238,138	61,531	744,940	
Book of Remembrance Inscriptions	-20,000	-20,000	-27,690	-7,690	-24,670	
Charities Collection	0	0	0	0	-540	
Crematorium Containers	-350	-350	-100	250	-106	
Crematorium Memorials	-42,000	-42,000	-42,000	0	-36,694	
Organist	-11,250	-11,250	-1,800	9,450	-735	
Cremation Fees	-1,715,700	-1,715,700	-1,765,000	-49,300	-1,304,862	
Webcasting Fees	-7,500	-7,500	-25,950	-18,450	-22,112	
Medical Fees	-38,850	-38,850	-40,500	-1,650	-30,340	
Interest Income	-2,500	-2,500	-998	1,502	-240	
Miscellaneous Income	-1,500	-1,500	-360	1,140	0	
New Memorials	0	-9,100	-9,100	0	0	
Memorial Tree Income	0	-1,400	-1,400	0	0	
Under/Over Bankings	0	0	0	0	-23	
Income	-1,839,650	-1,850,150	-1,914,898	-64,748	-1,420,322	
Recharges to Cemeteries	-26,562	-26,562	-26,562	0	0	
Income Recharges	-26,562	-26,562	-26,562	0	0	
Revenue Gross Income	-1,866,212	-1,876,712	-1,941,460	-64,748	-1,420,322	
Net Cost of Service	-732,711	-700,105	-703,322	-3,217	-675,382	
Depreciation to be Reversed	-126,271	-126,271	-126,271	0	0	
3% Increase of Standard Cremation Fees to Capital Fund	46,200	46,200	46,200	0	26,268	
Financing Memorial Tree Acquisition from General Reserves	0	-14,500	-14,500	0	0	
Financing Other New Memorials from General Reserves	0	-18,106	-18,106	0	0	
Below Net Cost of Service Sub Total	-80,071	-112,677	-112,677	0	26,268	
Net Surplus	-812,782	-812,782	-815,999	-3,217	-649,114	

					Appendix 1	
CAPITAL CREMATORIUM	Full Year				1 April 2021 to 31 December 2021	
Description	Original Budget	Revised Budget	Forecast Budget	Variance Forecast Budget to Revised Budget	Actuals	Revised Budget Realignment
	£	£	£	£	£	
Replacement of Abatement Equipment brought forward	503,166	503,166	87,309	-415,857	0	
Replacement of Abatement Equipment Building Works	221,000	221,000	2,643	-218,357	2,643	
Replacement of Abatement Equipment MDC Design Services	0	0	3,078	3,078	3,078	
Car Park Lighting brought forward budget	8,000	8,000	0	-8,000	0	
Roof Repairs - Insurance Copper Theft Retention	1,148	1,148	1,148	0	0	
21/22 PPW Capital Programme Unallocated	138,177	73,177	73,177	0	0	realignment 28, 29 & 34
21/22 Music System	0	20,000	20,995	995	0	realignment 28
21/22 Water Main	0	20,000	20,000	0	0	realignment 29
21/22 CCTV System	0	25,000	25,000	0	0	realignment 34
Grand Total	871,491	871,491	233,350	-638,141	5,721	



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
Budget Realign Ref 8	2021/22	8	£15,000 Wendy Gregson	15/07/2021	Dave Clay

REASON FOR BUDGET REALIGNMENT

Request Dave Clay 13.7.21 to realign £15,000 budget from Crem Fixed Plant Cremators to Crem Furniture. This is due to the acquisition of new chairs and the hire of chairs until the new ones arrive. Due to pandemic restrictions the old pews were removed to allow for social distancing. Now that restrictions are lifting the pews are being replaced by chairs which are more flexible for any future restrictions etc. and more modern/comfortable.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4101000124	Crematorium R/M Fixed Plant General	-15,000	100,000	85,000
				0
		-15,000		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000307	Crematorium Furniture Acquisitions	15,000	4,000	19,000
				0
		15,000		



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
	2021/22	11	£11,726 Wendy Gregson	26/07/2021	David Clay

REASON FOR BUDGET REALIGNMENT

July budget meeting review identified that a Health and Safety materials budget of £4,382 is required for Reactec equipment to monitor employees use of vibrating equipment, also £7,344 required for electric/battery mower and strimmer as part of the Green Agenda.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4101000146	Crematorium NDR	-713	92,003	91,290
4101000156	Crematorium Insurance	-1,584	20,218	18,634
4101000437	Crematorium Systems Software	-40	300	260
4101000450	Crematorium Conference	-1,000	1,000	0
4101000353	Crematorium Uniforms	-1,000	5,000	4,000
4101000366	Crematorium Printing	-1,500	3,000	1,500
4101000367	Crematorium Stationery	-1,000	3,500	2,500
4101000370	Crematorium Advertising	-1,500	2,000	500
4101000435	Crematorium Postage	-1,000	2,800	1,800
4101000439	Crematorium Telephones	-2,000	10,300	8,300
4101000150	Crematorium Sewage / Water Rates	-389	7,500	7,111
				0
		-11,726		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000309	Crematorium Health & Safety Materials	4,382	0	4,382
4101000312	Crematorium Light Plant & Tool Acquisitions	7,344	4,000	11,344
				0
		11,726		



