

**ACTION PLAN 2018/19 (September(2018) – updates in bold)**

<b>Item</b>	<b>Action</b>	<b>By When</b>	<b>By Whom</b>	<b>Progress/Comment</b>
1.	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	On going	ELC Surveyor and Treasurer	Results of the Merton EHO visits and details of the performance monitoring of the crematorium are included as part of the Surveyors report. <b>The annual emissions testing of the cremators took place 19.03.18. The crematorium has received confirmation that the test was satisfactory. The report is now on file and a copy has been sent to Merton EHO. The annual test forms part of the crematoriums permit to cremate.</b>
2.	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	ELC, Surveyor and Treasurer	Putney Vale Crematorium required 635 TMACS at the agreed cost per cremation. Payment for the calendar year 2017 has now been made to NESC. Putney Vale Crematorium will require TMACS for the year 2018. However plans are in place to replace their cremators during 2018 which will include abatement plant. Thereafter, a local burden sharing agreement will no longer be required. <b>Investigations will be carried out to identify a new burden sharing partner.</b>
3.	Develop improvements to the Garden of Remembrance and the Cremated Remains lawn areas.	2018	Surveyor/ Treasurer	The Surveyor has met with a representative from the valuations office. Associated details of the burial land (block J, Battersea New Cemetery) have been provided in order to receive a second valuation of the land. An assessment can then be made in comparison to the original valuation provided by Wandsworth Council's managing agent.

Item	Action	By When	By Whom	Progress/Comment
				<p>The results of the valuation are expected sometime in the New Year and will be included in a subsequent report to the Board.</p> <p>The Surveyors intention was to bring a report on the valuation of the land as part of his March 2018 report. However the valuation received remains in draft format whist the Surveyor and Treasurer pose questions relating to the valuation. In the interim the Surveyor has approached Wandsworth Councils Property Services for an update on their 2015 valuation. The results will be included in a subsequent report to the Board.</p> <p><b>The Surveyor has received the final report from the valuations agency and awaits the updated valuation report from Wandsworth Council. The intention is to present both reports to the Board at a subsequent meeting.</b></p>
4.	Review the range of memorials offered by the Board	On going	Board Officers – Surveyor, Treasurer and Clerk	<b>Above ground niches now in place on the new section of land. Providing options for either two or four sets of ashes.</b>
5.	Hold a focus group meeting with Funeral Directors.	2019	Board Officers	Visits to local Funeral Directors are arranged biannually with the next visits intended for 2019.
6.	Develop and publicise the Board’s facilities and services.	On going	Board Officers – Surveyor, Treasurer and Clerk	The website provides all associated information relating to the crematorium and its services.