



Central Durham Crematorium Joint Committee

Date **Tuesday 1 February 2022**
Time **2.00 pm**
Venue **Council Chamber, County Hall, Durham**

Business

Part A

Items which are open to the Public and Press

1. Apologies for Absence
2. Substitute Members
3. Minutes of the meeting held on 29 September 2021 (Pages 5 - 12)
4. Declarations of Interest, if any
5. Quarterly Performance and Operational Report (Pages 13 - 40)
Report of the Bereavement Services Manager and Registrar
6. Financial Monitoring Report - Position at 31/12/21, with Projected Revenue and Capital Outturn at 31/03/22 (Pages 41 - 50)
Joint Report of Corporate Director of Neighbourhoods and Climate Change and Corporate Director of Resources and Treasurer to the Joint Committee
7. Provision of Support Services 2022/23 (Pages 51 - 66)
Joint Report of Corporate Director of Neighbourhoods and Climate Change and Corporate Director of Resources and Treasurer to the Joint Committee

8. Fees and Charges 2022/23 (Pages 67 - 76)
Joint Report of Corporate Director of Neighbourhoods and Climate Change and Corporate Director of Resources and Treasurer to the Joint Committee
9. External Audit Arrangements 2022/23 to 2024/25 (Pages 77 - 82)
Joint Report of Corporate Director of Neighbourhoods and Climate Change and Corporate Director of Resources and Treasurer to the Joint Committee
10. 2022/23 Revenue and Capital Budgets (Pages 83 - 92)
Joint Report of Corporate Director of Neighbourhoods and Climate Change and Corporate Director of Resources and Treasurer to the Joint Committee
11. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration
12. Any resolution relating to the exclusion of the public during the discussion of items containing exempt information

Part B

Items during which it is considered the meeting will not be open to the public (consideration of exempt or confidential information)

13. Restructure Report (Pages 93 - 98)
Report of Neighbourhood Protection Manager
14. Such other business as, in the opinion of the Chair of the meeting, is of sufficient urgency to warrant consideration

Helen Lynch
Head of Legal and Democratic Services

County Hall
Durham
24 January 2022

To: **The Members of the Central Durham Crematorium Joint Committee**

Durham County Council: J Chaplow (Chair), J Blakey, D Brown,
J Cosslett, K Fantarrow, S Quinn,
K Robson, A Simpson, M Stead,
A Surtees, C Varty and M Wilson

Spennymoor Town Council: N Foster (Vice-Chair), C Maddison and
D Ranyard

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DURHAM COUNTY COUNCIL

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

At a Meeting of **Central Durham Crematorium Joint Committee** held in the **Council Chamber, County Hall, Durham** on **Wednesday 29 September 2021** at **2.00 pm**

Present:

Councillor J Chaplow (Chair)

Durham County Council:

Councillors D Brown, K Fantarrow, S Quinn, K Robson, M Stead, C Varty and M Wilson

Spennymoor Town Council:

Town Councillors N Foster, C Maddison and D Ranyard

1 Apologies for Absence

Apologies for absence were received from Councillors J Blakey and A Simpson.

2 Substitute Members

No notification of Substitute Members had been received.

3 Minutes

The Minutes of the meeting held on 29 June 2021 were confirmed as a correct record and were signed by the Chair.

The Chair noted several matters arising, including a change in membership of the Joint Committee, with Councillor O Gunn being replaced by Councillor C Varty. The Chair welcomed Councillor C Varty to the Joint Committee.

The Chair noted that arrangements would be made for the January 2022 meeting of the Joint Committee to be held at Durham Crematorium, following services on the day, with a tour by the Bereavement Services Manager, Graham Harrison to follow the meeting.

It was added that should any Member wish to visit the Crematorium individually, prior to the January meeting, they could contact the Bereavement Services Manager to make arrangements.

The Chair noted that the next Annual General Meeting of the Joint Committee in June 2022 would be arranged to be held at Spennymoor Town Council.

4 Declarations of Interest

There were no Declarations of Interest submitted.

5 External Audit Annual Review of the Return for the year ended 31 March 2021

The Joint Committee considered a joint report of the Corporate Director of Neighbourhoods and Climate Change and the Corporate Director Resources (Interim) and Treasurer to the Joint Committee relating to the External Auditors (Mazars LLP) issues Arising Report for the year ended 31 March 2021 (for copy see file of minutes).

The Finance Manager, Neighbourhoods and Climate Change, Phillip Curran advised that the audit had now been concluded, adding that there had been no material weaknesses highlighted around the Joint Committee's system of internal control and the Annual Return had been completed and signed off.

Town Councillor N Foster noted the positive report adding it was a reflection of the high quality of the work undertaken by Officers.

Resolved:

That the Joint Committee approve the Joint Committees Annual Return for the financial year ended 31 March 2021 including the External Report 2020/21 Certificate (attached at Appendix 2).

6 Performance and Operational Report

The Neighbourhood Protection Manager, Ian Hoult asked Members to note the performance figures from 1 June 2021 to 31 August 2021 and the comparison to the same period for both 2020 and 2019, noting a net decrease of 83 cremations year on year. It was noted the figures for 2019 were provided to give a comparison to pre-pandemic numbers, and it was highlighted that current performance was comparable to 2019.

It was noted there was a total of 512 for the three-month period with the June to August profile breakdown showing 160 from Durham, 18 from Spennymoor and 334 from outside of the area.

Members were asked to note that the number of memorials sold had increased in comparison to the same period the previous year, with sales being £6,248 greater than the comparable period last year. It was explained the increase was from a combination of renewals for plaques and the introduction of memorial leaves. Members were reminded of the new metal leaves which could be engraved and placed on an ornate metal tree, expanding the range of options by which people could pay their respects.

The Neighbourhood Protection Manager explained, for the benefit of new Members, the recycling of metals scheme operated by the Institute of Cemeteries and Cremation Management (ICCM). He noted metals were recycled and, from those contributions, funds were returned to crematoria to then be allocated to nominated local charities. The Neighbourhood Protection Manager explained the sum of £10,000 had been transferred to Little Angels Garden of Remembrance. Members noted a second round of funding had been released and Chyrelle Addams Breast Cancer Trust had been nominated. The Neighbourhood Protection Manager explained nominations could be brought forward to the Joint Committee for local charities that fit with the ethos of the Crematorium and added that over £200,000 had been provided to local charities as a result of the scheme.

The Neighbourhood Protection Manager asked the Joint Committee to note the success in once again achieving the Green Flag Award for Durham Crematorium.

Councillors noted that the Crematorium was to have taken part in the Durham “Heritage Open Days” programme and it was explained that those events had been cancelled as a result of continued uncertainty in relation to COVID-19. It was noted it was hoped that the regular activities would take place next year.

The Neighbourhood Protection Manager noted paragraph 14 of the report referred to a question that had been raised by a member of the public at the meeting of Durham County Council’s full Council held on 14 July 2021 with the question and response from the Portfolio Holder for Neighbourhoods and Climate Change set out within the report. Members were reminded that the Joint Committee considered its fees and charges annually at its January meeting and it was noted that comparisons with other crematoria were set out within the report for information. The Neighbourhood Protection Manager highlighted that Durham Crematorium together with Mountsett Crematorium, also operated by the Council, offered the lowest cremation fees in the region at £740.

Councillors were asked to note the level of fees of several near neighbours including: Sunderland - £865; Coundon - £884; and Darlington - £930. Members were reminded of the significant investment that had been made at Durham Crematorium, approximately £4.1 million since Local Government Reorganisation in 2009 and noted the further planned investment as set out within the Service Asset Management Plan (SAMP) contained within the report.

The Neighbourhood Protection Manager noted that in recognition of those families that may experience funeral poverty, the Joint Committee had previously agreed to provide direct cremations, with unattended services having a reduced fee of £520. He added another option that the Joint Committee had agreed for the Crematorium to provide was for off-peak services at the beginning of the day, again with a reduced fee. Members were asked to note the information, with the issue of fees and charges to be considered at the January meeting of the Joint Committee. The Neighbourhood Protection Manager noted that awareness raising, in relation to those options for direct and off-peak services, would be looked at in terms of communications to care homes and hospitals to help the bereaved to be able to make informed decisions in terms of the services provided.

The Neighbourhood Protection Manager referred Members to the SAMP, appended to the report, which set out a number of proposed works including electric vehicle charging points and further options for heat recovery. Members noted the current system to recover heat for use by the building and were informed of feasibility work in terms of additional recovery that could help generate power. The Joint Committee were asked to note information on resomation as part of the SAMP, with the Neighbourhood Protection Manager explaining that the Bereavement Services Manager was a member of a national working group looking at resomation, and that a report would be presented to the Joint Committee at a future meeting setting out further information.

The Chair thanked the Neighbourhood Protection Manager and asked for comments and questions.

Town Councillor C Maddison noted it was an excellent report and it appeared that everything was being done right. He noted the points raised within the question that had been raised, adding that if the Crematorium was operating at a huge loss then hundreds of people would make representations. He added that, when looking at the comparison information between lowest and highest fees, the Joint Committee were forgoing around £400,000 in additional fees by maintaining the lowest fees in the region.

Town Councillor N Foster agreed with the comments from his colleague and noted the report and information within was comprehensive.

He added that the gentleman asking questions relating to the costs of funeral services may wish to ask local service providers as regards what percentage of their overall cost of a funeral the services provided by the Crematorium represented and what assistance in relation to costs those providers could offer. He noted the range of options made available for those wishing to use the Crematorium to make it as cost-effective as possible. He added he was delighted as regards progress in relation to energy recovery, and issue he had championed for a number of years.

Town Councillor D Ranyard echoed the sentiments of his colleagues and noted thanks to all staff for their exceptional work in achieving the Green Flag Award for the tenth year in a row and also in attaining ICCM Gold Star Status accreditation. He added that he was pleased that the report was forward looking, commended the work in terms of energy recovery and becoming a green crematorium, again thanking all the staff involved.

The Neighbourhood Protection Manager noted he had recently reflected upon the difficulties faced by the staff at the Crematorium over the last 18 months during the pandemic. He noted the hard work of those staff, working alongside funeral directors and Registrars to ensure that services were carried out with respect during such difficult times. He added that he wished to note that the staff at the Crematorium were a great credit and that their dedication and hard work were to be commended. He noted he agreed with the sentiments of Members and reiterated his thanks to the staff who worked on a day-to-day basis to make a difference for all those attending the Crematorium.

Resolved:

- (i) That the current performance of the Crematorium be noted.
- (ii) That the updated position with regards to the Recycling of Metals scheme be noted.
- (iii) That the updated position with regards the Green Flag scheme be noted.
- (iv) That the updated position with regards to the Durham Heritage Open Weekend be noted.
- (v) That the comparison of fees, the discounted fees available to help funeral poverty and the investments made at the Crematorium in consideration of the question from a member of the public be noted.
- (vi) That content of the Service Asset Management Plan attached at Appendix 3, which will be factored into budget planning for 2022/23 and beyond be approved.

7 Financial Monitoring Report - Position at 31/08/21, with Projected Revenue and Capital Outturn at 31/03/22

The Joint Committee considered a joint report of the Corporate Director of Neighbourhoods and Climate Change and the Corporate Director Resources (Interim) and Treasurer to the Joint Committee which set out details of income and expenditure in the period 1 April 2021 to 31 August 2021, together with the forecast outturn position for 2021/22, highlighting areas of over / underspend against the revenue budgets at a service expenditure analysis level.

The report also detailed the funds and reserves of the Joint Committee at 1 April 2021 and forecast outturn position at 31 March 2021, taking into account expenditure to date and forecasts to the year end (for copy see file of Minutes).

The Finance Manager explained that, factoring in overspends, the additional cremations as referred to by the Bereavement Services Manager and Registrar meant that the updated projected outturn showed a surplus (before transfers to reserves and distribution of surpluses to the partner authorities) of £42,727 more than the budgeted position, mostly as a result of income above budget. It was noted that the major variances were set out at paragraph 11 onwards, by subjective analysis area. It was added that paragraph 14 set out the details relating to the capital programme, with a projected underspend of £50,038. Members were asked to note the main variances were an overspend due to the requirement for the replacement of three cooler cassettes, offset as the re-lining of two cremators was no longer required.

The Finance Manager noted the report also set out details in terms of the retained reserves at 31 March 2021.

Resolved:

That the April to August 2021 financial monitoring report and associated provisional revenue and capital outturn positions at 31 March 2021, including the projected year end position with regards to the reserves and balances of the Joint Committee be noted.

8 Risk Register Update 2021/22 - 1

The Finance Manager asked Members to note the Risk Register Update 2021/22 report, the Joint Committee considering updates on a six-monthly basis. Members recalled that the report set out service risk register and the health and safety risk register, with risks being regularly reviewed by the Durham County Council Risk Management Team in conjunction with the Bereavement Services Manager.

It was explained that the risk relating to “*Demand for cremations exceeds capacity*” had been downrated from moderate impact, possible likelihood to minor/possible, reflecting the picture national in terms of the pandemic. It was added that the risk relating to “*Non-compliance with coronavirus regulations by members of the public leading to a local outbreak and capacity issues in deaths management services*” the likelihood was now “unlikely”, that again reflecting the national picture in terms of the pandemic and easing of national restrictions. It was noted there had been no new risks identified, and all risks were within the risk appetite.

Resolved:

That the updated position in relation to the Risk Register be noted.

9 Internal Audit Charter

The Interim Audit Manager, Tracy Henderson referred Members to a report relating to the Internal Audit Charter to be applied to reviews undertaken as part of the Internal Audit plan for 2021/22 (for copy see file of minutes).

Members were reminded of the previous update that had been made to the Charter to reflect changes made to the Public Sector Internal Audit Standards (PSIAS) in 2017, considered by the Joint Committee at its meeting held 1 October 2020. It was explained that the Charter was subject to annual review by the Chief Internal Auditor and Corporate Fraud Manager and that as no new revisions had been made to the PSIAS, it was considered that no further amendments to the Charter were required. It was explained that the Charter defined the Internal Audit Service’s purpose; authority and access to records, personnel, and physical properties relevant to the performance of engagements; defined the scope of internal audit activities; and set out the relationship to the Joint Committee.

Resolved:

That the Central Durham Crematorium Joint Committee approve the Internal Audit Charter as set out at Appendix 2 to the report.

10 Annual Review of the System of Internal Audit

The Finance Manager referred to the report setting out the Annual Review of the System of Internal Audit (for copy see file of minutes).

Members noted that part of the role of Durham County Council's Audit Committee was to scrutinise the performance and effectiveness of Internal Audit and had received a report at its meeting in June 2021, with evidence provided by way of self-assessment against key elements of the PSIAS. It was explained that this provided assurance to the Joint Committee that the work carried out by Internal Audit was in line with best practice and the latest PSIAS.

Resolved:

That the information demonstrating the efficiency and effectiveness of the Durham County Council Internal Audit Service be noted.

**Central Durham Crematorium Joint
Committee**

1 February 2022



Quarterly Performance and Operational Report

**Report of Graham Harrison, Bereavement Services Manager &
Registrar**

Electoral division(s) affected:

Countywide

Purpose of the Report

- 1 To provide Members of the Central Durham Crematorium Joint Committee with an update relating to performance and other operational matters.

Executive summary

- 2 This report provides Members of the Central Durham Crematorium Joint Committee with a quarterly update of performance and operational matters at the crematorium.

Recommendation(s)

- 3 It is recommended that Members of the Central Durham Joint Committee:
 - a) Note the current performance of the crematorium.
 - b) Note the continued success with regards to the Green Flag Award.
 - c) Note the updated position with regards to the recycling of metals scheme.
 - d) Consider and approve the revised changes to opening times.
 - e) Consider and approve the SLA with regards to the cleaning of the crematorium.
 - f) Consider and approve the SLA with regards to the cleaning of the water fountains at the crematorium.

- g) Agree to St Cuthbert's Hospice providing a Christmas tree again in 2022.

Performance Update - Number of Cremations

- 4 The table below provides details of the number of cremations for the period 1 September 2021 to 31 December 2021 inclusive, with comparative data in the same period for the last two years:

	2019/20 (Pre Covid)	2020/21	2021/22	Change from 20/21
September	173 + 2*	161 + 1*	206 + 0*	+ 45 - 1*
October	213 + 2*	184 + 2*	200 + 2*	+ 16 + 0*
November	204 + 0*	191 + 0*	231 + 4*	+ 40 + 4*
December	207 + 1*	199 + 0*	204 + 0*	+ 5 + 0*
TOTAL	797 + 5*	735 + 3*	841 + 6*	+ 106 + 3*

* = Non-Viable Foetus (NVF) ** = Stillborns (STs) *** = Body parts

- 5 The full profile of where families came from can be seen in Appendix 2. In summary 267 came from Durham, 35 came from Spennymoor and 539 from other areas. There have been 6 NVF cremations undertaken for the period covered by this report compared to 3 in the comparable period last year. There were 106 more cremations undertaken in the period September to December 2021 compared to the same period last year.

Memorials

- 6 The table below outlines the number and value of the memorials sold in the period 1 September to 31 December 2021 compared to the same period the previous year.

	Sept-Dec 2020/21	Sept-Dec 2021/22
	Number	£
Vase Blocks	6	3,990
Large Plaques	16	6,781
Small Plaques	4	1,044
Niche	3	3,935
Renewal	40	6,874
Leaf plaques	3	300
Total	72	22,924

- 7 The number and value of memorials sold 88 / £22,591 compares to 72 / £22,924 in the same period in 2020/21, which is an increase of 16 memorial sold, however a small decrease of £333 year on year.

Operational Matters

Staffing

- 8 Members were informed at the last meeting of the current Covid 19 situation that staff are faced with on a daily basis and we continue to demonstrate the high level of service that we can to the bereaved.
- 9 The staff continue to cope with the demands and are an asset to the Crematorium and I thank them for their assistance during this difficult time.

Green Flag Award

- 10 Members will recall from the September 2021 meeting that the Central Durham Crematorium was successful in retaining its Green Flag award for the tenth year running.
- 11 An application will be submitted for the 2022 award and progress will be reported back to future meetings. A management plan to maintain the required standards will be updated and any required works will be covered by existing budgets.

Recycling of Metals Scheme

- 12 Collections in 2021 have resulted in two rounds of nominations being made available, therefore we nominated Chyrelle Addams Cancer Support Trust and we received a confirmation of a BACS payment for £15,000 to Chyrelle Addams Cancer Support Trust on the 16 December 2021.

Crematorium Opening Hours

- 13 A review of the opening hours of the crematorium on a weekend has concluded that the hours should be reviewed to improve customer access especially on a Sunday and Bank Holidays.
- 14 The current opening hours of the crematorium outside the core hours are:
 - a) Saturday 8.00 a.m. to 12.00 noon
 - b) Sunday 9.00 a.m. to 1.00 p.m.
 - c) Bank Holidays 10.00 a.m. to 12.00 noon

- 15 It is proposed that Sunday and Bank Holiday opening times at Durham Crematorium are changed in line with those on a Saturday, to be introduced immediately if agreed by Members.

Cleaning SLA

- 16 The cleaner employed at the crematorium is part of Durham County Council's facilities cleaning team who provide the service by way of a Service Level Agreement (SLA) to assist with the cleaning duties. The two year SLA which currently costs £9,846 per year commenced on 1 April 2020 and expires on 31 March 2022.
- 17 A high quality service has been provided over the last two years and Members are asked to consider and approve a revised SLA for the period April 2022 to March 2024, costing £10,205 per year (a 3.6% increase on the recharges levied in 2021/22), which includes all labour and materials required to carry out the cleaning activities (SLA attached at Appendix 3). The applicable fee takes into consideration inflationary pressures such as the staff pay award. The standard hourly rate has increased from £15.15 to £15.70 resulting in an increase of £6.88 per week.

Water Fountain Maintenance SLA

- 18 For many years the crematorium has had its own staff carry out the maintenance to the water fountains situated in the memorial gardens, however following an inspection from our Health and Safety team, they have expressed concerns regarding unqualified staff undertaking this operation. We have tried to get staff to undertake this qualification, however the course is more specific to pool plant maintenance.
- 19 Most of the operations include weekly backwashing of the filter, cleaning the pump strainer, filling the bromine tablet feeder and testing the water. This require two engineers who will be in attendance due to the access hatch and enclosed spaces requirements.
- 20 Durham County Council's Commercial services team can provide the service by way of a Service Level Agreement (SAL) to assist with the cleaning duties. The price quoted is £10,943 per year (SLA attached at Appendix 4) and includes all labour and materials required to carry out the activities identified. However, it only includes one fountain as only one has the necessary circulation plant. The other fountain doesn't have any pool water treatment kit and they would not be able to maintain

good water quality so it will be left for the Crematorium staff to undertake the cleaning of this fountain. The additional cost has been factored into the 2022/23 budget.

Christmas Tree

- 21 St. Cuthbert's Hospice has requested that they be allowed to continue to provide a Christmas tree again in 2022. The Hospice supplies the tree and decorations at no cost to the Central Durham Crematorium Joint Committee.



- 22 No other requests have been received from any organisation to place a Christmas tree at the Crematorium.

Contact:

Graham Harrison

Tel: 03000 265606

Appendix 1: Implications

Legal Implications

There are no legal implications associated with this report

Finance

As identified in the report with regards to the position of the Income.

Consultation

Officers of Spennymoor Town Council were consulted on the contents of this report.

Equality and Diversity / Public Sector Equality Duty

There are no Equality and Diversity implications associated with this report.

Human Rights

There are no Human Rights implications associated with this report.

Crime and Disorder

There are no Crime and Disorder implications associated with this report.

Staffing

As identified in the report.

Accommodation

There are no accommodation implications associated with this report.

Risk

As identified in the report.

Procurement

There are no procurement issues associated with this report.

Climate Change

There are no climate change issues associated with this report.

Appendix 2: Breakdown of Figures

	Sep	Oct	Nov	Dec	Total
DURHAM	72	57	69	69	267
BARNARD CASTLE	1			1	2
BILLINGHAM			2		2
BISHOP AUCKLAND	3	7	7	2	19
BISHOP MIDDLEHAM	1	1			2
BLACKHALL	1	2	2	4	9
CHESTER LE STREET	14	14	13	17	58
CHESHIRE	1				1
CHILTON	1	3		2	6
CONSETT	3	2	1	3	9
CROOK	4	2	3	5	14
DARLINGTON	2			1	3
EASINGTON	2	3	1	4	10
EAST RAINTON				2	2
ESH				1	1
ESH WINNING	3		3	5	11
FENCEHOUSES			2		2
FERRYHILL	9	5	4	5	23
FISHBURN			1		1
GATESHEAD	1		1		2
GREAT LUMLEY	3	1	2	1	7
HARTLEPOOL	3		4	1	8
HASWELL	2	1	1	2	6
HETTON LE HOLE	4	2	3	4	13
HORDEN	4	4	4	6	18
HOUGHTON	4	6	9	4	23
HOWDEN	1				1
LANCHESTER	1	2	2	1	6
LANGLEY PARK	4	3	7	3	17
MORPETH		1			1
MURTON	1	4	9	1	15
NEW BRANCEPETH			2		2
NEWCASTLE				1	1
NEWTON AYCLIFFE	3	6	2	2	13
NORTHUMBERLAND	1				1
NOTTINGHAM				1	1
PELTON				2	2
PETERLEE	12	14	7	9	42
SACRISTON	3	5	4	1	13
SCOTLAND	1				1
SEAHAM	10	8	13	10	41

	Sep	Oct	Nov	Dec	Total
SEDGEFIELD		2	2	3	7
SHILDON	2		2		4
SHOTTON	2	6	3	2	13
SOUTH HETTON	2		3	1	6
SPENNYMOOR	8	10	9	8	35
STANLEY	1	2	2		5
STATION TOWN				2	2
SUNDERLAND	1	3		1	5
SOUTHERN ENGLAND		2			2
THORNLEY		2	4	1	7
TOW LAW	1	3	1	2	7
TRIMDON	5		5	1	11
WASHINGTON		1	1		2
WEST AUCKLAND	1				1
WEST CORNFORTH		1	3	3	7
WHEATLEY HILL		3		2	5
WILLINGTON	2	6	3	2	13
WINGATE	1	4	9	1	15
WOLSINGHAM	1	1	1	3	6
WYNYARD	1				1
YORKSHIRE/LANCASHIRE	3	1	5	2	11
Total	206	200	231	204	841



THE COUNTY COUNCIL OF DURHAM

(Provider)

AND

Durham Crematorium

(Customer)

**SERVICE LEVEL AGREEMENT FOR THE
PROVISION OF BUILDING CLEANING**

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1. Memorandum of Agreement

This service level agreement (SLA) is in respect of access to Building Cleaning Services as detailed in the specification of work and associated schedules (the Services).

Durham County Council's Building & Facilities Maintenance Team undertakes to:

- a. deliver a quality service to the Customer
- b. ensure value for money, quality and efficiency in every area of our business
- c. deliver excellent, customer focused services
- d. provide professionally qualified, experienced staff
- e. comply with relevant statutory and regulatory requirements related to the delivery of this service.