Mansfield District Council

REQUEST FOR BUDGET RE-ALIGNMENT APPROVAL WITHIN A SERVICE AREA

	FINANCIAL YEAR	REALIGN AMOUNT	FINANCE OFFICER	DATE OF REQUEST	BUDGET OFFICER
Budget Realign Re	28 2021/22	£20,000	Wendy Gregson	25/10/2021	David Clay

REASON FOR BUDGET REALIGNMENT

Capital Scheme - replacement music system. Budget to be re-allocated from Crem Capital Unallocated budget 2021/2022.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4102220388	Crem Cap Unallocated Hired & Contracted Services	-20,000	138,177	118,177
				0
		-20,000		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4102230388	Crem Cap Music System Hired & Contracted Services	20,000	0	20,000
				0
		20,000		



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
	29 2021/22	£20,000	Wendy Gregson	26/10/2021	David Clay

REASON FOR BUDGET REALIGNMENT

PPW Unallocated Budget 21/22 - £20,00 required for replacing water main on crematorium side of the stop valve due to poor water service/pressure due to corrosion and leaking joints.

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4102220388	Crem Cap PPW Unallocated 2021/22	-20,000	118,177	98,177
				0
		-20,000		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4102240388	Crem Cap New Water Main	20,000	0	20,000
				0
		20,000		



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
	34 2021/2022	£25,000	Wendy Gregson	15/12/2021	Martin Clarke

REASON FOR BUDGET REALIGNMENT

£25,000 required for a new CCTV system that will be transferrable to the new Crematorium Development. Budget to be realigned from the 2021-2022 PPW Unallocated Capital Budget. As discussed at the JCC on 6.12.21 David Clay

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4102220388	Crematorium Capital Unallocated Budget	-25,000	98,177	73,177
				0
		-25,000		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4102250303	Crematorium Capital CCTV System	25,000	0	25,000
				0
		25,000		



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
	37 2021/2022	£500	Wendy Gregson	19/01/2022	Martin Clarke

REASON FOR BUDGET REALIGNMENT

Increased to skips budget required due to works to remove waste/obsolete items from all areas of the Crematorium Buildings. Spare budget capacity has been identified with advertising other of £500

DETAILS OF BUDGET TO BE REDUCED (-)

Account Code	Account Description	Budget Realignment (-)	Current Budget	Revised Budget
4101000370	Crematorium Advertising Other	-500	500	0
				0
				0
		-500		

DETAILS OF BUDGET TO BE INCREASED (+)

Account Code	Account Description	Budget Realignment (+)	Current Budget	Revised Budget
4101000389	Crematorium Skips	500	1,000	1,500
				0
		500		

Agenda Item 7

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

COMMITTEE WORK PROGRAMME

Report Title	Brief Summary of the Agenda Item	Lead Officer	Report Author
23 May 2022			
Appointment of the Chairman In accordance with the Constitution the offices of Chairman and Vice Chairman shall, in successive years, rotate between the three constituent authorities.	The Chairman for 2022/23 will be a Member from Newark & Sherwood District Council.	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Appointment of the Vice Chairman	The Vice Chairman for 2022/23 will be a Member from Mansfield District Council.	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Operations Update Report	An update on current operational issues	Sarah Troman, Head of Neighbourhoods Mansfield DC	Sarah Troman for Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report (Exempt Item)	A regular update on the new Crematorium, including the Risk Register	Sarah Troman, Head of Neighbourhoods Mansfield DC	Sarah Troman for Crematorium and Cemeteries Manager and Registrar Mansfield DC
Annual Statement of Accounts 2021/22		Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Governance arrangements for the Joint Committee	To review the remit of the Committee including decision-making in relation to procurement matters, and to reflect constitutional changes at Newark	Sue Bearman, Clerk to the Committee	Sue Bearman, Clerk to the Committee

	& Sherwood DC		
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
XX September 2022			
Operations Update Report	An update on current operational issues	Sarah Troman, Head of Neighbourhoods Mansfield DC	Sarah Troman for Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report (Exempt Item)	A regular update on the new Crematorium, including the Risk Register	Sarah Troman, Head of Neighbourhoods Mansfield DC	Sarah Troman for Crematorium and Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report	The forecasted year end position for the current financial year	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 December 2022			
Operations Update Report	An update on current operational issues	Sarah Troman, Head of Neighbourhoods Mansfield DC	Sarah Troman for Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report (Exempt Item)	A regular update on the new Crematorium, including the Risk Register	Sarah Troman, Head of Neighbourhoods Mansfield DC	Sarah Troman for Crematorium and Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report	The forecasted year end position for the current financial year as at 31 October 2022	Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Annual Review of Fees and Charges	Proposed Fees and Charges to be introduced from 1 April 2023 to 31 March 2024	Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Revenue and Capital Budget	Details of the Revenue and Capital Budgets for	Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC

	2023/2024 and the proposals for 2024/2025 and 2025/2026		DC
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted