

NORTH EAST SURREY CREMATORIUM BOARD

**Minutes of the Meeting held at Civic Offices, St Nicholas Way, Sutton
on 6 December 2016 at 10.00 am**

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

Sutton: Councillors Vincent Galligan and Paul Wingfield*.

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

OFFICERS Amy Dumitrescu (Clerk)
Jean Stevenson (Treasurer)
Clive Andrews (Surveyor)
Joanna Shearer (Contracts Manager, Leisure Services - Wandsworth)

20. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Paul Wingfield, Councillor Candida Jones and Councillor Claire Clay.

21. DECLARATIONS OF INTEREST

There were no declarations of interest.

22. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 13 September 2016 were agreed and signed by the Chair as a correct record subject to the following amendment:

Any Urgent Items: 31 September to be amended to read 30 September.

23. REPORT OF THE SURVEYOR

The Surveyor presented his report in depth and board members asked questions and made comment as appropriate.

The board discussed the current employee matters as detailed at section 5 of the report. The Surveyor assured the board that sufficient interim measures were in place, and recruitment was progressing.

The board recorded their thanks to Mark Ferguson and Margi Singh for all of their hard work.

The Surveyor informed the board that all of the light replacement work had been completed.

The Surveyor informed the board that he was looking to acquire land from Wandsworth Council for future plans for new areas for memorials and asked the board to consider if he should continue with the engagement with Wandsworth to look for new land. The Surveyor confirmed there was a piece of land at the site which would be useable.

The board agreed and it was:

RESOLVED: that the Surveyor to continue to pursue negotiations for the land.

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24. REPORT OF THE TREASURER

The Treasurer introduced her report and invited comments and questions.

A number of recommendations were agreed by the board in relation to the budget and these were as shown below:

RESOLVED: that the board approved the revised Annual Budget for 2016/17 and the Annual Budget for 2017/18

RESOLVED: that the board approved the estimates and authorised payments to be made within these approved estimates.

RESOLVED: that from 1 January 2017, the standard crematorium fee be increased to £555 and that supplementary cremation charges and memorial fees be increased as set out in the Appendix II of the report.

RESOLVED: that the Board agrees to distribute £450,000 of its surplus balances in 2016/17.

The Board noted the audited annual return for the year ended 31 March 2016 and it was:

RESOLVED: that the board approve and accept the audited annual return for the year ended 31 March 2016.

25. CHIEF OFFICERS' REMUNERATION

The Treasurer outlined the report on Chief Officers' Remuneration.

There were no questions, and the board agreed the recommendation.

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

There were no urgent items.

27. DATE OF NEXT MEETING

The dates for the meetings for 2017 were proposed and agreed by the Committee as follows:

- Tuesday 14 March 2017
- Tuesday 13 June 2017
- Tuesday 12 September 2017
- Tuesday 5 December 2017

The meeting ended at 11.41 am

Chair:

Date: