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Bandon Hill Cemetery Joint Committee

To:

Councillors Hamida Ali, Alison Butler, Stuart Collins, Joyce, Oliver Lewis, Melican, Joy Prince and Sadiq

A meeting of the **Bandon Hill Cemetery Joint Committee** will be held on **Monday, 2 November 2020 at 6.30 pm. This meeting will be held remotely.**

This meeting will be live streamed and recorded and made available on the Sutton Council website.

JACQUELINE HARRIS BAKER
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AGENDA

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Bandon Hill Cemetery Joint Committee

11 November 2019

6.30 pm at the

Cemetery Chapel, Plough Lane, Wallington



To all members of the Bandon Hill Cemetery Joint Committee:-

Chair: Councillor Stuart Collins

Vice-Chair:

Councillors: Councillor Edward Joyce – London Borough of Sutton
Councillor Barry Lewis – London Borough of Sutton
Councillor Muhammad Sadiq – London Borough of Sutton
Councillor Stuart King – London Borough of Croydon
Councillor Hamida Ali – London Borough of Croydon
Councillor Alison Butler – London Borough of Croydon
Councillor Oliver Lewis – London Borough of Croydon

Substitutes: Councillors Manuel Abellan and Jake Short

This is a Council meeting held in public. Additional representations are at the invitation of the Chair of the Committee. If you are a relevant organisation and you wish to submit representations on a proposal contained within the reports to this agenda please submit a request via Committee Services three working days before the meeting date.

The council allows and welcomes any recording, photographing or filming of the proceedings of a council meeting or use of social media by any member of the public, media or councillor subject to it focusing on, and not disrupting, the meeting. Mobile devices can interfere with the wireless microphones and induction loop, and if that is the case the Chair may require that such devices are turned off. In order to facilitate the recording of meetings, members of the public or media are encouraged to contact committeeservices@sutton.gov.uk in advance of the meeting

PLEASE NOTE: Any decision taken at this meeting does not become definitive until 10am on the third working day after the meeting. Any four members of the Council may notify the Chief Executive by then if they require a decision to be reviewed by the appropriate committee at its next meeting. Please contact the Committee Services representative shown on the front page for further information.

Helen Bailey
Chief Executive
Friday, 1 November 2019

*Enquiries to: Cassie Fraser-Shanley, Committee Services Officer Tel: 020 8770 4990 |
Email: committeeservices@sutton.gov.uk*

Copies of reports are available in large print on request

A G E N D A

1. Welcome and introductions

2. Apologies for absence

3. Declarations of interest

4. Any urgent business

To consider any items which, in the view of the Chair, should be dealt with as a matter of urgency because of special circumstances (*in accordance with S100B(4) of the Local Government Act 1972*).

5. Minutes of the previous meeting

3 - 6

To approve as a correct record the minutes of the meeting held on 24 June 2019.

6. Report of the Treasurer

7 - 14

This report provides a forecast outturn position for the financial year 2019/20, recommends the budgets for 2020/21 and recommends the level of fees and charges for the financial year 2020/21

7. Report of the Surveyor

15 - 18

The report provides an update on work previously approved, including tree planting, landscape maintenance and removal of overgrown conifer trees.

8. Exclusion of the public and press

The following motion should be moved, seconded and approved if the committee wishes to exclude the public and press to deal with reports revealing exempt information:

“That the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph X Schedule 12A of the Local Government Act 1972.”

9. Date of the next meeting

The date of the next meeting is to be confirmed.

Reminder – Declarations of Interests

Members should consider the following interests and whether they have any they should declare.

Disclosable Pecuniary Interests

Where you have a Disclosable Pecuniary Interest in any business of the Authority at this meeting and you have either declared it beforehand in the Register of Members' Interests or to the Monitoring Officer for entry in the Register you must state at this meeting that you have such an interest and then withdraw from the room or chamber where the meeting is being held whilst that business is considered.

Where you have a Disclosable Pecuniary Interest in any business of the Authority at this meeting and have not previously declared it you must declare the nature of that interest at this meeting and then withdraw from the room or chamber where the meeting is being held whilst that business is considered.

Other Pecuniary and Non-Pecuniary Interests

Where you have any other pecuniary or non-pecuniary interest in any business at this meeting you must declare that interest, but may continue to speak and vote on the matter. However, if the interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest then you should declare the interest and withdraw from the room or chamber where the meeting is being held whilst that business is considered.

Further information on these matters can be found in the Council's Code of Conduct and Constitution. If you are in any doubt as to whether you have an interest you should seek advice **before** the committee meeting from Alexa Coates.

If, during the course of the committee meeting, you consider you may have an interest you should always declare it.

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Bandon Hill Cemetery Joint Committee**24 June 2019****BANDON HILL CEMETERY JOINT COMMITTEE****24 June 2019 at 6.30 pm**

MEMBERS: Councillor Edward Joyce (Chair), and Councillors Barry Lewis and Stuart Collins

ABSENT Councillors Muhammad Sadiq, Stuart King, Hamida Ali, Alison Butler and Oliver Lewis

1. WELCOME AND INTRODUCTIONS

Councillor Edward Joyce welcomed attendees.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Muhammad Sadiq, Hamida Ali, Stuart King, Alison Butler, Oliver Lewis and lateness from Councillor Barry Lewis.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE LAST MEETING

RESOLVED that:

the minutes of the meeting held on 26 November 2018 be agreed as an accurate record.

5. ELECTION OF THE CHAIR AND VICE CHAIR

Councillor Edward Joyce proposed Councillor Stuart Collins be elected as Chair this was seconded by Councillor Barry Lewis.

RESOLVED that:

Councillor Stuart Collins be elected as Chair.

6. REPORT OF THE TREASURER ON THE FINANCIAL OUTTURN FOR 2018/19

Solomon Akuffo, Head of Finance, Financial Engagement and Advice presented the report.

There were no further questions.

RESOLVED that:

1. The Comprehensive Income & Expenditure Account (Appendix A), the Balance Sheet (Appendix B) and the Movement in Reserves (Appendix C) be approved.

24 June 2019

2. The transfer of the surplus generated during the 2018/19 financial year of £64,897 to Reserves be agreed.

7. REPORT OF THE SURVEYOR

Adam Brind, Contract Officer, presented the report.

Members discussed the replacement of the fence, and considered the three fence options outlined in the report, noting the possibility that if oak fencing was used it would twist over time.

An amendment to the recommendation 2.2 in the report was motioned by Councillor Edward Joyce and seconded by Councillor Stuart Collins that “ The possibility of obtaining funding through a suitable Landfill Tax Credits Scheme be explored to help fund the replacement of the wooden fence to the front boundary, using oak to improve the appearance and security of the cemetery and to continue to repair the fences on the other boundaries be funded”

The Contract Officer explained that the Council’s tree Officer will be completing an audit of the trees within the cemetery in August as it had been suggested that some trees on the Queenswood Avenue boundary may have to be removed due to damage and disease. Residents in Queenswood Avenue would be informed before any trees on that boundary are removed.

Members asked for information about the mesh bins which are no longer in place. The Contract Officer reported that mesh bins were provided in addition to the closed bins for busy periods such as Mother’s Day. Only closed bins are provided during the remainder of the year as these stop rubbish blowing around the cemetery when it is windy

RESOLVED that:

1. The cemetery opening arrangement allowing greater vehicle access at weekends and Bank Holidays is adopted as standard practice (current opening times to remain unaltered).
2. The possibility of obtaining funding from a suitable Landfill Tax Credits Scheme be explored to help fund the replacement of the wooden fence to the front boundary, using oak to improve the appearance and security of the cemetery and to continue to repair the fences on the other boundaries be funded
3. The addition landscape maintenance and improvement on the front boundary following replacement of the fence at a value not to exceed £5,000 be funded.
4. The planting of ten new trees each year for the next three years, to replace losses at a cost of approximately £2,500 a year and arrange removal of conifer trees at a cost of not more than £1,500 be funded.

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

There was no urgent business.

Bandon Hill Cemetery Joint Committee

24 June 2019

9. EXCLUSION OF THE PRESS AND PUBLIC

10. DATE OF NEXT MEETING

The date of the next meeting is to be confirmed.