This SLA relates to: South Road, Durham, DH1 3TQ

2. Conditions of Agreement

Length of Agreement

Initial term of agreement: 2 years

The provision of the services will commence from 1 April 2022 to 31 March 2024

Method of Payment

The Customer shall make payments to the Council for the Service within the requirements set out in Schedules A and B. Any invoices for this service should be paid immediately.

Variations

The terms of this SLA may only be varied in writing between the Council and the Customer.

Force Majeure

Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Service Level Agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control.

Confidentiality

Subject to compliance with all laws and any subsequent regulatory requirements the Council and the Customer will provide all information within their control necessary to enable the other to discharge its obligations under this agreement.

Neither the Council nor the Customer shall, without the written consent of the other, make use of for its own purpose or disclose or allow to be disclosed to any person (except as may be required by law or by an authorised body in evaluating the work undertaken e.g. External Audit), this agreement or any material contained in it.

Data Protection

Both the Council and the Customer acknowledge the requirement to comply with data protection legislation by handling data in accordance with the principles and rights set out in the General Data Protection Regulation (Regulation (EU) 2016/9790) and the Data Protection Act 2018.

In the event of a breach of data protection provisions, the Council and the Customer confirm that they will notify the other party of the nature and extent of the breach immediately.

The Council and the Customer confirm that pursuant to this agreement a data processing / sharing agreement will be entered into if personal data is to be processed by one of them on behalf of the other.

Statutory requirements

Both the Council and the Customer shall comply with all statutory requirements relating to the provision of this service.

Indemnity and insurance

The Council shall be liable for any direct loss, claim or proceedings arising under any statute or at common law in respect of any damage to property or persons; any injury to persons including injury resulting in death; and any claim from a service user, or other person acting on behalf of the service user as a result of the provision of the service, except where this is due to any act or neglect on the part of a third party, the Customer or of any person for whom the Customer is responsible. Subject to the foregoing the Council's liability under this Agreement shall be limited to £1million for each occurrence or series of occurrences arising out of one event.

Assignment and Subcontracting

The Council shall not transfer or assign this agreement and shall not subcontract the provision of the service without the prior written permission of the Customer, such permission not to be unreasonably withheld.

Dispute Resolution

If any dispute arises, the Council and the Customer shall first attempt to settle it by referring the dispute to a senior officer of each other who will use reasonable endeavours to resolve the dispute.

The Council and the Customer accept and acknowledge that they have shared responsibility to ensure they make every effort to avoid matters of dispute through regular and constructive dialogue and a common-sense approach to the terms of this SLA and they agree to make every effort to resolve any dispute in connection with this SLA through constructive dialogue.

Communication and Relationships

Both parties will agree to regular communications and meetings as part of the Service Level Agreement.

The Customer shall cooperate with the Council in relation to the provision of the Services including, but not limited to, the provision of relevant and accurate information and access to Customer staff, premises and equipment necessary for the carrying out of the Services.

Monitoring and Liaison

The Customer shall nominate an Authorised Officer to act in its name for the purpose of the agreement and the Council shall similarly appoint a Contract Manager.

Termination

This SLA may be terminated by either the Council or the Customer giving written notice of at least 12 months to the other prior to the finish date of the agreement. Failure to provide such written notice within the required timescale will result in this SLA rolling over for a further period of 2 years.

3. Key Contacts

The main contacts relating to contract management of this Service Level Agreement are:

Durham County Council	Customer
Name: Sonia Parkin	Name: Graham Harrison
Position: Contract Support Officer	Position: Bereavement Services Manager
Telephone: 03000 269358	Telephone: 03000 265606 / 07918 684535
Mobile: 07713 193781	Mobile:
Email address: sonia.parkin@durham.gov.uk	Email address: graham.harrison@durham.gov.uk

The single point of contact for all cleaning requests is Sonia Parkin:

Telephone No: 03000 269 358

Mobile: 07713 193781

Email Address: sonia.parkin@durham.gov.uk

**Signed on behalf of THE COUNTY COUNCIL
OF DURHAM by**



Name John Hallam

Position Business Development Manager

**Signed on behalf of THE COUNTY COUNCIL
OF DURHAM by**



Name Susan Robinson

Position Head of Corporate Property and Land

Signed on behalf of the Customer by

Name _____

Position _____

Signed / Witnessed on behalf of the Customer by

Name _____

Position _____

If the witness is not an employee of the Customer:

Address _____



SCHEDULE A - Specification of Work

Context

The Building & Facilities Maintenance Team is made up of professionally qualified staff with considerable experience of all aspects of facilities maintenance.

We utilise skilled Council teams (direct cleaning) and specialist contractors to undertake building cleaning. The service provides a bespoke assessed cleaning specification to reflect the individual Customer requirements. The service is delivered on site by operatives trained to The British Institute of Cleaning Science (BICS) standard using both new and traditional cleaning technologies to ensure buildings are cleaned efficiently and remain fit for purpose.

Our offer includes:

- Development of a bespoke cleaning specification to reflect the needs of the Customer
- Recruitment, selection and supervision of cleaning staff (directly employed by us)
- Advice, guidance, training and support to all cleaning staff on all aspects of cleaning
- Provision of a cleaning quality manual certified to ISO 9001:2015 incorporating guidance notes and cleaning methodologies
- Advice on the provision of a cost-effective building cleaning service
- Technical advice on the provision, cleaning and maintenance of all floor surfaces
- Regular inspection of cleaning standards and provision of advice as required
- Provision and replacement of cleaning equipment and materials
- Provision of additional cleaning requirements as required, such as window cleaning and deep cleans (additional costs apply)

Services

1. Building Cleaning

The building cleaning activities undertaken by the Council on behalf of the Customer are set out Schedule B: Table 1.

2. Additional Services

In addition to the services listed above and those set out in Schedule B: Table 1, Building & Facilities Maintenance can also assist in other property related maintenance and works. For more information on how we may be able to assist, please contact Sonia Parkin (page 5) or Business Development (dsbd@durham.gov.uk).

SCHEDULE B - Price Schedule

In entering into this SLA, the Council and the Customer agree that the information contained in this agreement relating to the rates and prices is confidential and will not be divulged to any third party without the agreement of both parties or as required by law.

The charge(s) for the each contract year are issued separately to this agreement, please refer to your 'Durham County Council Service Level Agreement Schedule' for this information.

The charge(s) for 2022/2023 are set out below.

Charges as detailed in Table 1 will be levied monthly, and will be due for payment immediately.

Charges resulting from additional cleaning carried out will be levied upon completion of the works at the rates detailed in Table 2 and will be due for payment immediately.

All charges and rates detailed in this SLA are exclusive of VAT. The appropriate VAT rate will be applied at the point of billing.

Table 1 – Schedule of Activities and Charges

Table 1 below represents the general specification of building cleaning that are to be provided by the Council to the Customer and is focused on an output based specification with the definition that “a place is deemed to be clean if it is free from removable dirt, dust, marks or unwanted matter (e.g. debris, rubbish, etc.). However, the Council can carry out additional cleaning upon request (see Table 2).

All prices quoted in Table 1 are based on cleaning being undertaken during normal working hours. The Council can undertake cleaning outside of normal working hours upon request; however, these will be subject to an overtime premium. Customers may also be charged for incurring excessive abortive visits.

Cleaning
Cleaning

Premises Name and Address
Location
Daily •
Twice Weekly •

Weekly •
Monthly •
Every Six Months •
Location
Daily •
Twice Weekly •
Weekly •
Monthly •
Every Six Months •
Annual Cost of Service Provision: £10,205.00 (includes all labour and materials required to carry out the activities identified in Table 1 above) 12.5 hours per week x 52 weeks

Table 2 – Schedule of Additional Cleaning Charges

Table 2 sets out the rates that will be applied when the Council's cleaners attend to carry out additional cleaning as requested by the Customer.

Tradesperson	Standard Hourly Rate	Overtime Rate (Mon - Thurs 16:30 to 00:00; Fri 15:30 to 00:00; Saturday 05:00 to 00:00)	Overtime Rate (Mon - Fri 00:00 to 08:00; Saturday 00:00 to 05:00; all day Sunday and Public Holidays)
Cleaner	15.70	Priced upon request	Priced upon request
Materials and Contractors	Charged at actual costs + 10%		

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Appendix 4: SLA Water Fountain Maintenance



THE COUNTY COUNCIL OF DURHAM

(Provider)

AND

DURHAM CREMATORIUM

(Customer)

**SERVICE LEVEL AGREEMENT FOR THE
PROVISION OF WATER FOUNTAIN
MAINTENANCE**



Commercial Services

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1. Memorandum of Agreement

This service level agreement (SLA) is in respect of access to Water Fountain Maintenance as detailed in the specification of work and associated schedules (the Services).

Durham County Council's Building & Facilities Maintenance Team undertakes to:

- a. deliver a quality service to the Customer
- b. ensure value for money, quality and efficiency in every area of our business
- c. deliver excellent, customer focused services
- d. provide professionally qualified, experienced staff
- e. comply with relevant statutory and regulatory requirements related to the delivery of this service.

This SLA relates to: Durham Crematorium, South Rd, Durham, DH1 3TQ

2. Conditions of Agreement

Length of Agreement

Initial term of agreement: 24 months

The provision of the services will commence from 1st April 2022 to 31st March 2024

Method of Payment

The Customer shall make payments to the Council for the Service within the requirements set out in Schedules A and B. Any invoices for this service should be paid immediately.

Variations

The terms of this SLA may only be varied in writing between the Council and the Customer.

Force Majeure

Neither party shall be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Service Level Agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control.

Confidentiality

Subject to compliance with all laws and any subsequent regulatory requirements the Council and the Customer will provide all information within their control necessary to enable the other to discharge its obligations under this agreement.

Neither the Council nor the Customer shall, without the written consent of the other, make use of for its own purpose or disclose or allow to be disclosed to any person (except as may be required by law or by an authorised body in evaluating the work undertaken e.g. External Audit), this agreement or any material contained in it.

Data Protection

Both the Council and the Customer acknowledge the requirement to comply with data protection legislation by handling data in accordance with the principles and rights set out in the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018.

In the event of a breach of data protection provisions, the Council and the Customer confirm that they will notify the other party of the nature and extent of the breach immediately.

The Council and the Customer confirm that pursuant to this agreement a data processing / sharing agreement will be entered into if personal data is to be processed by one of them on behalf of the other.

Statutory requirements

Both the Council and the Customer shall comply with all statutory requirements relating to the provision of this service.

Indemnity and insurance

The Council shall be liable for any direct loss, claim or proceedings arising under any statute or at common law in respect of any damage to property or persons; any injury to persons including injury resulting in death; and any claim from a service user, or other person acting on behalf of the service user as a result of the provision of the service, except where this is due to any act or neglect on the part of a third party, the Customer or of any person for whom the Customer is responsible. Subject to the foregoing the Council's liability under this Agreement shall be limited to £1million for each occurrence or series of occurrences arising out of one event.

Assignment and Subcontracting

The Council shall not transfer or assign this agreement and shall not subcontract the provision of the service without the prior written permission of the Customer, such permission not to be unreasonably withheld.

Dispute Resolution

If any dispute arises, the Council and the Customer shall first attempt to settle it by referring the dispute to a senior officer of each other who will use reasonable endeavours to resolve the dispute.

The Council and the Customer accept and acknowledge that they have shared responsibility to ensure they make every effort to avoid matters of dispute through regular and constructive dialogue and a common-sense approach to the terms of this SLA and they agree to make every effort to resolve any dispute in connection with this SLA through constructive dialogue.

Communication and Relationships

Both parties will agree to regular communications and meetings as part of the Service Level Agreement.

The Customer shall cooperate with the Council in relation to the provision of the Services including, but not limited to, the provision of relevant and accurate information and access to Customer staff, premises and equipment necessary for the carrying out of the Services.

Monitoring and Liaison

The Customer shall nominate an Authorised Officer to act in its name for the purpose of the agreement and the Council shall similarly appoint a Contract Manager.

Termination

This SLA may be terminated by either the Council or the Customer giving written notice of at least 12 months to the other prior to the finish date of the agreement Failure to provide such written notice within the required timescale will result in this SLA rolling over for a further period of 24 months.

3. Key Contacts

The main contacts relating to contract management of this Service Level Agreement are:

Durham County Council	Customer
Name: Stephen Guy	Name: Graham Harrison
Position: Customer Liaison Officer	Position: Bereavement Services Manager
Telephone: 03000 268413	Telephone: 03000 265606
Mobile: 07557 541440	Mobile: 07918 684535
Email address: stephen.guy2@durham.gov.uk	Email address: graham.harrison@durham.gov.uk

The single point of contact for requesting new or updates on existing repairs, activities or quotations is our Property Help Desk.

