

DURHAM COUNTY COUNCIL

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

At the Annual Meeting of the **Central Durham Crematorium Joint Committee** held at **Spennymoor Town Hall, Spennymoor** on **Wednesday 27 June 2018** at **2.00 pm**

Present:

Durham County Council:

Councillors D Bell, J Chaplow, K Corrigan, P Jopling, M McKeon, J Stephenson and K Thompson

Spennymoor Town Council:

Town Councillors I Geldard, A Lamb and I Machin

1 Membership of the Joint Committee

The Clerk to the Joint Committee, Laura Renaudon, noted changes to the Membership of the Joint Committee following the Annual Meetings of the two constituent Authorities. The Membership for the Joint Committee was confirmed as:

Durham County Council: D Bell, D Brown, J Chaplow K Corrigan, P Jopling, H Liddle, M McGaun, M McKeon, S Quinn, J Shuttleworth, J Stephenson and K Thompson

Spennymoor Town Council: I Geldard, A Lamb and I Machin

Resolved:

That the change in the Membership of the Central Durham Crematorium Joint Committee be noted.

2 Appointment of the Chairman for the ensuing year

The Clerk to the Joint Committee asked for nominations for Chairman to the Joint Committee for the ensuing year noting that the terms of reference would normally require this to be the outgoing Vice-Chairman. It was added that, wherever possible, the Chairmanship and Vice-Chairmanship alternated between the two constituent Authorities.

Accordingly, Councillor J Chaplow was proposed for the position of Chairman to the Joint Committee for the ensuing year. No further proposals were made.

Resolved:

That by unanimous agreement, Councillor J Chaplow be appointed Chairman for the ensuing year.

COUNCILLOR J Chaplow in the Chair

3 Appointment of the Vice-Chairman for the ensuing year

The Chairman thanked Members for their support and asked for nominations for Vice-Chairman to the Joint Committee for the ensuing year noting that, as per the terms of reference, this should be a Member from Spennymoor Town Council Member. Town Councillor I Machin was proposed for the position of Vice-Chairman to the Joint Committee for the ensuing year. No further proposals were made.

Resolved:

That by unanimous agreement, Town Councillor I Machin be appointed Vice-Chairman for the ensuing year.

4 Apologies for Absence

Apologies for absence were received from Councillors D Brown, M McGaun, S Quinn and J Shuttleworth.

5 Minutes

The Minutes of the meeting held on 26 April 2018 were confirmed as a correct record and were signed and initialled by the Chairman.

6 Declarations of Interest

There were no Declarations of Interest submitted.

7 Annual Constitutional Review

The Clerk to the Joint Committee referred Members to the report within the agenda papers outlining the Terms of Reference for the Central Durham Crematorium Joint Committee (for copy see file of minutes).

Members were reminded that following audit reviews it was recommended that the Joint Committee undertake an annual review of the Terms of Reference and update as necessary. It was explained that there were no proposed changes to the Terms of Reference at this time.

Resolved:

That the Members of the Joint Committee note the Review of the Terms of Reference and reapprove the Constitution as set out in Appendix 2 to the report.

8 Annual Governance Statement 2017/18

The Joint Committee considered a Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services which provided details of the Annual Governance Statement (AGS) for the year April 2017 to March 2018 (for copy see file of minutes).

The Principal Accountant, Ed Thompson, reminded Members that the AGS was prepared in line with CIPFA and SOLACE guidance and formed part of the Annual Return for the Joint Committee. Councillors were reminded that the AGS set out the governance framework for the Joint Committee and was informed by the views of Internal Audit, which had been set out in the report to the Joint Committee in April, noting “substantial assurance”. There were no significant governance issues or matters worthy of disclosing in the AGS.

It was added that the AGS looked to answer seven assertions relevant to the Joint Committee, as set out within the report and the AGS at Appendix 2, providing evidence of how the Joint Committee and Crematorium satisfy those assertions.

The Vice-Chairman noted the report and AGS were very good documents and well presented.

Resolved:

That the Annual Governance Statement be approved for consideration as part of the Joint Committee’s Annual Return for the financial year ended 31 March 2018 and that the Chairman and Treasurer be authorised to sign the Statement.

9 Revenue Outturn and Joint Committees Annual Return for the Financial Year Ended 31 March 2018

The Joint Committee considered a Joint Report of the Corporate Director of Resources / Treasurer to the Joint Committee and the Corporate Director of Regeneration and Local Services which sought approval of the Joint Committees Return, with the report also including details of the financial outturn position against approved budgets for 2017/18 (for copy see file of minutes).