The meeting ended at 7.13 pm

Chair:

Date:

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Report to:	Bandon Hill Cemetery Joint Committee	Date:	11 November 2019
Report title:	2020/21 Budget Setting Report		
Report from:	Richard Simpson, Strategic Director of Resources		
Ward/Areas affected:	London Borough of Croydon and London Borough of Sutton		
Chair of Committee/Lead Member:	Councillor Stuart Collins		
Author(s)/Contact Number(s):	Solomon Akuffo, Head of Finance, Engagement and Advice, 020 8770 5260		
Corporate Plan Priorities:	<ul style="list-style-type: none"> ● Making Informed Choices ● Keeping People Safe 		
Open/Exempt:	Open		
Signed:		Date:	30 October 2019

1. Summary

- 1.1 This report provides a forecast outturn position for the financial year 2019/20, recommends the budgets for 2020/21 and recommends the level of fees and charges for the financial year 2020/21

2. Recommendations

- 2.1 To note the forecast financial outturn for 2019/20
- 2.2 To approve the budget for 2020/21
- 2.3 To approve the fees and charges for 2020/21

3. Background

- 3.1 The Cemetery is jointly run by the London Boroughs of Croydon and Sutton. Concern was raised at a Committee meeting in July 2006 regarding the funding of maintenance costs once all burial spaces are used up and an annual income can no longer be generated.
- 3.2 As a result it was decided to adopt a fair pricing policy, which will ensure (as far as possible) that the Cemetery generates an annual provision that can be invested and used in the future to maintain the Cemetery. The reserves held by the Committee totalled £365,255 as at 31 March 2019.



3.3 It is currently estimated that there is sufficient reclaimable grave space for at least thirty years.

4. Forecast Outturn 2019/20

4.1 The forecast outturn for 2019/20 is for a surplus of £30,134 this £21,733 less than the budgeted surplus of £51,867.

4.2 There will be a one off expenditure incurred on Grounds maintenance of circa £6k including a circa 20k expenditure incurred in the maintenance of trees. Gas and electricity cost has come in higher than anticipated. These increased expenses will however be mitigated by efficiency in managing the general expenditure and support budgets.

5. 2020/21 Budget

5.1 The budget for 2020/21 has been prepared as detailed in Appendix A. Expenditure reflects the costs provided by the contractor under the existing contract, inflation at 3.8% has been applied to the contract cost as this is expected to be higher than the current CPI inflation rate (The exact increase will not be known until February 2020)

5.2 The fee income budget has been increased by 2% to £212,242 and at this level an in year surplus of £60,482 is anticipated.

5.3 The 2% rise will ensure that fees stay in line with the average across Sutton and Croydon Cemeteries.

5.4 Appendix B shows the impact on charges for increases in fees of 3.0% from April 2020.

6. Options Considered

6.1 There were no other options were considered.

7. Impacts and Implications

Financial

7.1 Included within the report.

Legal

7.2 Section 93(1) of The Local Government Act 2003 enables Councils to charge for providing discretionary services. The power in the Act is subject to the requirement that the Council is not prevented from charging for the services by virtue of any other legislation and in the case of fees and charges in respect of this service there appears to be no specific legislative provision which would prevent the Joint Committee on behalf of the Councils from relying on these powers to charge.

- 7.3 The power to charge for a service under the Act is also subject to the duty to make sure that, taking one financial year with another, the income from charges made from a service does not exceed the cost of the provision of the service. Councils are therefore allowed to set the level of the charge for each discretionary service that it thinks fit and considers reasonable, subject to those charges not exceeding the costs of the provision. In this instance the report confirms that these requirements have been considered and the proposed fee and charge increase meets these requirements.

8. Appendices and Background Documents

Appendix letter	Title
A	2019/20 forecast outturn & 2020/21 proposed budget
B	Proposed 2020/21 fees and charges

Background documents
None

Audit Trail		
Version	Final	Date: 30 October 2019
Consultation with other officers		
Finance	Yes	Victoria Goddard
Legal	Yes	Susan Sime
Equality Impact Assessment required?	No	N/A


