

# *Devizes*

## *& Roundway*

### *Joint Burial Committee*

Town Hall  
St. John's Street  
Devizes  
Wiltshire SN10 1BN

Clerk: Sarah Todhunter  
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## **MEETING**

Date: Thursday 15 October 2009  
Time: **7pm**  
Venue: Council Chamber, Town Hall, St John's Street, Devizes  
Enquiries: Town Hall - 01380 722160

### MEMBERS

#### Devizes Town Council:

The Town Mayor: Councillor Leighton

Councillors: Beinhorn  
Mrs Burton  
Mrs Evans  
Gudgeon  
Nash  
A R Taylor

#### Roundway Parish Council:

Councillors: Booth  
Brewer  
Callow  
Miss von Berg

## **A G E N D A**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the meetings held on the 3 September 2009, which have been circulated with the agenda.

### **2. APOLOGIES FOR ABSENCE**

### **3. DISCLOSURE(S) OF INTEREST**

To receive any disclosures by a Councillor(s) and/or Officers in matters to be considered at this meeting in accordance with the provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

**4. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Committee upon a matter of concern, which is relevant to the Committee. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Committee for this item of business.

**5. FINANCIAL MATTERS**

(a) Schedule of Payments: Since the last meeting accounts to £35, 645.58 (net) have been paid (doc 5/1).

**6. REPORT FOR INFORMATION – CEMETERY PATHS**

The contract to lay the last of the gravel paths has been awarded to Britannia Construction at a cost of £12,916. It is envisaged the work will commence in November and take approximately 2 weeks.

Once the paths are laid, the final marking out of graves can be undertaken ready for burials which it is anticipated will commence early in 2010.

**7. REPORT FOR DECISION – FEE AND CHARGES FOR 2010/11**

**Recommendation**

That the committee agrees the fees and charges for financial year 2010/2011.

**Purpose of the Report**

To set the burial committees fees and charges for 2010/2011.

**Background**

Each year in October the committee sets the fees and charges for the following years.

Issued along the agenda is a copy of the proposed fees and charges for financial year 2010/11.

**Options Considered**

The committee needs to decide if they wish to agree the fees and charges as set out by officers or agree their own pricing structure.

**Implications & Risks**

**Financial and Resource Implications**

The income generating potential for the burial committee has an impact on the amount each of the parent authorities has to pay towards the running of the cemetery.

**Legal Implications and Legislative Powers**

Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1972 s1 gives the power to parish councils to provide cemeteries.

**Environmental Implications**

Officers are not aware of any environmental implications associated with this decision.

**Risk Assessment**

Officers are not aware of any risk implications associated with the recommendation as set out. Should the committee decide to alter the fees and charges as set out, this could lead to a shortfall in income.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**8. REPORT FOR DECISION – COST SPLIT**

**Recommendation**

That the Committee agrees the split for the cost of running the cemetery between Devizes Town Council and Roundway Parish Council.

**Purpose of the Report**

To set the split for charges for financial year 2010/11.

**Background**

It is agreed that the split for cemetery costs should be apportioned on the basis of the percentage of the number of council tax dwellings in each parish as a % of the total combined number.

As at the 2 October the number of dwellings was as follows

<b>Ward</b>	<b>Number</b>	<b>Total</b>	<b>Percentage</b>
<b>Devizes Total</b>		<b>5707</b>	<b>73.5%</b>
<b>Roundway Total</b>		<b>2067</b>	<b>26.5%</b>
<b>TOTAL</b>		<b>7774</b>	<b>100.0%</b>

**Options Considered**

The committee are required to decide if they agree this percentage split.

**Implications & Risks**

**Financial and Resource Implications**

The financial implication impacts on the constituent councils rather than the burial committee.

**Legal Implications and Legislative Powers**

The way in which the Burial Authority splits the costs of running the cemetery is ancillary to The Burial Authorities (Miscellaneous Provisions) Act 1970 s1.

**Environmental Implications**

Officers are unaware of any environmental implications associated with this decision.

**Risk Assessment**

Officers are unaware of any risk implications associated with this decision.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**9. REPORT FOR DECISION - ADOPTION OF DRAFT ESTIMATES FOR FINANCIAL YEAR 2010 – 2011**

**Recommendation**

The Committee is recommended to consider the draft estimates and agree a budget for the financial year 2010-11.

**Purpose of the Report**

The purpose of the report is to set the burial authorities budgets for 2010-11.

**Background**

To help members with the decision, officers have set out a written commentary on individual cost headings.

**EXPENDITURE**

**Direct Service**

Following the implantation of a service level standard in 2008, officers have recalculated the direct service cost based on this agreed standard.