Telephone No: 03000 267890

Email Address: propertyhelpdesk@durham.gov.uk

Online: <http://psd.durham.gov.uk/Login.aspx>

Contact Details for the Pool Maintenance Team.

Name: Scott Creighton	Name: Richard Butler	Name: Dan Bewick
Mobile: 07738 029818	Mobile: 07900 701973	Mobile: 07766 785242
Email address: scott.creighton@durham.gov.uk	Email address: richard.butler@durham.gov.uk	Email address: daniel.bewick@durham.gov.uk

**Signed on behalf of THE COUNTY COUNCIL
OF DURHAM by**



Name John Hallam

Position Business Development Manager

**Signed on behalf of THE COUNTY COUNCIL
OF DURHAM by**



Name Susan Robinson

Position Head of Corporate Property and Land

Signed on behalf of the Customer by

Name _____

Position _____

Signed / Witnessed on behalf of the Customer by

Name _____

Position _____

If the witness is not an employee of the Customer:

Address _____



SCHEDULE A - Specification of Work

Context

The Building & Facilities Maintenance Team is made up of professionally qualified staff with considerable experience of all aspects of pools, equipment and water quality services.

Our team prides itself on providing quality advice and guidance to Customers for the management and maintenance of pools, equipment and water quality. We utilise skilled Council teams and specialist contractors to undertake safety inspections, servicing and breakdown repairs to plant and equipment.

We provide full management and support in the delivery of water fountain maintenance through:

- Regular on-site inspections
- Supply of bromine tablets
- Provide micro-biological testing of water quality by an independent registered body
- Legionella sampling
- Providing advice and guidance on repair and maintenance requirements
- Monitoring and liaison with sub-contractors

Services

1. Water Fountain Maintenance

The pool maintenance and water quality services managed by the Council on behalf of the Customer are set out Schedule B: Table 1.

2. Reactive Maintenance

We provide a fully chargeable emergency callout service. Our responsive repair charges are set out in Schedule B: Table 2.

We will prioritise reactive maintenance requests using the following defined criteria:

Priority	Response Time
Out of Hours*	out of hours call out
Priority 1: Emergency*	same day as the first call to the Property Help Desk (PHD)
Priority 2: Urgent*	next day from the first call to the PHD
Priority 3: Routine	within 10 working days from the first call to the PHD

(*N.B. a surcharge will be applied to reflect these priorities – see Table 2)

Examples of typical priority allocations:

N.B. This list is intended to be indicative rather than exhaustive.

Priority 1: Emergency

- Risk to life or substantial damage to property
- Major water leak resulting in flood and immediate danger to the structure, services or fixtures/fittings
- Major loss of power
- Chemical leak
- Pump failure

Priority 2: Urgent

- Partial loss of power

Priority 3: Routine

- Minor loss of water from faulty pipework, valves and pumps

N.B. Priority response timescales may be suspended during times of force majeure.

3. Additional Services

In addition to the services listed above and those set out in Schedule B: Table 1, Building & Facilities Maintenance can also assist in other property related maintenance and works. For more information on how we may be able to assist, please contact the Property Help Desk (page 5) or Business Development (dsbd@durham.gov.uk).

SCHEDULE B - Price Schedule

In entering into this SLA, the Council and the Customer agree that the information contained in this agreement relating to the rates and prices is confidential and will not be divulged to any third party without the agreement of both parties or as required by law.

The charge(s) for the each contract year are issued separately to this agreement, please refer to your 'Durham County Council Service Level Agreement Schedule' for this information.

The charge(s) for 2022/23 are set out below.

Charges as detailed in Table 1 will be levied in full at the commencement of the SLA, and then on an annual basis at the commencement of each financial year, and will be due for payment immediately.

Charges resulting from repairs carried out will be levied upon completion of the works at the rates detailed in Table 2 and will be due for payment immediately.

All charges and rates detailed in this SLA are exclusive of VAT. The appropriate VAT rate will be applied at the point of billing.

Table 1 – Schedule of Activities and Charges

Table 1 lists services are covered by this SLA and any other servicing of plant/equipment does not form part of this agreement. The list below is not intended to be exhaustive, and the Customer is responsible for ensuring all compliance requirements are fulfilled at their premises.

All prices quoted in Table 1 are based on activities being undertaken during normal working hours. The Council may be able to undertake activities and associated works outside of normal working hours upon request; however, these will be subject to an overtime premium. Customers may also be charged for incurring excessive abortive visits.

Ref	Included in the Contract
1	Weekly routine operational maintenance to include backwashing the filter, cleaning the pump strainer, filling the bromine tablet feeder & testing the water. Two engineers will be in attendance due to the access hatch and enclosed spaces requirements.
2	Supply of bromine tablets; the brominator will be filled as part of the weekly visit
3	Monthly microbiological testing
4	Quarterly legionella sampling
	Total Annual Cost of Inclusive Services detailed above: £10,943.40

Table 2 – Schedule of Responsive Repair Charges

Table 2 sets out the rates that will be applied when the Council's tradespeople attend to repairs. The Customer will be charged for travel to the premises and all time associated with carrying out the repair at the appropriate hourly rate (or part thereof).

Tradesperson	Standard Hourly Rate	Overtime Rate (Mon - Thurs 16:30 to 00:00; Fri 15:30 to 00:00; Saturday 05:00 to 00:00) <i>(minimum 2 hours)</i>	Overtime Rate (Mon - Fri 00:00 to 08:00; Saturday 00:00 to 05:00; all day Sunday and Public Holidays) <i>(minimum 2 hours)</i>
Pool Technician	40.00	53.20	71.20
Craft (Bricklayer, Floorer, Joiner)	39.00	51.85	69.40
Painter	34.90	46.40	62.10
Roofer	40.00	53.20	71.20
Electrician, Heating Engineer	41.05	54.60	73.05
Gas Engineer	46.15	61.40	82.15
Lift Engineer	46.15	61.40	82.15

Materials and Plant	Charged at actual costs + 10%
---------------------	-------------------------------

All repairs carried out by the Council's approved contractors will be charged at the contractor rates plus 10%.

Subject to the priority of the repair [see Schedule A] a one-off surcharge will also be applied.

Surcharges	
Out of Hours	45.00
Priority 1: Emergency	30.00
Priority 2: Urgent	18.00
Priority 3: Routine	0.00

**Central Durham Crematorium Joint
Committee**

1 February 2022

**Financial Monitoring Report – Position
at 31/12/21, with Projected Revenue and
Capital Outturn at 31/03/22**



Joint Report of

**Alan Patrickson, Corporate Director of Neighbourhoods and
Climate Change**

**Paul Darby, Corporate Director of Resources and Treasurer to the
Joint Committee**

Electoral division(s) affected:

Countywide

Purpose of the Report

- 1 This report provides members of the Central Durham Crematorium Joint Committee with details of the provisional outturn position for 2021/22 and the projected level of reserves and balances at 31 March 2022.

Executive summary

- 2 This report sets out details of income and expenditure in the period 1 April 2021 to 31 December 2021, together with a forecast revenue and capital outturn position for 2021/22, highlighting areas of over / underspends against the approved budgets at a service expenditure analysis level.
- 3 The report also details the funds and reserves of the Joint Committee at 1 April 2021 and forecast final position at 31 March 2022, taking into account expenditure to date and forecasts to the year end.
- 4 The projected revenue outturn is a surplus (before transfers to reserves and distribution of surpluses to the partner authorities) of 1,096,084 against a budgeted surplus of £1,022,157, £73,927 more than the budgeted position.
- 5 Contributions to earmarked reserves are forecast as £8,926 less than originally budgeted, due mainly to additional capital works.

- 6 In line with the CDCJC Reserve Policy to maintain a General Reserve of 30% of the income budget, a transfer to the General Reserve of £13,905 is required. This results in a net transfer from the Major Capital Works Reserve of £122,629.
- 7 The retained reserves of the CDCJC at 31 March 2022 are forecast to be £1,545,928 along with a General Reserve of £531,675, giving a forecast total reserves and balances position of £2,077,603 at the year end.

Recommendation(s)

- 8 It is recommended that Members note the April to December 2021 financial monitoring report and associated provisional revenue and capital outturn positions at 31 March 2022, including the projected year position with regards to the reserves and balances of the Joint Committee.

Background

- 9 Scrutinising the financial performance of the Central Durham Crematorium is a key role of the Joint Committee. Regular (quarterly) budgetary control reports are prepared by the Treasurer and aim to present, in a user friendly format, the financial performance in the year to date together with a forward projection to the year end. Routine reporting and consideration of financial performance is a key component of the Governance Arrangements of the Central Durham Crematorium

Financial Performance

- 10 Budgetary control reports, incorporating outturn projections, are considered by Neighbourhoods and Climate Change Management Team on a quarterly basis. The County Council's Corporate Management Team also considers regular budgetary control reports, with quarterly reports being considered by Cabinet / Overview and Scrutiny Committee. The outturn projections for the Central Durham Crematorium are included within this report.
- 11 The figures contained within this report have been extracted from the General Ledger and have been scrutinised and supplemented with information supplied by the Bereavement Services Manager. The following table highlights the provisional revenue outturn financial performance of the Central Durham Crematorium.

Subjective Analysis (Type of Expenditure)	Base Budget 2021/22 £	Year to Date Actual April – December £	Forecast Outturn 2021/22 £	Variance Over/ (Under) £
Employees	295,151	192,509	294,647	(504)
Premises	270,622	177,494	279,454	8,832
Transport	2,800	1,743	2,615	(185)
Supplies & Services	131,351	87,049	145,628	14,277
Agency & Contracted	9,184	4,312	9,558	374
Capital Charges	0	0	0	0
Central Support Costs	40,985	40,985	40,985	0
Gross Expenditure	750,093	504,092	772,886	22,793
Income	(1,772,250)	(1,321,567)	(1,868,971)	(96,721)
Net Income	(1,022,157)	(817,474)	(1,096,084)	(73,927)
Transfer to / (from) Reserves				
- Masterplan Memorial Garden	5,000	0	5,000	0
- Major Capital Works	133,907	0	207,834	73,927
- Cremator Reline Reserve	25,000	0	25,000	0
- Small Plant	2,000	0	2,000	0
Distributable Surplus	(856,250)	0	(856,250)	0
80% Durham County Council	685,000	342,500	685,000	0
20% Spennymoor Town Council	171,250	128,438	171,250	0

Central Durham Crematorium Earmarked Reserves	Balance @ 1 April 2021 £	Transfers to Reserve £	Transfers From Reserve £	Balance @ 31 March 2022 £
General Reserve	(517,770)	(870,155)	856,250	(531,675)
Masterplan Memorial Garden	(71,250)	(5,000)	0	(76,250)
Major Capital Works	(1,423,147)	(207,834)	330,463	(1,300,518)
Cremator Reline Reserve	(132,755)	(25,000)	0	(157,755)
Small Plant	(9,405)	(2,000)	0	(11,405)
Total	(2,154,327)	(1,109,989)	1,186,713	(2,077,603)

Explanation of Significant Variances between Original Budget and Forecast Outturn

12 As can be seen from the table above, the projected revenue outturn is indicating a surplus (before transfers to reserves and distribution of surpluses to the partner authorities) of of £1,096,084 against a budgeted surplus of £1,022,157, £73,927 more than the budgeted position.

13 The following section outlines the reasons for any significant budget variances by subjective analysis (type of expenditure) area:

13.1 *Employees*

The outturn shows a forecast underspend of **(£504)**, in relation to employee costs. The reasons for this are identified below:

- Staffing costs are projected to underspend by **(£504)** due to an employee not joining the pension scheme.

13.2 *Premises*

The outturn shows a forecast overspend of **£8,832** in relation to premises costs. The reasons for this are identified below:

- One off SAMP budgets relating to the replacement of the floral tribute will not be spent and therefore results in an underspend of **(£2,500)**.
- Utilities are forecast to underspend by **(£2,217)** mainly due to low water meter readings.
- Plant and equipment replacement is forecast to overspend by **£3,400** mainly due to the purchasing of a new hoover for the cremators.
- Cleaning is forecast to overspend by **£4,619** due to additional cleans to ensure Covid compliance.
- Cremator servicing and tree works are forecast to be overspent by **£5,530**

13.3 *Supplies and Services*

The outturn shows a forecast overspend of **£14,277** in relation to supplies and services costs. The reasons for this are identified below:

- Due to the projected increase in cremations (highlighted later within the income section of the report), medical referee expenditure is projected to overspend by **£2,624**.