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197 Appendix A Report of the Treasurer				
		2019/20	2019/20	2020/21
		Current Budget	Projected Spend	Proposed Budget
EXPENDITURE				
Staff Costs				
Management of the Cemetery				
D140	Mitie Locking Contract	4,613	0	0
D400	General Works	0	0	5,000
D500	Maintenance of buildings and fences	5,228	5,228	5,000
D520	Equipment	0	0	0
D535	Special	15,683	15,683	0
D540	Emergency Repairs	0	0	1,000
D610	Gas	4,715	6,500	6,500
D620	Electricity	1,538	2,200	2,200
D680	Rates	7,483	6,620	7,500
D690	Water	1,538	1,538	1,550
D695	Sewerage	615	592	650
D800	Cleaning materials	0	0	0
D806	Contract Cleaning	1,538	1,538	0
D810	Litter Collection	0	0	0
D860	Grounds Maintenance Contract	113,980	118,980	118,300
D870	Maintenance of paths and drives	1,025	1,025	1,150
D875	Maintenance of trees	0	19,783	3,000
D950	Corporate Facilities Management Contract	5,740	5,740	5,740
K500	Capital charges	20,500	20,500	20,500
		£184,193	£205,925	£178,090
General Expenses				
F320	Bank Charges	205	205	0
F350	Postage	0	0	0
F370	Telephones - rental	308	308	0
F371	Telephones - calls	308	308	0
F375	Telephones Central Recharge	0	0	0
F384	Fees - Computer Software	0	0	0
F450	Subscriptions - general	0	0	0
		£820	£820	£0
2019/20 Proposed Budget				
LBS Support Costs				
G056	Construction & Property Supplementary Fees	2,050	2,050	2,194
J010	Central Finance	12,300	12,300	13,161
J630	Central Insurance Recharge	1,025	1,025	1,097
		£15,375	£15,375	£16,451
TOTAL EXPENDITURE		£200,388	£222,120	£194,541
INCOME				
S101	Fee Income (Interment, Burial and Memorials)	208,080	208,080	212,242
S102	Fees-General-OS Scope	3,774	3,774	2,000
S900	Rents	18,000	18,000	18,000
S930	Buildings-General			
T050	Depreciation	20,000	20,000	20,340
T100	Investment interest	2,400	2,400	2,441
T180	Bank interest	0	0	
TOTAL INCOME		£252,254	£252,254	£255,023
NET SURPLUS/DEFICIT		£51,867	£30,134	£60,482
Transfer to reserve account				
Transfer to Repairs and Renewals Fund				
Pension payment funded from Reserves				
Surplus/(Deficit) Transfer to Revenue Reserves				
		£51,867	£30,134	£60,482

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Appendix B		Bandon Hill Cemetery Fees and Charges 2020/21			
		Parishoner	Non-Parishoner	Parishoner	Non-Parishoner
		Current	Current	3%	3%
Purchase of Burial Rights					
	Depth 1	1336.2	2672.4	1,376	2,753
	Depth 2	1428	2856	1,471	2,942
	Depth 3	1499.4	2998.8	1,544	3,089
	Depth 4	1499.4	2998.8	1,544	3,089
	Additional 25 Years	571.2	1142.4	588	1,177
	Additional 50 Years	1132.2	2264.4	1,166	2,332
	Transfer of Burial Rights	81.6	81.6	84	84
	Reservation Fee	58.14	58.14	60	60
Interment Fees					
	Private Grave Adult				
	Depth 1	1111.8	2223.6	1,145	2,290
	Depth 2	1111.8	2223.6	1,145	2,290
	Depth 3	1377	2754	1,418	2,837
	Depth 4	1723.8	3447.6	1,776	3,551
	Child Burial 0 - 13 Years				
	Depth 1	438.6	877.2	452	904
	Depth 2	459	918	473	946
	Depth 3	479.4	958.8	494	988
	Depth 4	540.6	1081.2	557	1,114
Common Grave					
	Stillborn & Child Up To 3 Years	291.72	583.44	300	601
	4 To 13 Years	336.6	673.2	347	693
	13 Years and Over	1030.2	2060.4	1,061	2,122
Caskets Burial adult					
	Depth 1	1448.4	2896.8	1,492	2,984
	Depth 2	1519.8	3039.6	1,565	3,131
	Depth 3	1887	3774	1,944	3,887
	Brick Grave Reopening	561	1122	578	1,156
Cremated Remains					
	Cremation Ashes Burial	285.6	571.2	294	588
Memorial Fees					
	Headstone (Incl. One Inscription)	275.4	275.4	284	284
	Kerb Style (Incl. One Inscription)	306	306	315	315
	Additional Inscription	112.2	112.2	116	116
	Vase (Incl. One Inscription)	112.2	112.2	116	116
	Moulding, Turfing Etc.	112.2	112.2	116	116
	Paving, Chippings, Cover Slab To Existing Memorial	112.2	112.2	116	116
New Charges					
	Ashes 2" X 2"	1265	2530	1,303	2,606
	New Baby (2 years or Under)	475	950	489	979
	Reclaim Ashes 2" x 2"	520	1040	536	1,071
	Charge for Chapel - 30 minutes	140	280	144	288
	Permit Admin fee	24	24	25	25

