

**North East Surrey Crematorium Board****10 September 2019****NORTH EAST SURREY CREMATORIUM BOARD****10 September 2019 at 10.00 am**

**MEMBERS:** Councillor Nick Draper (Chair), Councillor Vincent Galligan (Vice-Chair) and Councillors Rosemary Birchall, Terry Walsh, Joan Henry, Nigel Benbow and Jean Crossby

**ABSENT** Councillors Tony Belton, Graeme Henderson, and Michael Ryder

**10. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Michael Ryder, Councillor Graeme Henderson, and Councillor Tony Belton. Apologies for lateness were received from Councillor Joan Henry.

**11. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12. MINUTES OF THE LAST MEETING**

The minutes of the meeting of 11 June 2019 were agreed as a correct record and signed by the Chair.

**13. REAPPOINTMENT OF SURVEYOR TO THE BOARD**

**RESOLVED:** That it be agreed that Mr Clive Andrews be reappointed to serve as Surveyor to the Board by a unanimous vote.

**14. REPORT OF THE SURVEYOR**

The Surveyor to the Board, Clive Andrews, introduced the report on the activities in the quarter to September 2019 and the ongoing management agreement between the North East Surrey Crematorium board (NESCB) and Wandsworth Council.

Members noted that the crematorium had experienced a slight decline in the number of cremations on the previous year's quarter. The Surveyor added that a similar decline has been seen at other local crematoria.

Members noted that the crematorium had also seen an increased efficiency in gas use as a result of the introduction of new machinery and improved working practices.

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Members noted that a complaint had been received regarding the collection and removal of personal items from the garden of remembrance, but that the reasons for this had been addressed by the crematorium management. It was noted that the removal of personal artefacts was standard across crematoria but that fresh flowers were always permitted and only removed once they had died. A second complaint had been received by the Surveyor regarding the details required on statutory paperwork relating to a cremation. The matter was explained fully and resolved.

10:18 - Councillor Nigel Benbow joined the meeting.

Members noted that a draft lease was being prepared for the acquisition of land from Wandsworth Council.

Members thanked the Surveyor and other staff for undertaking a public consultation on the proposed redevelopment of the ashes lawn, noting several details regarding the allocation of sections of the lawn and that it may be possible for the surrounding wall to be used for memorial plaques in the future. Finally, members requested that the consultation document include a birds-eye view of the proposed site of the lawn and other sections of the crematorium and that an offer to contact the crematorium to arrange a visit and consider the proposed sites should also be included. The Surveyor confirmed that both amendments would be included in the consultation document prior to circulation.

**RESOVLED:** That the report as an overview of the Surveyors findings for the management of the crematorium for the past three months (July – September 2019) be noted.

## 15. REPORT OF THE TREASURER

Mark Davies, Treasurer to the Board presented the report.

With regards to the Management Agreement budget, members noted that 29% of the financial year's budget had been spent over approximately 33% of the financial year to date, and so a slight underspend had been recorded. It was noted that this was due in part to the decreased gas use through more efficient scheduling of cremations. Members considered that this decrease in gas use was positive news, but agreed that the crematorium management, in association with Wandsworth Council, may consider how best to publicise this news in the coming months rather than doing so immediately.

The Board noted that the crematorium had taken both recent and historic proactive steps in managing its energy consumption, including through the installation of LED lights, as well as other schemes to improve energy efficiency.

### **RESOLVED:**

1. That the Management Agreement performance for the period 1 April 2019 to 31 March 2020 attached at Appendix A be noted.
2. That the Interim Accounts for the period 1 April 2019 to 31 March 2020 attached at Appendix B be noted.

## 16. ANNUAL REVIEW OF RISKS

Members reviewed the highlighted risks as identified in the joint report from the Surveyor, Treasurer, and Clerk to the Board.

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Members noted that the Board could not remove all risks, and that those which were unavoidable would have their risks minimised where possible.

Members also noted that where certain risks to property were not the direct responsibility of the crematorium - such as the vandalism of headstones - the crematorium would assist families in the aftermath of such an event.

11:15 - Councillor Joan Henry joined the meeting.

The Clerk noted that the duplication of risks on the risk register should be avoided.

**RESOLVED:** That the annual review of risks be noted.

**17. ANNUAL REVIEW OF GOVERNANCE**

Members noted the report and that updated governance documents had been included in members' information packs when joining the Board.

**RESOLVED:** That it be noted that the review of the Board's Standing Orders, the Scheme of Delegation and the Financial Regulations has taken place and that no amendments were proposed to any of the governance documents at this time.

**18. ANY URGENT ITEMS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

There was no urgent business.

Prior to the meeting closing Members discussed the possibility of receiving updates directly from the contracted management company, but agreed to continue to allow the Surveyor to coordinate any updates through his reports to the Board.

**19. DATE OF NEXT MEETING**

The next meeting of the Board will take place on 3 December 2019.

The meeting ended at 11.35 am

Chair: .....

Date: .....

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