

ACTION PLAN 2017/18 September (2017) – updates in bold

Item	Action	By When	By Whom	Progress/Comment
1.	Investigate options for the developing income from any Tradable Mercury Abated Cremations (TMACs) remaining following the establishment of the main Mercury Abatement burden sharing agreement with Wandsworth Council.	On going	Board Officers - Surveyor and Treasurer	Putney Vale Crematorium required 635 TMACS at the agreed cost per cremation. Payment for the calendar year 2016 has now been made to NESC.
2.	Develop improvements to the Garden of Remembrance and the Cremated Remains lawn areas.	2018	Board Officers - Surveyor	<p>The Surveyor will examine other proposals for new memorials and bring forward the results for member's consideration as part of a future report.</p> <p>Previous negotiations with Wandsworth Council to acquire new land were suspended when land was identified in the Garden of Remembrance. The Surveyor and Treasurer will recommence negotiations and the results will be presented to Board members in a future report.</p> <p>The Surveyor has made contact with the valuations office to carry out an independent valuation of the land. The results of the valuation will be presented to board members in a future report.</p>
3.	Review the range of	On going	Board Officers –	See above , officers continue to consider the options

Item	Action	By When	By Whom	Progress/Comment
	memorials offered by the Board.		Surveyor, Treasurer and Clerk	available and will bring forward proposals when appropriate.
4.	Hold a focus group meeting with Funeral Directors.	2017	Board Officers	<p>Visits to local Funeral Directors are planned at the end of June 2017, with outcomes of the discussions included in the Surveyors September report.</p> <p>Results of the visits have been included in the Surveyors report.</p>
5.	Develop and publicise the Board's facilities and services.	On going	Board Officers – Surveyor, Treasurer and Clerk	<p>Amendments to the website are planned to include amongst other updates the Wesley music system.</p>
6.	To take all necessary steps to ensure that the Crematorium is and continues to be compliant with all regulations relating to the operation of cremators.	Ongoing	Board Officers – Surveyor, Treasurer and Clerk	<p>The Surveyor has included the results of the Merton EHO visits and details of the performance monitoring of the crematorium as part of his report. The results of the annual stack testing report carried out in March 17' has been received and sent to Merton EHO. No issues to report.</p>