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Report to:	Bandon Hill Cemetery Joint Committee	Date:	11 November 2019
Report title:	Report of the Surveyor		
Report from:	Mary Morrissey, Strategic Director - Environment, Housing and Regeneration		
Ward/Areas affected:	London Borough of Croydon and London Borough of Sutton		
Chair of Committee/Lead Member:	Councillor Stuart Collins		
Author(s)/Contact Number(s):	Mark Dalzell, Head of Parks and Open Spaces, 0208 770 4695 Adam Brind, Contract Officer, 0208 770 4316		
Corporate Plan Priorities:	<ul style="list-style-type: none"> • Making Informed Choices • Keeping People Safe 		
Open/Exempt:	Open		
Signed:		Date:	31 October 2019

1. Summary

- 1.1 The report provides an update on work previously approved, including tree planting, landscape maintenance and removal of overgrown conifer trees.

2. Recommendations

- 2.1 To approve funding for the decoration of the chapel, at a cost of £15,000.
- 2.2 To approve funding for the purchase of a new music player, at a cost of £329.
- 2.3 To fund the replacement of the wooden fence to the front boundary to improve the appearance and security of the cemetery, as a result of external funding not being available, and to continue to repair the fences on the other boundaries, at a cost of between £17,000 and £37,000.
- 2.4 To approve funding of tree work, following the recent inspection, at a cost of £17,283.89.

3. Background

- 3.1 This report provides recommendations on a number of maintenance and repair issues with costed plans to address them. The Committee previously considered the fence replacement

work and asked officers to seek external funding sources. The regular tree survey has been completed and a recommendation is provided to undertake routine tree maintenance.

4. Issues

Cemetery Boundary Fences

- 4.1 A number of concerns have been raised by cemetery visitors about the condition of the fences, particularly the fence on the Plough Lane boundary to the junction with Plough Lane Close. Inspection shows that the fence is becoming rotten, with many missing palings and deteriorating posts. It would not be good value for money to continue replacing individual sections as the life of the fence is limited by the poor condition of the structural components. As requested by this Committee, officers investigated sources of external funding, but the cemetery does not meet the requirements of the funding sources identified.
- 4.2 Estimated costs for two options to replace this boundary fence have been obtained.
- Replace with a pressure treated tanalised wood that is treated after cutting to shape. This fencing has an "acorn style" top would cost approximately £17,000.
 - Replace with oak, pressure treated before it has been cut to size (cost £37,000).
- 4.3 It is recommended that tanalised softwood with an oak motif is used (option a) as it is both an attractive finish and lower cost. Treated softwood is also likely to last as long as modern oak, which is variable in quality.
- 4.4 The contractor will attach the main wooden posts to concrete support posts and spurs, to keep the wooden elements away from the ground and maximise their life.

Update on Landscape Issues

- 4.5 Idverde will clear areas of brambles and ivy by the front boundary during the winter, including the overgrown area to the front of the lodge. The overgrown hedge on the driveway and the infested box shrub will be removed to make this area more welcoming and allow light through making this area feel safer for visitors.

Tree Inspections

- 4.6 The routine cemetery tree inspections were carried out during August. Committee approval is needed before officers can order works at a total cost of £ 17,283.89.

Decoration of the Chapel

- 4.7 Committee is asked to consider redecoration of the chapel interior and to replace the carpet to make this a more welcoming space. This is estimated to cost £15,000 in total, including repainting the walls, sanding and varnishing benches and flooring and replacing the carpet. The stereo equipment used for services no longer works properly. A new system would cost £329.

5. Options Considered

- 5.1 Two options for replacement of the boundary fence have been costed. The softwood option is recommended for the reasons stated above.

6. Impacts and Implications

Financial

- 6.1 The recommended options presented assume the service will operate on a full cost recovery basis and all costs will be met from the accumulated balances of Bandon Hill. If agreed the works will be cost neutral to the Authorities.
- 6.2 The total cost of the works recommended is £49,612: fence replacement £17,000; tree works £17,283; chapel redecoration and carpet replacement £15,000 and a new stereo £329.

Legal

- 6.3 Tree work and landscaping will be done under existing framework agreements so there is no requirement to ask for quotations. Three quotes will be obtained for the fencing as required.

7. Appendices and Background Documents

Appendix letter	Title
N/A	N/A

Background documents
None

Audit Trail		
Version	Final	Date: 31 October 2019
Consultation with other officers		
Finance	Yes	Goker Solomon
Legal	Yes	Tracy Swan
Equality Impact Assessment required?	No	N/A

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