- Purchasing of webcasts is forecast to overspend by **£19,000** due to continued high demand.
- Other general costs such as purchase of urns, cremator additives, telephones and vending machines are expected to underspend by **(£5,647)**.
- The conference and seminars budget will underspend by **(£1,700)** due to the cancellation of the annual conference.

13.4 Income

An increase in income of **(£96,721)** from the 2021/22 budget is included within the outturn forecasts. The reasons for this are identified below:

- The outturn includes an increase of 99 cremations compared to the budget, totalling increased income to budget of **(£73,260)**. The outturn allows for a total of 2,299 cremations against a budgeted 2,200 during 2021/22.
- Book of Remembrance, plaques and webcasts are expected to be higher than budget resulting in additional income of **(£27,711)**.
- Organ fee income is forecast to be **£1,250** underachieved as playing of the organ is not currently permitted due to Covid-19.
- Interest received is forecast to be underachieved by **£3,000** as the bank accounts are not accruing any interest due to the current interest rates.

14 Capital Programme

The following table highlights the capital outturn of the Central Durham Crematorium:

	Base Budget 2021/22 £	Revised Budget 2021/22 £	Year to Date Actual April - Dec £	Forecast Outturn 2021/22 £	Variance to Revised Budget Over/ (Under) £
Redevelopment Works					
Replacement of chapel dome	0	20,000	0	20,000	0
Enlarging of cremator 1	0	70,000	61,500	61,500	(8,500)
Replacement ride on grass cutter	25,000	25,000	10,762	10,762	(14,238)
Install new gates and adjust roadway to allow 2 way passing	57,257	57,257	67,546	82,296	25,039
Re-lining of cremators x2	71,300	71,300	0	0	(71,300)
Install lighting to the crematorium	10,000	10,000	0	10,000	0
Replacement for cooler cassettes	88,000	88,000	0	132,000	44,000
Total	251,557	341,557	139,808	316,558	(24,999)

- The chapel dome and enlargement of cremator 1 were originally planned for 20/21 but the works were delayed and carried forward to 21/22. The enlarging of cremator 1 is complete and cost £61,500, resulting in an underspend of **(£8,500)**. The replacement of the chapel dome is still planned to be completed this year.
- The replacement ride on grass cutter was purchased in August and there was an underspend of **(£14,238)** against the budget.
- The widening of the roadway entrance and new gates is forecast to overspend by **£25,039**.
- The re-lining of 2 cremators is no longer required.
- The replacement of the 3 cooler cassettes is forecast to overspend by £44,000. This overspend, which relates to 1 of the cremators, was approved in 20/21 but the work was not carried out and it now has to be replaced in the current year.

All other work is expected to be completed within 21/22.

The cost of the Redevelopment Works is being financed from the Major Capital Works reserve.

15 Earmarked Reserves

Contributions to earmarked reserves are forecast as £8,926 less than originally budgeted, due mainly to additional capital works.

In line with the CDCJC Reserve Policy to maintain a General Reserve of 30% of the income budget, a transfer to the General Reserve of £13,905 is required. This results in a net transfer from the Major Capital Works Reserve of £122,629.

The retained reserves of the CDCJC at 31 March 2022 are forecast to be **£1,545,928** along with a General Reserve of **£531,675**, giving a forecast total reserves and balances position of **£2,077,603** at the year end.

Author(s): Philip Curran	Tel: 03000 261967
Ed Thompson	Tel: 03000 263481

Appendix 1: Implications

Legal Implications

The outturn proposals contained within this report have been prepared in accordance with standard accounting policies and procedures.

Finance

Full details of the year to date and projected outturn financial performance of the Central Durham Crematorium are included within the body of the report.

Consultation

None. However, Officers of Spennymoor Town Council were provided with a copy of the report and given opportunity to comments / raise any detailed queries on the contents of this report in advance of circulation to members of the CDCJC.

Equality and Diversity / Public Sector Equality Duty

None.

Climate Change

None.

Human Rights

None.

Crime and Disorder

None.

Staffing

None.

Accommodation

None.

Risk

The figures contained within this report have been extracted from the General Ledger and have been scrutinised and supplemented with information supplied by the Bereavement Services Manager. The projected outturn has been produced taking into consideration the spend to date, trend data and market intelligence, and includes an element of prudence. This, together with

the information supplied by the Bereavement Services Manager, should mitigate the risks associated with achievement of the forecast outturn position.

Procurement

None.

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Central Durham Crematorium Joint Committee

1 February 2022

Provision of Support Services 2022/23



Joint Report of

Alan Patrickson, Corporate Director of Neighbourhoods and Climate Change

Paul Darby, Corporate Director of Resources and Treasurer to the Joint Committee

Electoral division(s) affected:

Countywide

Purpose of the Report

- 1 To present for approval a proposed Service Level Agreement (SLA) for Support Service provision by Durham County Council to the Central Durham Crematorium Joint Committee for the period April 2022 to March 2023.

Executive Summary

- 2 A formal Service Level Agreement for Support Services provided by Durham County Council to the Central Durham Crematorium Joint Committee has been considered and approved by the Joint Committee for the past ten years. As part of the budget setting for 2022/23, Members are now requested to consider the forthcoming years Support Services requirement.
- 3 This report sets out details of the proposed SLA for the period 1 April 2022 to 31 March 2023 to cover the following functions:
 - Management Services
 - Financial Services
 - Administration Services
 - Payroll Services
 - Human Resources Services.

Recommendation(s)

- 4 It is recommended that members consider and approve the Service Level Agreement attached at Appendix 2 (including relevant schedule) for the year 2022/23.

Service Level Agreement (SLA)

- 5 The SLA established for the provision of Support Service functions to the Joint Committee provides a commitment for both parties over the medium term. This includes the provision of management advice and attendance at Joint Committee meetings by the Finance Manager: Neighbourhoods and Climate Change, in addition to Accountancy, HR, Payroll and Administration Services.
- 6 The proposed SLA, attached at Appendix 2, has been developed in consultation with the Finance Manager: Neighbourhoods and Climate Change under the delegated responsibility of the Treasurer to the Joint Committee and reflects the nature of the current partnership, the services to be provided, the period of agreement and total estimated annual budget.
- 7 As in previous years, all work carried out directly on behalf of the Joint Committee will be recharged and the resultant budget requirement for Support Services is set out in the SLA. Details of all work to be carried out will be itemised so that costs are more transparent.
- 8 The proposed SLA considers the proportion of time spent by key staff undertaking the requirements of the Joint Committee. The proposed charge for 2022/23 is £35,345, a 3% increase on the recharges levied in 2021/22. The applicable fee takes into consideration the impact of pay and price inflation.
- 9 The Support Service SLA is attached at Appendix 2 for consideration and approval by Members. Schedule 1 to the Appendix, as attached, provides a more detailed breakdown of the following functions and responsibilities:

Management Services

- Overall Support Service Management and attendance at Joint Committee Meetings.

Financial Services

- Preparation and Production of Revenue and Capital Budgets
- Budget Monitoring and Guidance
- Preparation and Production of the Joint Committees Annual Return
- Review of the Effectiveness of Internal Audit
- Creditor payments and day to day cash flow management
- Financial Appraisals and budget monitoring of Service Asset Management Plan works.

Administration Services

- Committee and Secretarial services including the remit of Clerk to the Joint Committee (providing advice and guidance to Members).

Payroll Services

- Employee crematorium salary processing.

Human Resources Services

- Provision of Health & Safety advice and guidance in compliance with relevant Health and Safety legislation
- Management and co-ordination of arrangements regarding employee relations and interaction with trade union officials
- Delivery and facilitation of staff training, recruitment and selection processes.

Author(s): Philip Curran

Tel: 03000 261930

Ed Thompson

Tel: 03000 263481

APPENDIX 1: Implications

Legal Implications

The services outlined within this report will be provided in accordance with the guidelines and legislation relevant to each function.

Finance

With the approval of a service level agreement costs in respect of the support service will be agreed in advance for the forthcoming year (subject to any agreed inflationary increase) and will cover a number of specified functions. This means that the cost of the service is more transparent and the committee has more control over the work areas covered. Details of how costs will be factored into the Joint Committee budget and how they will be recharged are shown in the Service Level Agreement.

Consultation

None. However, Officers of Spennymoor Town Council were provided with a copy of the report and given opportunity to comment / raise any detailed queries on the contents of this report in advance of circulation to members of the CDCJC.

Equality and Diversity / Public Sector Impact Duty

There are no Equality and Diversity implications associated with this report.

Climate Change

None.

Human Rights

There are no Human Rights implications associated with this report.

Crime and Disorder

There are no Crime and Disorder implications associated with this report.

Staffing

There are no staffing implications associated with this report. All staff are provided from within the various functional areas of Durham County Council.

Accommodation

There are no Accommodation implications associated with this report.

Risk

Many tasks considered within the SLA must be completed within statutory deadlines and in line with changing guidance. By ensuring such tasks are delivered by staff who are appropriately experienced, qualified and competent and who receive adequate training and supervision, any relative risk will be minimised.

Procurement

None.

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APPENDIX 2



Service Level Agreement

for the provision of Support Services to

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

AGREEMENT FOR THE PROVISION OF SUPPORT SERVICES

THIS AGREEMENT is made the [1st] of [February] **two thousand and twenty two**
BETWEEN DURHAM COUNTY COUNCIL (“the Council”) and **CENTRAL DURHAM**
CREMATORIUM JOINT COMMITTEE (“the Partnership”)

1. PROVISION OF SERVICES

- 1.1. The Central Durham Crematorium Joint Committee engages the Council to provide Support Services as set out in Schedule 1 and in return for the payments as set out in Schedule 2.

2. DURATION

- 2.1. This agreement will be effective 1 April 2022 and will continue until 31 March 2023 (“the Term”)

3. THE COUNCIL’S OBLIGATIONS

3.1. Services

- 3.1.1. The scope of the Support Services available to the Central Durham Crematorium Joint Committee is summarised in Schedule 1.

- 3.1.2. The Council will provide Support Services with all reasonable skill and care and in compliance with:

- The Accounts and Audit Regulations 2003 as amended by The Accounts and Audit (Amendment) (England) Regulations 2006, 2011 (Regulations)
- The Code of Practice on Local Authority Accounting in the United Kingdom
- All other relevant CIPFA guidelines, best professional practice and legislation
- The Local Government Act 2000 and other associated legislation
- All appropriate Employee and Health and Safety legislation
- The Joint Committee’s relevant policies, rules, standing orders, procedures and standards. (These are the policies, rules, standing orders, procedures and standards of Durham County Council adopted by the Central Durham Crematorium Joint Committee)
- The terms and conditions of this agreement.

- 3.1.3. To ensure that the Services are delivered by such staff who are appropriately experienced qualified and competent and who receive adequate training and supervision.

- 3.1.4. To submit to the Joint Committee, a reconciliation of the charges for services provided during the year to be recharged to the Joint Committee in accordance with Schedule 2.

3.2. Accommodation

- 3.2.1. To provide at its own cost its own office accommodation, administrative support and services as may be necessary for the provision of Support Services.

3.3. Insurance

- 3.3.1. To ensure that adequate insurance cover is affected and maintained in respect of any property held by it for the purposes of this agreement, employee liability, public liability and liability for professional negligence.

4. THE JOINT COMMITTEE'S OBLIGATIONS

4.1. Support Services Fee Provision

- 4.1.1. To make available such Support Services provision as set out in Schedule 2 for the provision of agreed services for the year 2022/23 notwithstanding the contents of Schedule 2, the Support Services provision will be the subject of regular review and agreement by both parties as part of the Joint Committee's normal budget timetable. Final confirmation of the Support Services provision must be agreed no later than the 31 January in each year.
- 4.1.2. Both parties intend that the annual Support Services fee provision will be set at such a level as to cover the costs incurred by the Council in delivering the Central Support Functions. An indicative annual budget and time allocated to each of these areas as at the date of this agreement has been used to set the fees in Schedule 2.
- 4.1.3. The parties agree that, without affecting the annual Support Services fee provision and the principles set out in Schedule 2, at the Joint Committee's request;
- The percentage split between the service elements to be provided can be varied up to 10% provided always that the maximum number of days per element specified in Schedule 2 is not exceeded.
 - Crematorium Joint Committee being satisfied that any such changes will not have an adverse impact on the delivery of the service provision.
- 4.1.4. The parties agree that all variations, other than those referred to in the clause 4.1.3 above, require the expressed written consent of both parties.
- 4.1.5. To pay the Council annually the payments as set out in Schedule 2. The payment principles set out in Schedule 2 will apply for the purposes of determining the payments paid to the Council by the Joint Committee.