The Principal Accountant referred Members to the financial outturn position for 2017/18, advising that the final outturn position was broadly in line with the provisional outturn position, with only minor changes across a number of budget levels at the final outturn. Details of significant variances were contained within the report and duly noted. Members were reminded that in terms of capital works, some works had carried over into the next financial year, as set out at paragraph 9 of the report. The report also included details of the updated position in terms of reserves and balances held and it was added that the Major Capital Works reserve was maintained in line with agreed policy.

With reference to the Joint Return, it was highlighted that this was a statutory return and once agreed and signed by the Chairman, Treasurer and Clerk it would be submitted to the Joint Committee's External Auditors accordingly. Members were also asked to note the balance sheet was attached at Appendix 2 of the report, with a correction to the table as printed in the report, with a typographical error in terms of net assets that should have read 410, not 605 in the 31 March 2018 column, noting totals were not affected, nor were figures in the Joint Return.

Resolved:

- (i) That the revenue and capital outturn position as at 31 March 2018, including the year-end position with regards reserves and balances of the Joint Committee, together with the Balance Sheet as at 31 March 2018 be noted.
- (ii) That Section 1 - Annual Governance Statement 2017/18 of the Joint Committees Annual Return for the financial year ended 31 March 2018 be approved.
- (iii) That Section 2 - Accounting Statements 2017/18 of the Joint Committees Annual Return for the financial year ended 31 March 2018 be approved.
- (iv) That the Chairman, Treasurer and Clerk sign the Joint Committees Annual Return for the financial year ended 31 March 2018.

10 Quarterly Performance and Operational Report

The Bereavement Services Manager, Graham Harrison asked Members to note the performance figures from 1 April 2018 to 31 May 2018 and the comparison to the same period for 2017, highlighting that there was a net increase of 69 cremations year on year. It was noted there was a total of 444 for the three month period with the April to May profile breakdown showing 139 from Durham, 23 from Spennymoor and 282 from outside of the area. It was noted that Office of National Statistics data had also shown an increase in the death rate nationally in this period.

Members were asked to note that the number of memorials sold was fewer when comparing to the same period the previous year, with those sales representing a decrease of income, being £6,043 less than the comparable period last year.

The Joint Committee noted that the Business Administration Apprentice position had been advertised at Durham County Council, Spennymoor Town Council and via the National Apprenticeship website, and the Bereavement Services Manager noted that a shortlist of 8 applicants had been produced and those invited to interview.

The Joint Committee noted that the usual arrangements as regards attendance at the Institute of Cemetery and Crematorium Management (ICCM) Learning Convention and Exhibition, to be held 1 to 3 October 2018 in Oxfordshire, had been made for the Bereavement Services Manager and the Chairman.

Councillors noted that the Recycling of Metals Scheme had generated a sum of £5,000 for the Marie Curie and that a cheque had been presented to the charity by the Chairman at the time, Councillor L Maddison.

It was added that additional funds from collections in 2017 resulted in an extra round of nominations and therefore an additional cheque in the sum of £5,000 was available for Cruse Bereavement Care, arrangements to be made with the Chairman and Vice-Chairman as regards presentation to the charity.

The Vice-Chairman asked if there was any further information in terms of the new crematorium being built at Castle Eden. The Bereavement Services Manager noted that works had begun on construction, however, he had no further updates at this time and would look to come forward with further information at future meetings.

Resolved:

- (i) That the current performance of the Crematorium be noted.
- (ii) That the situation with regards to the Business Administration Apprentice post be noted.
- (iii) That the attendance of the Chairman and the Bereavement Services Manager at the Institute of Cemetery and Crematorium Management (ICCM) Learning Convention and Exhibition 2018 be noted.
- (iv) That the distribution of recycling income to the respective charities be noted.

11 Forward Plan 2018/19

The Joint Committee considered a Report of the Corporate Director of Resources / Treasurer to the Joint Committee which set out proposals in respect of the Forward Plan of meetings of the Joint Committee for the municipal year 2017/18.

The Principal Accountant advised that the list of business to be conducted by the Joint Committee was not exhaustive and further items of business may be considered throughout the course of the year.

Resolved:

That the proposed schedule of meetings as set out in Appendix 2 to the report be approved.