**Administration Services**

Following the implantation of a service level standard in 2008, officers have recalculated the administration service cost based on this agreed standard.

(circulated alongside this agenda is a copy of the both the above services level Standards)

**Insurance**

It is always difficult to predict any movements in insurance cost, but over the last two years these have been running at below inflation. Currently inflation is running at 4.7% but for this exercise officers have used a figure of 4.5%

**Commercial Rates**

In 2010 there is a rating valuation, officers have calculated the new rates payable which would indicate that there will be a significant increase however what is not clear is whether there will be any transitional relief.

**Water & Electricity**

Electricity supply for the officer has been split from the lodge and therefore we may see an increase in usage in electricity.

The anticipated water charge increase was less than forecasted last year therefore this budget has been reduced from last year.

**Membership Subscriptions**

The Burial Committee is a member of the Institute of Cemetery and Crematorium Management and also members of the Federation of Burial and Cremation Authorities. Given the rapidly changing pace of cemetery recommended practice, officers recommend we continue these memberships.

**Audit Fee**

The Burial Committee should continue with lighter touch audits and therefore the cost should be in line with inflation.

**Planned and Responsive Maintenance**

Maintenance costs need to be clearly identified both in terms of what we know we will be doing in any particular year (Planned Maintenance) and what we may have to do in the event of a breakdown (Responsive Maintenance).

**Equipment Maintenance**

This cost has been absorbed into the service standard.

**Lodge Maintenance**

The Joint Burial Committee is responsible for the maintenance of the lodge.

**Petrol / Oil**

This cost has been absorbed into the service standard.

**Replacement Tools and Equipment**

This cost has been absorbed into the service standard.

**Purchase of Memorial Plaques**

The cost of purchasing memorial plaques is passed directly to customers and therefore no budget provision is necessary.

**Memorial Safety Checks**

A programme of checks has started and therefore the cost is based on 2 staff for one day a week testing and one member of admin staff administering to the work. This figure is the very least in staffing costs as the half-day gives officers limited time to deal with failed memorials. There is a very detailed procedure that needs to be followed, and is defined by the Church Faculty for memorial testing.

**Mole Control**

Following a decision to control moles in the cemetery this is an ongoing contractual arrangement.

**Floral Display**

The cost for Devizes Town Council's parks department to supply floral display in the cemetery will be charged at £330 for 2010-11.

**Contingencies**

This amount is used for meeting unexpected charges or equipment breakdowns.

**INCOME**

**Fees Associated with Burials**

Officers have anticipated an increase in cemetery fees and this is subject to a separate report.

**Cemetery Lodge Rent**

This is a negotiated set amount.

**Options Considered**

Members need to decide what level of income and expenditure is achievable.

**Implications & Risks**

**Financial and Resource Implications**

The estimates are the basis for all the financial resources.

**Legal Implications and Legislative Powers**

Devizes and Roundway Parish Council's have jointly agreed to fund the Burial Committee under section Burial Authorities (Miscellaneous Provisions) Act 1970 s1.

**Environmental Implications**

Officers are not aware of any environmental implications associated with this decision.

**Risk Assessment**

Not setting a budget would leave the committee open to challenge by the auditors for financial mismanagement.

**Crime and Disorder**

Officers are not aware of any implications Under Section 17 of the Crime and Disorder act 1998.

**10. REPORT FOR DECISION - SETTING OF THE PRECEPT 2010/2011**

**Recommendation**

Following the decision of the Joint Burial Committee on agenda item 9, the JBC are required to set the precept for the financial year 2010/11.

**Purpose of the Report**

To set the precept for the Devizes and Roundway Joint Burial Committee for financial year 2010/11.

**Background**

Once members have formally agreed the estimates for financial year 2010/11 members are required to set a precept to ensure there is sufficient funding to run the service.

**Implications & Risks**

**Financial and Resource Implications**

If members fail to set a precept there will be insufficient funds to meet the agreed expenditure.

**Legal Implications and Legislative Powers**

Devizes and Roundway Parish Council's have jointly agreed to fund the Burial Committee under section Burial Authorities (Miscellaneous Provisions) Act 1970 s1.

**Environmental Implications**

Officers are not aware of any environmental implications associated with this decision.

**Risk Assessment**

Not setting a precept would leave the committee open to challenge by the auditors for financial mismanagement and improper governance.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**11. QUESTION TIME**

Members will be allowed a short period in which to put questions on matters of concern to the Committee, which are not contained in the report of matters formally considered by the Committee at this meeting. The question may be answered at the meeting or may be referred back to the Committee at a later date. The question may not be the subject of any further debate.