4.2. Service Delivery

4.2.1. The Joint Committee is required to make arrangements for:

Allowing Council staff access to the Joint Committee's business premises if necessary at reasonable times for the provision of the Support Services.

4.2.1.1. The provision of suitable accommodation for the use of the Support Services on the Joint Committee's business premises, at its own cost, as may be necessary.

4.2.1.2. Agreed adherence to Durham County Council's Members Code of Conduct and Constitution.

4.2.1.3. Allowing Council staff access to all relevant assets, records (including those belonging to third parties, subject to the Joint Committee having lawful authority to do so) documents, correspondence, electronic files, software and other systems as may be necessary for the provision of the Service.

4.2.1.4. Allowing and facilitating where necessary direct access by the Finance Manager: Neighbourhood and Climate Change / Principal Accountant: Environmental Services, to the Chair of the Joint Committee and the Treasurer (or his nominated representative) for the purpose of delivering the relevant services.

4.2.1.5. Approving the Joint Committees Annual Return, Annual Governance Statement, Revenue and Capital Budgets and all other Financial Reports.

4.2.1.6. Taking whatever action it considers necessary as a result of issues highlighted by the Finance Manager: Neighbourhoods and Climate Change.

5. MANAGEMENT OF THE SERVICE

5.1. The Finance Manager: Neighbourhoods and Climate Change is responsible for the overall management and delivery of the support service functions and will (under delegated responsibility) in practice fulfil the role of the Treasurer for the Joint Committee. Any queries arising from financial and other relevant reports and any general day to day enquiries about the service should be addressed to the Finance Manager: Neighbourhoods and Climate Change.

Contact details are:

Philip Curran, Finance Manager: Neighbourhoods & Climate Change
Durham County Council,
County Hall, Durham
E-mail: philip.curran@durham.gov.uk
Telephone 03000 261967

- 5.2. The Finance Manager: Neighbourhoods and Climate Change will report to the Corporate Director of Neighbourhoods & Climate Change and to the Corporate Director of Resources and Treasurer to the Joint Committee and to the Central Durham Crematorium Joint Committee.
- 5.3. The Finance Manager: Neighbourhoods and Climate Change and the Bereavement Services Manager will meet periodically to review performance on delivering agreed services and agree any changes to the delivery of the Service. Such meetings may be attended by other such persons as either party may wish.
- 5.4. The Corporate Director of Resources at the Council is ultimately responsible for the performance and effectiveness of services provided to the Joint Committee under this agreement. Any issues concerning any aspect of the delivery of the service or terms of this agreement that can not be satisfactorily resolved with Finance Manager: Neighbourhoods and Climate Change should be referred to the Council's Corporate Director: Resources.

Contact details are:

Paul Darby, Corporate Director: Resources
Durham County Council,
County Hall, Durham
E-mail: paul.darby@durham.gov.uk
Telephone 03000 261930

- 5.5 The Principal Accountant: Environmental Services (under delegated responsibility) will meet with the Bereavement Services Manager each financial year to consider the support service fee for the following financial year. Such meetings will be scheduled in line with the Joint Committee's annual budget setting timetable (final confirmation of the support service fee provision must be agreed no later than the 15 January in each year) and be attended by such other persons as either party may wish.
- 5.6 The Bereavement Services Manager is responsible for ensuring:
- Responses to reports are received within timescales specified.
 - Information is provided to substantiate the implementation of any recommendations when requested.
 - Co-operation with Support Services staff when required.
 - Timely contact with the Finance Manager: Neighbourhoods and Climate Change / Principal Accountant : Environmental Services.
 - Compliance with relevant Codes of Conduct and Durham County Council Policies and Procedures.

6. INFORMATION AND CONFIDENTIALITY

- 6.1 Each party will provide all information within its control necessary to enable the other to discharge its obligations under this agreement.

6.2 Neither party shall, without the written consent of the other party, make use of for its own purposes or disclose or allow to be disclosed to any person, (except as may be required by law or by an authorised body in evaluating the work undertaken e.g. external audit), this Agreement or any material connected with it.

7. DATA PROTECTION AND FREEDOM OF INFORMATION

7.1. Each party will:

7.1.1. Comply with the Data Protection Act 1998

Maintain the confidentiality of personal data to which it has authorised access under the terms of this Agreement.

Take reasonable technical and organisational measures against the unauthorised or unlawful processing of personal data and against the accidental loss or destruction of or damage to personal data (including adequate back up procedures and disaster recovery systems).

Provide such assistance and/or information reasonably required by the other in connection with any requests for information received by that party under the Freedom of Information Act 2000.

8. TERMINATION

8.1 Either party may terminate the agreement before the 1 April 2022 by giving the other not less than 3 months prior written notice.

9. VARIATION

9.1. The terms of this agreement may only be varied by written agreement signed by both parties

AS WITNESSED

Signed by:.....

Duly authorised for and on behalf of **DURHAM COUNTY COUNCIL**

Date

Signed by:.....

Duly authorised for and on behalf of the

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE.

Date

Schedule 1

The following Support Services will be provided.

Management Services

1. Monitoring and reporting of progress made in the delivery of agreed services to the Central Durham Crematorium Joint Committee.
2. Report review and presentation of all Financial and other Support Services reports to the Joint Committee.

Financial Services

3. Preparation and Production of the Annual Revenue and Capital Budgets for approval by the Central Durham Crematorium Joint Committee.
4. Review and setting of the Annual Fees and Charges taking into consideration inflationary pressures; the potential impact of competition in terms of price and quality; trends in demand; results of customer surveys; budget targets; cost structure implications; impact on other service areas; alternative more effective charging structures and proposals for targeted promotions etc.
5. Revenue and Capital Budget Monitoring including the provision of sound financial advice.
6. Preparation of Monthly Payroll, Bank, Debtor and Creditor Reconciliations.
7. Timely processing and payment of all Central Durham Crematorium Joint Committee purchase order and direct invoices in line with BVPI 8 Regulations and Durham County Council payment terms via the SAGE system.
8. Financial Appraisals and budget monitoring of Service Asset Management Plan works.
9. Production of the Joint Committees Annual Return for the Central Durham Crematorium Joint Committee and liaison with External Audit.

Payroll Services

10. Monthly processing of all directly employed Central Durham Crematorium employee salaries and allowances.

Human Resources

11. Provision of Health and Safety Advice and guidance in compliance with the relevant Health and Safety guidelines and legislation.
12. Management and co-ordination of arrangements regarding employee relations and interaction with trade union officials.

13. Delivery and facilitation of the staff training, recruitment and selection processes.

Administration

14. Distribution of Joint Committee Papers (including electronic distribution).
15. Provision of Committee and Secretarial Services including the remit of the Clerk (providing advice and guidance on the constitutional issues and protocols) to the Joint Committee and processing any follow up requirements as appropriate.
16. Maintenance of Committee minutes and Indexing.

Advice

17. Provision of help and advice to the Bereavement Services Manager, other officers and nominated members of the Central Durham Crematorium Joint Committee on all Financial, and other Support Service function matters.

BUDGET SCHEDULE

Support Service Area	2022/23
Management	
Attendance at Joint Committee Meetings	
Report Review and overall Management	
	5,750
Financial Services	
Budget Preparation including fees and charges setting	
Budget Monitoring including monthly reconciliations	
Review of the Effectiveness of Internal Audit	
Production of the Annual Return (including liaison with External Audit)	
Financial Appraisals	
	20,790
Payroll Services	
Employee payroll processing	375
Human Resources	
Health and Safety support and guidance	
Employee relations and interaction with trade unions	
Training and development facilitation	
	2,840
Administration	
Distribution of Committee Papers	
Committee and Secretarial Services	
Minute maintenance and indexing	
	5,590
Total	35,345

BASIS OF CHARGE

1. Charges in respect of the period 1 April 2022 to 31 March 2023 will be recharged to the Joint Committee using the existing methodology.
2. This SLA charge is in addition to the fixed term Audit SLA previously approved by Members on 27 September 2019 at a fixed price of £6,840 for 2022/23.

In overall terms the Support Service charge represents 1.9% of the gross turnover of the Joint Committee.

**Central Durham Crematorium Joint
Committee**

1 February 2022

Fees and Charges 2022/23



Joint Report of

**Alan Patrickson, Corporate Director of Neighbourhoods and
Climate Change**

**Paul Darby, Corporate Director of Resources and Treasurer to the
Joint Committee**

Electoral division(s) affected:

Countywide

Purpose of the Report

- 1 This report sets out details of the proposed fees and charges for the Central Durham Crematorium for 2022/23.

Executive summary

- 2 In reviewing existing charges or setting new charges, inflationary pressures; the potential impact of competition in terms of price and quality; trends in demand; results of customer surveys; budget targets; cost structure implications; impact on other service areas; alternative more effective charging structures and proposals for targeted promotions etc need to be fully taken into consideration.
- 3 Members of the Joint Committee will recall that following Local Government Review in 2009 the fees and charges at the Central Durham Crematorium were harmonised with the charges at Mountsett Crematorium. The cremation fees and charges were increased in 2021/22 by £20 (2.9%).
- 4 Background papers available

2021/22 Budget and Financial Monitoring Reports

2022/23 Budget Working Papers

Recommendation(s)

- 5 It is recommended that members of the Joint Committee note and approve the proposed fees and charges at Appendix 2 effective from 1 April 2022, which seeks to increase cremation charges by £25 (3.4%) per cremation from £740 to £765.
- 6 It is recommended that the proposed fees and charges are incorporated into the 2022/23 budget.

Fees and Charges 2022/23

- 7 The inflationary and cost pressures facing the crematorium, along with the views of the Bereavement Services Manager with regards to the local market, customer impact from any proposed increase and benchmarking data on the charges levied in other neighbouring facilities, plus the fact that the crematorium has recently undertaken major redevelopments are key factors in considering any increases for 2022/23.
- 8 The projected number of cremations in 2021/22 is 2,299 which will be 439 less than the 2,738 cremations delivered in 2020/21 and 99 more than the budgeted position of 2,200.. For 2022/23 budget setting purposes it has been assumed there will be 2,200 cremations next year. This is a prudent forecast.
- 9 The current 2021/22 fees and charges for crematoria across the region, including the average charges levied is attached at Appendix 3, which indicates an average cremation fee of £835 (inclusive of medical referees fees and environmental surcharge where appropriate). Increasing the current charges by £25 will mean that the overall cremation fee levied for the Central Durham Crematorium in 2022/23 (inclusive of medical referee fees) will increase to £765, which is £70 below the average charges currently levied across the region. Modest increases in the last few years have resulted in the Central Durham and Mountsett Crematoria charges remaining the lowest in comparison with all other neighbouring facilities in the region.
- 10 The table below indicates the extra income that could be received / budgeted with varying levels of assumptions on cremation numbers and fee increases. The £25 increase for 2,200 cremations is budgeted to generate an additional £55,000 income.

No of Cremations	Increase in Fees £					
	£10	£20	£25	£30	£40	£50
2,200	£22,000	£44,000	£55,000	£66,000	£88,000	£110,000
2,250	£59,500	£82,000	£93,250	£104,500	£127,000	£149,500
2,300	£97,000	£120,000	£131,500	£143,000	£166,000	£189,000
2,350	£134,500	£158,000	£169,750	£181,500	£205,000	£228,500
2,400	£172,000	£196,000	£208,000	£220,000	£244,000	£268,000
2,450	£209,500	£234,000	£246,250	£258,500	£283,000	£307,500
2,500	£247,000	£272,000	£284,500	£297,000	£322,000	£347,000

- 11 In terms of the charging policy for child cremations, it is proposed to retain the NIL fee. Members will see from Appendix 3 that neighbouring crematoria charges range from £0 to £465.

It is proposed to increase the following fees from 2022/23:

- Cremation Services – Off peak increase by £25.
 - Cremation Services – Saturday increase by £25.
- 12 Wesley Music System have recently changed their services available and pricing structure, the fees have been amended to reflect this. See appendix 2 for more detail.
 - 13 Mini scatter tubes are no longer offered.
 - 14 NVF or child cremations will no longer pay the £30 medical referee fee.
 - 15 All other fees and charges at the Crematorium are proposed to remain at the same levels as 2021/22.
 - 16 A full schedule of the proposed fees and charges for the Central Durham Crematorium is shown in Appendix 2, with benchmarking comparison data shown in Appendix 3 for Members' information.

Author(s): Philip Curran	Tel: 03000 261967
Ed Thompson	Tel: 03000 263481

Appendix 1: Implications

Legal Implications

None.

Finance

A detailed schedule of the proposed fees and charges for the Central Durham Crematorium is included at Appendix 2. These proposals have been factored into budget proposals for 2022/23.

