

NORTH EAST SURREY CREMATORIUM BOARD

Minutes of the Meeting held at Civic Offices, St Nicholas Way, Sutton on 14 March 2017 at 10.00 am

MEMBERS Merton: Councillors Philip Jones (Chair) Abdul Latif and Geraldine Stanford.
(*absent)

Sutton: Councillors Vincent Galligan and Paul Wingfield.

Wandsworth: Councillors Stuart Thom, Michael Ryder, Claire Clay, Candida Jones, Sue McKinney*

OFFICERS Aimee Wittams-Smith (Clerk)
Jean Stevenson (Treasurer)
Clive Andrews (Surveyor)
Barbara Ward - Bereavement Services Manager, Enable
Hussein El-Bahrawy - Head of Design Services, Wandsworth
Simon Ingyon - Executive Director Parks & Leisure, Enable

28. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Sue McKinney.

29. DECLARATIONS OF INTEREST

There were no declarations of interest.

30. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 6 December 2016 were agreed and signed as a correct record.

31. APPOINTMENT OF CLERK TO THE BOARD

Resolved: Aimee Wittams-Smith was appointed as the clerk to the board.

32. REPORT OF THE SURVEYOR

Clive Andrews, Surveyor, introduced the report. The Board noted that the winter weather and the end of the 'Baby Boomer' generation's natural lifespan could have an effect on the rate of need. The report included:

- Performance monitoring - Two major projects planned for this Summer, the resurfacing of the main drive and the installation of a new heating system to include a heat exchanger. The intention is carry out both projects at the same to minimise disruption to the crematorium.
- One complaint received in the last 3 months which was dealt with at the time.
- Barbara Ward had been appointed as Bereavement Services Manager.
- Hussein El Bahrawy, Design Services Head of Service, would be covering provision of advice to the Board until a permanent appointment is made to replace Mark Ferguson.
- No Health and Safety matters to report in the last quarter.

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Clive Andrews moved on to discuss music provision at North East Surrey Crematorium, he informed the Board that most other crematoriums had already moved to a more modern digital music system as relying on CDs and various iPods and mp3 players was not reliable and could pose potential copyright issues where a customer brings in a burned copy of a CD. He highlighted that there would be less room for error with a digital system where customers have chosen from a library of tracks available to them. Simon Ingyon confirmed that the system would assist with preparation for services, and that the installation of such systems had been successful for other crematoriums. Councillor Abdul Latif asked whether the system allowed access to music that may be required for residents from varying religions and ethnicity, such as for a Sikh or Hindu service, Clive Andrews confirmed that the systems were designed to access a wide range of music.

Simon Ingyon took the Board through the formal tender process undertaken by Enable and an evaluation of the tenders received from the two suppliers in the market music systems. It was suggested that the Board could choose which service to tender or delegate the decision to Officers. Councillors raised concerns about the cost of providers versus the guarantee of quality and it was confirmed that the tender analysis would take account of both cost and quality.

One provider (Provider A) had displayed further innovation than Provider B, however Provider B had been running for a long time and was popular with other crematoriums. Councillors discussed the benefits of the add-on features, in particular the potential for income generation that would be available to the crematorium if they had the facility to provide a webcast. Councillor Wingfield raised concerns about endorsing a monopoly for Provider B's system by continuing to go with the 'tried and tested' service providers.

The discussion moved to whether the music system was required, and Simon Ingyon confirmed that the crematorium would prefer to move towards installing the system as soon as possible.

Following a motion from Councillor Philip Jones, The Board agreed that the decision for the contract award to the service provider for a digital music system would be delegated to the Surveyor, subject to his first reporting his recommendation to Board members

Clive Andrews informed the Board that there had been positive news in regard to opening up space for cremated remains graves and above ground niches. Councillor Candida Jones asked if there could be annual reports including statistics on the amount of carbon and energy that had been saved by using the new heating system once it was installed, and the energy saving light bulbs that were in place. Clive Andrews agreed to seek the statistics from Wandsworth Energy Management to bring to future meetings of The Board.

RESOLVED that the North East Surrey Crematorium Board agreed that the decision to award the contract for the provision of a digital music system would be delegated to the Surveyor, subject to his first reporting his recommendation to Board members.

33. REPORT OF THE TREASURER

Jean Stevenson, Treasurer, introduced the report. She informed the committee that the Board could expect to meet the income target for the year.

Wandsworth Council's Internal Audit Service had made three recommendations following an audit of the Board's operations, outlined in Appendix C(i) on page 47 of the report, specifically in points 5, 6 and 7.

Councillor Paul Wingfield raised concerns about not recording staff overtime, and Barbara Ward confirmed that there were measures in place that allowed management to verify that claimed overtime had been undertaken.

Jean Stevenson directed the Board to point D on pages p1-2 of the report which outlined that PKF Littlejohn LLP had been appointed for audit services from 1 April 2017 to 31 March 2022 for the London and Surrey areas, and therefore would be taking over the Board's audit from BDO LLP once the 2016/17 audit was completed.

RESOLVED that The North East Surrey Crematorium Board noted the report.

34. ANY URGENT ITEMS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

There were no urgent items.

35. DATE OF NEXT MEETING

The next meeting of the Committee will be held at 10am on 13 June 2017 at North East Surrey Crematorium, Cemetery Lodge, Lower Morden Lane, Morden, SM4 4NU.

The meeting ended at 11.00 am

Chair:

Date: