

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Virtual Meeting of **Mansfield and District Crematorium Joint Committee** held using Microsoft Teams on Monday, 22 February 2021 at 10.00 am.

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

Councillor H Smith, Councillor J Zadrozny, Councillor A Abrahams,
Councillor S Richardson and Councillor Mrs L Hurst

180 APOLOGIES FOR ABSENCE

1

Apologies received from Councillor D Martin, Councillor Mrs G Dawn and Councillor T Smith.

Councillor J Zadrozny attended as substitute for Councillor D Martin.

180 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

2

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

180 DECLARATIONS OF INTENT TO RECORD THE MEETING

3

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

180 MINUTES OF THE MEETING HELD ON 7 SEPTEMBER 2020

4

The Minutes of the Meeting held on 7 September 2020 were approved as a correct record.

180 ORDER OF BUSINESS

5

With the agreement of the Committee, the Chairman changed the order of business with regard to agenda items 6 and 10 by swapping them around.

180 OPERATIONS UPDATE REPORT

6

The report provided an update on staff and current operational issues, referring to Appendix 1 providing 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.

The Committee were advised that the vacancy for the Crematorium and Cemeteries Manager had been filled and accepted by David Clay who commenced in his role as of 22 February 2021. The Vice-Chairman welcomed David to the Crematorium.

The report informed the Committee of repairs to the copper roof that had become necessary the week before Christmas, the roof was re-sheeted for health and safety reasons as rain water had found its way into the crematory area. At the end of January a roofing contractor had been on site to carry out the copper roof replacement works.

The Vice-Chairman queried the cost for the roof repairs and if it had been necessary to replace with copper having been re-sheeted a month earlier. Mansfield Officer Sarah Troman would follow up this request. Councillor Zadrozny referred to 5.6 of the report regarding the roof costs and requested a breakdown of costs for Members, which Sarah would provide in an email following the Committee meeting.

AGREED:

- i) The Members noted the report.

180 ANNUAL REVIEW OF FEES AND CHARGES FOR 2021/2022
7

The report provided the proposed fees and charges to be introduced from 1 April 2021 to 31 March 2022.

The fees and charges were set out in Appendix 1 of the report. 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.

The report was discussed and the need to be competitive even when the Mansfield building is over 70 years old and tired against the competition of newer establishments. In order to bring in more business and the Committee not being able to visit other sites at present therefore a virtual visit of other crematoriums could be a possibility.

A vote was taken by Committee Members, 4 voted For and 3 Against.

AGREED:

- 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 for 2021/2022 of £817, is an increase of £39 (5%) on the 2020/2021 standard cremation fee. The medical referee fee of £18.50 to be added to the 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 are: 2022/2023 £858 and for 2023/2024 £901, being an increase of 5% for both years. The medical referee fee of £18.50 to be added to the proposed standard cremation fees.

- iii) That the proposed fees and charges for 1 April 2021 to 31 March 2022, as set in Appendix 1 be approved.

180 REVENUE AND CAPITAL BUDGET 2021/2022 – 2023/2024

8

The report detailed the revenue and capital budgets for 2021/2022 and the proposals for 2022/2023 and 2023/2024.

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 any known changes and identify future savings and efficiencies as required.

The Committee discussed whether it would be an option to explore borrowing in future instead of using revenue for contribution to the capital fund. Officers agreed to include costings in future reports.

A vote was taken by Committee Members, 4 voted For and 3 Abstained.

AGREED:

- i) That the proposed revenue and capital budgets for 2021/2022 be approved.
- ii) That the proposed revenue and capital budgets for 2022/2023 and 2023/2024 be approved in principle.
- iii) That in 2022/2023 and 2023/2024 the budget surplus to the 3 constituent authorities be 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 of the report.

180 FINANCIAL MANAGEMENT REVIEW 1 APRIL 2020 TO 31 OCTOBER 2020

9

The report showed the forecasted year end position for the 2020/2021 financial year for the Mansfield Crematorium as at 31 October 2020.

The report following as at 31 December 2020 to provide an updated position.

AGREED (unanimously):

- i) That the financial information provided in appendix 1 and table 3 be noted.
- ii) That the revenue budget realignments provided in appendix 2 be noted.
- iii) That the capital expenditure £56,844 and capital income budget (£31,622) for the new scheme roof repairs – insurance copper theft as

detailed in 3.1.6, be approved.

181 FINANCIAL MANAGEMENT REVIEW 1 APRIL 2020 TO 31 DECEMBER 2020
0

The report showed the forecasted year end position for the 2020/2021 financial year for the Mansfield Crematorium as at 31 December 2020.

The report provided an updated position following the previous report as at 31 October 2020.

A vote was taken by Committee Members, 4 voted For and 3 Abstained.

AGREED:

- i) That the financial information provided in appendix 1 and table 3 be noted.
- ii) That the revenue budget realignments provided in appendix 2 be noted.
- 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.

18 PLANNED PREVENTATIVE WORKS UPDATE REPORT
11

The report provided the Committee with an update on the Planned Preventative Works (PPW) position and an overview of the funding profile.

The Vice-Chairman highlighted the need for the Committee to have full information to be able to assess value for money and be satisfied that any retention of surplus is appropriate. The Committee should be kept fully informed as to what all the works were for, the costs involved and what they were being spent on, to ensure it fulfils its fiduciary duty.

The Committee Members all wanting to achieve the same outcomes by being open and transparent in providing the information.

AGREED:

- i) The Members noted the report.

18 MERCURY ABATEMENT EQUIPMENT
12

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

The report gave a brief of the background from 2005 onwards through to the agreement that the MAE would be changed to ensure compliance with the 2020 target.

The Committee had agreed in September 2020 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 to be funded from capital reserves.

Councillor Zadrozny reiterated the need for the Committee to receive full information to ensure it fulfils its fiduciary duty. Information should be provided in a timely manner or an explanation provided if this is not possible, with everyone working together. It was appreciated that officers had put in time to provide the requested information.

The Committee agreed on the importance of a good working relationship. The Chairman noted there had been a helpful discussion, and the importance of the Crematorium meeting statutory requirements in relation to mercury abatement works.

AGREED:

- i) The Members noted the report.

181 COMMITTEE WORK PROGRAMME

3

The report considered the committee work programme.

The Vice-Chairman requested reports go to the May 2021 meeting on the following:

- PPW expenditure
- Procurement process of MAE and why company chosen

181 DATE OF NEXT MEETING

4

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

AGREED:

- i) The Members noted the meeting dates for the next Committee year.

Meeting closed at 11.40 am.

Chairman