Consultation

None. However, Officers of Spennymoor Town Council were provided with a copy of the report and given opportunity to comments / raise any detailed queries on the contents of this report in advance of circulation to members of the CDCJC.

Equality and Diversity / Public Sector Equality Duty

The proposals set out in this report are based on a harmonised fees and charges policy with the Mountsett Crematorium and provide equity of treatment / access across County Durham. An equality Impact assessment screening has been undertaken which has revealed no issues.

Climate Change

None.

Human Rights

None.

Crime and Disorder

None.

Staffing

None.

Accommodation

None.

Risk

The sensitive pricing of services is essential to maintain the competitiveness and reputation of the Central Durham Crematorium in the current economic

climate. The proposed fees and charges next year will ensure that the charges remain competitive in comparison with neighbouring facilities and this, together with a prudent assumption in terms of the number of cremations undertaken next year, plus the strong reputation of the CDCJC should ensure risk is minimised with regards to the achievement of the income budgets. Charging information will be publicised in advance and communication carefully handled.

Procurement

None.

APPENDIX 2

SCHEDULE OF PROPOSED CENTRAL DURHAM CREMATORIUM CHARGES 2022-23

	2021/2022 incl VAT (where appropriate)	Proposed Charges 2022/2023 incl VAT (where appropriate)	VAT Status	Increase / (Decrease)	
				£	%
Cremation Charges					
Non-Viable Foetus	0	0	O	0	0.0%
Child - up to one month old	0	0	O	0	0.0%
Child - up to 18 years old	0	0	O	0	0.0%
Medical Referees Fees - Adult	30	30	O	0	0.0%
Medical Referees Fees - NVF or child	30	0	O	(30)	-100.0%
Body Parts	9	9	O	0	0.0%
Adult - 18 years of age or over (Certificate of Cremation, urn and scattering of cremated remains included)					
Off Peak Service Times (if remainder of the day is full) - 09:00am & 09:30am	630	655	O	25	4.0%
Peak Service Times - 10:00am onwards, every 30 mins	710	735	O	25	3.5%
Saturdays	1,065	1,090	O	25	2.4%
Direct Cremation - Attended (No service)	630	630	O	0	0.0%
Direct Cremation - Unattended (No service)	490	490	O	0	0.0%
Surcharges					
Non Resident (Adult)	0	0	O	0	0.0%
Environmental surcharge	0	0	O	0	0.0%
Book of Remembrance					
2 line entry Book of Remembrance	53	53	S	0	0.0%
3 line entry Book of Remembrance	71	71	S	0	0.0%
4 line entry Book of Remembrance	89	89	S	0	0.0%
5 line entry Book of Remembrance	106	106	S	0	0.0%
6 line entry Book of Remembrance	124	124	S	0	0.0%
7 line entry Book of Remembrance	142	142	S	0	0.0%
8 line entry Book of Remembrance	159	159	S	0	0.0%
Crest, floral emblem, coats of arms etc.	74	74	S	0	0.0%
2 Line Memorial card	23	23	S	0	0.0%
3 Line Memorial card	24	24	S	0	0.0%
4 Line Memorial card	25	25	S	0	0.0%
5 Line Memorial card	26	26	S	0	0.0%
6 Line Memorial card	27	27	S	0	0.0%
7 Line Memorial card	28	28	S	0	0.0%
8 Line Memorial card	29	29	S	0	0.0%
Crest, floral emblem, coats of arms etc.	74	74	S	0	0.0%
2 Line Miniature Book	33	33	S	0	0.0%
3 Line Miniature Book	34	34	S	0	0.0%
4 Line Miniature Book	35	35	S	0	0.0%
5 Line Miniature Book	36	36	S	0	0.0%
6 Line Miniature Book	37	37	S	0	0.0%
7 Line Miniature Book	38	38	S	0	0.0%
8 Line Miniature Book	39	39	S	0	0.0%
Crest, floral emblem, coats of arms etc.	74	74	S	0	0.0%

Memorials (including cost of plaque)					
Seat - Lease for 10 years	1,042	1,042	E/S	0	0.0%
Columbaria Unit - Lease for 20 years	1,240	1,240	E/S	0	0.0%
Small Plaques - Lease for 10 years	276	276	E/S	0	0.0%
Outside Large Plaques - Lease for 10 years	420	420	E/S	0	0.0%
Outside Vase Block - Lease for 10 years	636	636	E/S	0	0.0%
Inside new Garden - Large Plaques - Lease for 10 years	450	450	E/S	0	0.0%
Inside new Garden - Vase Block - Lease for 10 years	690	690	E/S	0	0.0%
Memorial leaf - Lease 5 years	100	100	E/S	0	0.0%
Memorial Renewal					
Seat - Lease for 10 years	610	610	E/S	0	0.0%
Columbaria Unit - Lease for 20 years	835	835	E/S	0	0.0%
Small Plaques - Lease for 10 years	96	96	E/S	0	0.0%
Outside Large Plaques - Lease for 10 years	159	159	E/S	0	0.0%
Outside Vase Block - Lease for 10 years	273	273	E/S	0	0.0%
Inside new Garden - Large Plaques - Lease for 10 years	174	174	E/S	0	0.0%
Inside new Garden - Vase Block - Lease for 10 years	300	300	E/S	0	0.0%
Memorial leaf - Lease 5 years	75	75	E/S	0	0.0%
Memorial Replacement					
Small Plaques - Replacement	110	110	E/S	0	0.0%
Outside Large Plaques - Replacement	128	128	E/S	0	0.0%
Outside Vase Block - Replacement	116	116	E/S	0	0.0%
Inside new Garden - Large Plaques - Replacement	128	128	E/S	0	0.0%
Inside new Garden - Vase Block - Replacement	116	116	E/S	0	0.0%
Visual Tributes (Wesley Music System)					
Webcast	48	See below	S	0	0.0%
DVD	48	See below	S	0	0.0%
Extra DVD	34	See below	S	0	0.0%
CD	48	See below	S	0	0.0%
Extra CD	28	See below	S	0	0.0%
Visual tribute admin fee	15	See below	S	0	0.0%
Visual tribute per photograph (admin fee to be paid first)	3	See below	S	0	0.0%
Video tribute per minute (admin fee to be paid first)	6	See below	S	0	0.0%
Webcast		48	S	48	New fee
Recording - MP4 file		32	S	32	New fee
Recording - MP4 inc visual tribute		48	S	48	New fee
DVD		48	S	48	New fee
DVD inc visual tribute		48	S	48	New fee
Visual tribute - single image		16	S	16	New fee
Visual tribute - slideshow 25 images no music		40	S	40	New fee
Visual tribute - every additional 25 images no music		24	S	24	New fee
Visual tribute - slideshow 25 images with music		72	S	72	New fee
Visual tribute - every additional 25 images with music		24	S	24	New fee
Family video file		16	S	16	New fee
Downloadable MP4 video file		16	S	16	New fee
DVD or USB		29	S	29	New fee
Urgent service fee		90	S	90	New fee

Additional Charges					
Use of Chapel only					
Between 10.00am and 2.30pm	600	600	E	0	0.0%
Before 10.00am or after 2.30pm	200	200	E	0	0.0%
Extension of cremation service by 30 minutes	100	100	E	0	0.0%
Service exceeding allocated time by 10 minutes or more	50	50	E	0	0.0%
Service cancellation - less than 48hrs notice	250	250	E	0	0.0%
Organist	35	35	S	0	0.0%
Urn boxes (Compulsory)	10	10	E	0	0.0%
Scatter Tubes	12	12	S	0	0.0%
Small Scatter Tubes	6	6	S	0	0.0%
Mini Scatter Tubes	5	-	S	-	No longer offered
Scattering of cremated remains from another Crematorium in lawn area	50	50	S	0	0.0%

		2021/22											Proposed Mountsett 22/23 *	
Proposed Durham 22/23	Cremation Fees £	Coundon	Darlington	Gateshead	Middlesbrough	Hartlepool	South Tyneside	Sunderland	Newcastle	Stockton on Tees	Northumberland	Redcar & Cleveland	North Tyneside	Proposed Mountsett 22/23 *
735	Adult	884	850	671	750	691	698	781	740	765	820	890	783	735
0	Environmental surcharge	Inc above	58	49	60	60	76	61	80	Inc above	Inc above	Inc above	Inc above	0
30	Medical Referees Fees	Inc above	22	41	Inc above	25	42	40	52	Inc above	Inc above	Inc above	30	30
765		884	930	761	810	776	816	882	872	765	820	890	813	765

Average of Benchmarking Group Cremation Fees

£835

Proposed Durham 22/23	Other charges £	Coundon	Darlington	Gateshead	Middlesbrough	Hartlepool	South Tyneside	Sunderland	Newcastle	Stockton on Tees	Northumberland	Redcar & Cleveland	North Tyneside	Proposed Mountsett 22/23 *
0	Non-viable Foetus	0	0	0	0	0	0	0	0	20	0	0	0	0
0	Child - up to one month	0	0	0	0	0	0	0	0	0	0	0	0	0
0	Child - up to 16 years	0	0	0	0	0	0	0	0	165 - 465	0	0	0	0
765	Non Resident (Adult)	884	930	827	810	776	866	882	872	765	820	890	813	765
1,090	Adult - Saturday cremation	1,326	No Cremations on a Saturday	1,165	1,212	No Cremations on a Saturday	765	No Cremations on a Saturday	1,290	1,106	1,090			
630	Direct Cremation - Attended	675	0	0	0	0	0	0	0	0	0	0	0	630
490	Direct Cremation - Unattended	499	0	0	0	662	500	556	0	465	0	515	538	490
53	2 line entry Book of Remembrance	144	70	72	70	69	40	66	82	50	75	0	60	53
	Use of Chapel only:													
600	Between 10.15am and 2.45pm	442	100	103	90	114	165	147	171	120	0	365	90	600
200	Before 10.15am or after 2.45pm	442	100	103	90	114	165	147	171	120	0	365	90	200

* Subject to consideration by the Mountsett Crematorium Joint Committee 31st January 2022

**Central Durham Crematorium Joint
Committee**

1 February 2022

**External Audit Arrangements 2022/23 to
2024/25**



Joint Report of

**Alan Patrickson, Corporate Director of Neighbourhoods and
Climate Change**

**Paul Darby, Corporate Director of Resources and Treasurer to the
Joint Committee**

Electoral division(s) affected:

Countywide

Purpose of the Report

- 1 This report presents members of the Central Durham Crematorium Joint Committee with proposals for the continued delivery of the external audit by Mazars for the three financial years 2022/23 to 2024/25.

Executive summary

- 2 The Joint Committee appoints an external auditor to carry out a limited assurance audit on the Joint Committees Annual Return, which ensures a continued effective financial and governance framework for the Joint Committee.
- 3 Members have appointed Mazars to undertake the external audit arrangements for the last five financial years and also for the 2021/22 audit.
- 4 Mazars have met all deadlines for the completion of the audits and have always proven to be very accessible.
- 5 The quotation provided by Mazars for 2022/23 of £2,250 is £380 higher than the previous three years (which was a fixed price) and will be increased in line with CPI for the two years thereafter. However, the increase is in line with public sector audit cost inflation that is being experienced throughout the audit industry.

- 6 It is recommended that Members of the Joint Committee therefore re-appoint Mazars to undertake the external audit for the next three years.

Recommendation(s)

- 7 It is recommended that Members of the Joint Committee appoint Mazars to undertake the external audit arrangements for the 2022/23, 2023/24 and 2024/25 financial years.

Background

- 8 In April 2015, Members considered a report regarding the change in legislation in respect to the provisions of the Local Audit and Accountability Act 2014. This resulted in a change to the external audit process for Joint Committees who no longer had a statutory obligation to prepare accounts and for these accounts to be subject to audit.
- 9 In line with advice provided by the Treasurer, Members approved the discontinuation of the full Statement of Accounts from the 2014/15 financial year. Members also approved the recommendation for the continuation of separate audit arrangements from 2015/16 in order to ensure a continued effective financial and governance framework and that this will be based upon the continued preparation of the Joint Committees Annual Return and reporting of Balance Sheet information.
- 10 In January 2017, following a soft tendering exercise, Members appointed Mazars to undertake the external audit arrangements for three financial years and in January 2020 Members once again appointed Mazars for a further three year period.

Non-Financial Considerations

- 11 Mazars have undertaken the limited assurance audit for the last five years and during this time demonstrated the following benefits for the Joint Committee:
 - Based in Durham, they are very accessible
 - They have always provided a quick turnaround of requested information
 - All deadlines for the completion of the audit have been achieved
 - Current auditors for Durham County Council, therefore having knowledge and reliance on various systems as part of their audit work

Financial Implications

- 12 Mazars were asked to provide a quotation for the next three year's audit work, which is shown below, alongside the cost for the previous three year's audit work:

Audit Year	Previous Audit Costs	Quotation for Next 3 Years
2019/20	£1,870	-
2020/21	£1,870	-
2021/22	£1,870	-
2022/23	-	£2,250

Audit Year	Previous Audit Costs	Quotation for Next 3 Years
2023/24	-	2022/23 fees plus CPI
2024/25	-	2023/24 fees plus CPI

- 13 Members can see that the proposed cost for 2022/23 is £380 (20%) higher than the cost for the previous three years (which was a fixed price) and will be increased in line with CPI for the two years thereafter.
- 14 The fee increases allow for the significant public sector audit cost inflation that has been well publicised (e.g. the Redmond Report) and reflects the recruitment and retention challenges currently experienced by all audit suppliers.
- 15 Members are asked to approve the appointment of Mazars to undertake the audit arrangements for the 2022/23, 2023/24 and 2024/25 financial years.
- 16 The audit fee has been incorporated within the 2022/23 Revenue Budget.

Contact:	Philip Curran	Tel: 03000 261967
	Ed Thompson	Tel: 03000 263481

Appendix 1: Implications

Legal Implications

The Local Audit and Accountability acts 2014 sets out the legal and regulatory framework in which Joint Committees are to report their financial arrangements. The proposals within this report seek to strengthen the Joint Committees compliance with these regulations.

Finance

The costs associated with the external audit fee are included within the report and have been incorporated within the 2022/23 revenue budget.

Consultation

None. However, Officers of Spennymoor Town Council were provided with a copy of the report and given opportunity to comments / raise any detailed queries on the contents of this report in advance of circulation to members of the CDCJC.

Equality and Diversity / Public Sector Equality Duty

None.

Human Rights

None.

Crime and Disorder

None.

Staffing

None.

Accommodation

None.

Risk

None identified. Finance staff are professionally competent and capable of preparing the annual return for the CDCJC in line with audit requirements

Procurement

None.

Climate Change

None.

**Central Durham Crematorium Joint
Committee**

1 February 2022

2022/23 Revenue and Capital Budgets



Joint Report of

**Alan Patrickson, Corporate Director of Neighbourhoods and Climate
Change**

**Paul Darby, Corporate Director of Resources and Treasurer to the Joint
Committee**

Electoral division(s) affected:

Countywide

Purpose of the Report

- 1 This report sets out for Members' consideration proposals with regards to the 2022/23 revenue and capital budgets for the Central Durham Crematorium.

Executive Summary

- 2 The 2022/23 budget has been developed with the Bereavement Services Manager, taking into account the proposed Fees and Charges set out in an earlier report, the updated 2021/22 forecast outturn position and known expenditure pressures in the coming year.

Recommendation(s)

- 3 It is recommended that members of the Joint Committee note and approve the revenue and capital budget proposals contained within the report (as set out at Appendix 2).
- 4 It is also recommended that Members note the forecast level of reserves at 31 March 2023 (also set out at Appendix 2).

Revenue Budget Proposals 2022/23

- 5 The proposed 2022/23 revenue budget is shown at Appendix 2, together with the forecast position with regards to the reserves of the Central Durham Crematorium at 31 March 2023. Members should note that the main changes from the 2021/22 budget are as follows:

Employees

- 6 The 2022/23 budget has been increased by **£31,379**. This takes into account the expected 21/22 and 22/23 pay awards and also a service restructure, which is to be considered later in a part B report.

Premises

- 7 The base budget has increased by **£37,508** next year. The main reasons for this increase are as follows:
- The repairs and maintenance budgets have been adjusted to reflect the Service Asset Management Plan works scheduled for 2022/23 in line with the Service Asset Management Plan approved at the September meeting. The net result of the removal of the 2021/22 works schedule and the inclusion of the 2022/23 requirements is a net year on year decrease in the base budget of **(£2,503)**. Provision for the following works are included in the 2022/23 budgets:

➤ Carry out a replacement for pedestrian sweeper	£4,000
➤ Carry out repairs to boundary wall	£8,422
➤ Carry out improvements to cremator charging	£3,075
➤ Carry out improvements to shrub beds	£1,500
➤ Carry out Re-lining of hearths x 1	£6,000
 - The utility budgets have increased by **£18,610** to reflect the rising energy prices, which have been projected by the Council's procurement advisors to be a 40% increase in electric and a 59% increase in gas.
 - There has been an increase of **£11,301** in cleaning due to the new SLA for the cleaning of the water fountain, as referred to in a previous report.
 - There has been an increase of **£5,100** in other premises budgets such as building maintenance and plant repairs.
 - Cremator servicing has increased by **£5,000** to reflect current costs.

Supplies and Services

- 8 The supplies and services budget has been increased by **£9,364** next year. The main changes are as follows:

- The Annual Wesley Music Service budget has been reduced by **(£1,536)** to reflect the new contract.
- The Wesley webcast and tributes budget has increased by **£10,000** to reflect the increase in demand and the 2021/22 outturn.
- Other supplies and services budgets such as BACAS licence and sundries have increased by **£900**.

Support Service Costs

- 9 The 2022/23 budget factors in the proposed increase of **£1,281** in the SLA for the provision of Support Services as detailed in a previous report.

Income

- 10 The income budget has been increased by **(£55,000)** the major changes are as follows:
- An element of prudence has again been factored into the income budget proposal for next year. The projected outturn as at 31 December 2021 assumes an increase of 99 cremations against the 2021/22 budgeted number of 2,200. In preparing the 2022/23 budget the estimated number of cremations has been kept at 2,200. Along with the proposal to increase the cremation charges to £765 the cremation fee income budget has increased by **(£55,000)**.
 - Memorials budget has been decreased by **£7,000** due to memorial leaf, columbaria and small plaque budgets being adjusted to reflect demand.
 - The interest budget has decreased by **£3,000** reflecting lower interest rates.
 - Wesley webcasting and tribute budget has increased by **(£10,000)** to reflect an increase in use of the service.
- 11 Should cremation numbers be maintained in line with those projected for the current year or indeed return to levels experienced in previous years then there would be an additional surplus generated again next year.

Capital Budget Proposals 2022/23

- 12 The proposed 2022/23 capital budget, which will be financed through utilising reserves and is in line with investment requirements outlined in the Service Asset Management Plan agreed at the September meeting, is shown in the table below:

Redevelopment Works	SAMP Cost £
Carry out installation of charging points	24,000
Carry out feasibility into excess heat regeneration	50,000
Carry out enlargement of cremator no 2	67,650
Total	141,650

Surplus Redistribution

13 The surplus redistribution to Durham County Council and Spennymoor Town Council remains the same:

- Durham County Council - £685,000
- Spennymoor Town Council - £171,250

Earmarked Reserves

14 The transfer to the Masterplan Memorial Garden Reserve next year is budgeted in line with the 2021/22 level at £5,000.

15 The transfer to the Small Plant Reserve next year is budgeted in line with the 2021/22 level at £2,000.

16 The revenue transfer to the Cremator Reline Reserve next year is budgeted at £25,000.

17 After consideration of all the above factors, £108,175 is budgeted to transfer to the Major Capital Works reserve. In line with the CDCJC Reserve Policy however, a transfer to the General Reserve of £16,500 is required in order to maintain a general reserve of 30% of the Joint Committees income budget. £141,650 is required to fund the capital programme in 2021/22. This results in a budgeted net transfer from the Major Capital Works reserve of £33,475. The projected balance for the Major Capital Works reserve at the end of 2022/23 is £1,267,044, as shown in Appendix 2.

18 The estimated earmarked reserves and balances of the Central Durham Crematorium Joint Committee at 31 March 2023, taking into account the 2021/22 Quarter 3 budgetary control report and the proposed transfers to/from earmarked reserves in the 2022/23 budget is as follows:

- General reserve of **£548,175** an increase of £16,500 (3.1%) from 2021/22
- Retained reserves of **£1,544,454** a net increase of £97,658 (6.75%) from 2020/21 after funding capital investments planned for 2021/22

- 19 The estimated total reserves as shown in Appendix 2 at 31 March 2023 are **£2,092,629**.
- 20 Members should note that the 2022/23 budget proposal incorporates £22,997 of one off revenue expenditure and £141,650 one off capital expenditure requirements which will provide scope in the 2023/24 budget setting round.

Background Papers

- 2021/22 Budget and Financial Monitoring reports
- 2022/23 Budget Working Papers
- 2022/23 Fees and Charges report

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Appendix 1 - Implications

Legal Implications

The Central Durham Crematorium Joint Committee is required to set a balanced budget and the budget proposals contained within this report have been prepared in accordance with standard accounting policies and procedures.

Finance

The proposed budget for the Central Durham Crematorium is included at Appendix 2, with an explanation of year on year changes set out in the body of the report.

Consultation

None. However, Officers of Spennymoor Town Council were provided with a copy of the report and given opportunity to comments / raise any detailed queries on the contents of this report in advance of circulation to members of the CDCJC

Equality and Diversity/Public Sector Impact Duty

The income proposals set out in this report are based on a harmonised fees and charges policy with the Mountsett Crematorium and provide equity of treatment/access across County Durham. An equality Impact assessment screening has been undertaken which has revealed no issues.

Climate Change

There are no specific climate change impacts associated with this report.

Human Rights

None specific to this report.

Crime and Disorder

There are no Crime and Disorder implications associated with this report.

Staffing

The employee budget provides for 9 members of staff.

Accommodation

None.

Risk

The budgets take into account the 2021/22 forecast outturn position and all known expenditure pressures and opportunities for efficiencies in the coming year. The budget also takes into consideration one off expenditure requirements for 2022/23. Knowledge of these pressures and requirements such ensure that risk is minimised.

Pricing sensitivity is essential to maintain the competitiveness and reputation of the Central Durham Crematorium in the current economic climate. The proposed £25 increase in fees and charges next year will ensure that the charges remain competitive in comparison with neighbouring facilities, and this, together with a prudent assumption in terms of the number of cremations undertaken next year, plus the strong reputation of the CDCJC, should ensure risk is minimised with regards to the achievement of the income budgets.

Procurement

None.

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APPENDIX 2

CENTRAL DURHAM CREMATORIUM 2022/23 BUDGET				
2020/2021	2021/2022	2021/2022		2022/2023
Actual Outturn (Memo Info)	Base Budget	Projected Outturn (QTR3)		Base Budget
£	£	£		£
			EXPENDITURE	
329,431	295,151	294,647	Employees	326,530
281,312	270,622	279,454	Premises	308,130
3,390	2,800	2,615	Transport	2,800
183,061	131,351	145,628	Supplies and Services	140,715
11,719	9,184	9,558	Agency & Contracted	10,465
213,738	0	0	Capital Financing Costs	0
40,310	40,985	40,985	Support Service Costs	42,185
1,062,962	750,093	772,886	Gross Expenditure	830,825
(2,046,364)	(1,772,250)	(1,868,971)	INCOME	(1,827,250)
(983,402)	(1,022,157)	(1,096,084)	Net Income	(996,425)
			Transfer to (from) Reserves	
5,000	5,000	5,000	- Masterplan Memorial Garden	5,000
313,902	133,907	207,834	- Major Capital Works	108,175
25,000	25,000	25,000	- Cremator Reline Reserve	25,000
2,000	2,000	2,000	- Small Plant	2,000
(637,500)	(856,250)	(856,250)	Distributable Surplus	(856,250)
510,000	685,000	685,000	80% Durham County Council	685,000
127,500	171,250	171,250	20% Spennymoor Town Council	171,250

Actual Balance @ 31/03/21	Budget Earmarked Reserves Balance @ 31/03/22	Revised (QTR3) Forecast Balance @ 31/03/22	Reserve	Transfer to Reserve	Transfer from Reserve	Budget Forecast Balance @ 31/03/23
£	£	£				£
517,770	(531,675)	(531,675)	General Reserve	(872,750)	856,250	(548,175)
71,250	(76,250)	(76,250)	Masterplan Memorial Garden	(5,000)	0	(81,250)
1,423,147	(1,272,686)	(1,300,518)	Major Capital Works	(108,175)	141,650	(1,267,044)
132,755	(86,455)	(157,755)	Cremator Reline Reserve	(25,000)	0	(182,755)
9,405	(11,405)	(11,405)	Small Plant	(2,000)	0	(13,405)
2,154,327	(1,978,471)	(2,077,603)	TOTAL	(1,012,925)	997,900	(2,092,629)

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

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