

North East Surrey Crematorium Board**12 June 2018****NORTH EAST SURREY CREMATORIUM BOARD****12 June 2018 at 10.00 am**

Members : Councillor(s) Pauline Cowper, Marsie Skeet, David Simpson, Rosemary Birchall, Terry Walsh, Tony Belton, Graeme Henderson, Michel Ryder, Jean Crossby and Vincent Galligan

1. APPOINTMENT OF THE CHAIR OF THE BOARD

By convention the role of Chair of the Board is taken by the three constituent authorities in rotation. To accord with that convention the Chair for 2018/19 was elected from amongst the London Borough of Wandsworth Councillors.

It was proposed by Councillor Rosemary Birchall, and seconded by Councillor Terry Walsh that Councillor Michael Ryder be elected Chair for the municipal year 2018/19.

A vote was taken and it was:

RESOLVED: That

1. Councillor Michael Ryder be elected Chair for the municipal year 2018/19

2. APPOINTMENT OF THE VICE CHAIR OF THE BOARD

By convention the role of Vice-Chair of the Board is taken by the three constituent authorities in rotation. To accord with that convention the Vice Chair for 2018/19 was elected from amongst the London Borough of Merton councillors.

It was proposed by Councillor Marsie Skeet, and seconded by Councillor Pauline Cowper That Councillor Marsie Skeet be appointed Vice Chair

A vote was taken and it was:

RESOLVED: That

1. Councillor Marsie Skeet be elected Vice-Chair for the municipal year 2018/19.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. DECLARATIONS OF INTEREST

No declarations of interest were made.

5. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 13 March were agreed as a correct record and signed by the Chair.

6. REPORT OF THE SURVEYOR

Clive Andrews, the Surveyor introduced the report, covering the last 3 months to June 2018, and drew Members attention to the following points:

Business activity -The Surveyor advised the total number of cremations for the year was 2006. This figure was higher than originally estimated for the year. He discussed funeral poverty and highlighted the reduced fee that the Board had agreed for early morning cremations. This is believed to be a key factor in the increasing numbers of cremations at NESCB, along with the excellent facilities and service provided.

Councillor Tony Belton asked how many funerals are held for non-parishioners, who do not live in the 3 boroughs. The Surveyor agreed to revert to all Members with that information.

Performance Monitoring of Enable Leisure and Culture for quarter 3 year 3 was discussed. The Surveyor advised the Board that activity is monitored on a quarterly basis. The surveyor spoke through the exempt report.

Following Member questions and debate it was confirmed that the The Ashes lawn is where a cremation has taken place and if the family do not wish to purchase a memorial, there are designated areas within the gardens where these ashes are interred. In respect of the proposal to raise the ashes lawn it was confirmed that none of the existing ashes will be disturbed when the new ashes lawn is raised. Members were advised that planning permission is needed before this can proceed therefore the proposed date for this work to take place in the summer is likely to be delayed.

Members requested further details on employee salaries. Councillor Belton asked for the cost of increasing salaries to the London living wage. Simon Ingyon, Enable Leisure and Culture Executive Director will revert direct to Members in due course with this information.

Action plan

The surveyor went through the action plan in appendix C which forms part of the business plan. It was confirmed that NESCB will be looking for an abatement partner to replace Putney Vale in 2019. In respect of purchasing additional burial land valuations are taking place and these will be shared with the board when available.

The Surveyor outlined the programme of repair and renewals.

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RESOLVED that the North East Surrey Crematorium Board

1. Noted the report of the Surveyor as an overview of the Surveyors findings for the management for the crematorium in the past three months from April to June 2018

7. REPORT OF THE TREASURER

Mark Davies, the Treasurer to the Board introduced the report, and drew Members attention to the following points:

Appendix A gave a report of the internal controls. He spoke through the concerns raised within the report and he took care to outline the mitigating actions. Debate took place on the arrears of payments from funeral directors, and the Treasurer responded accordingly. Councillor Graeme Henderson asked for the current total outstanding and the Treasurer confirmed that this is now 160K reduced from 260K. The treasurer spoke through the process to chase up payments within the 30 day payment period.

Regarding requirements of governance of financial documents the Treasurer advised these will be updated and recirculated over the summer months. The Treasurer spoke through the budget in appendix B, and confirmed the main underspend was on the reduction in energy costs due to the more efficient equipment being in place. In respect of the board accounts in appendix C it was highlighted that the income surplus is in excess of the original expectation which was set based on 1850 cremations. This is due to a higher than expected number of cremations taking place. It was confirmed that surplus distributions are decided in December. In respect of appendix D the annual governance return, this was discussed regarding requirement to approve the return. The governance arrangements were discussed and also the accounting statement.

RESOLVED that the North East Surrey Crematorium Board

1. In relation to Appendix A, the Annual Review of Internal Control: the report by the South West London Audit Partnership (SWLAP) was noted and the proposed management actions be endorsed.
2. In relation to Appendix A, regarding the Annual Review of Internal Control: the re-appointment of the South West London Audit Partnership (SWLAP) as the Board's internal auditors be approved.
3. In relation to Appendix B, regarding the Management Agreement: the Management Agreement performance for the period 1 April 2017 to 31 March 2018, was noted.
4. In relation to Appendix C, the Board's Accounts for the period 1 April 2017 to 31 March 2018 was noted
5. Appendix D, the Annual Governance and Accountability Return for year ending 31 March 2018: Section 1 - Annual Governance Statement be approved; and signed by the Chair

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6. Appendix D, the Annual Governance and Accountability Return for year ending 31 March 2018: Section 2 - Accounting Statements, be approved, and signed by the Chair.

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

Simon Ingnon Enable Leisure and Culture Executive Director, invited all Members to attend the Annual Memorial Service which will be held on Sunday 1 July at 3pm, at North East Surrey Crematorium, Lower Morden Lane, Morden SM4 4NU.

9. DATE OF NEXT MEETING

The next meeting of the Board will take place on 11 September 2018 at 10 am, at Civic offices St Nicholas Way, Sutton, SM1 1E London Borough of Sutton

The meeting ended at 11.25 am

Chair:

Date: