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Bandon Hill Cemetery Joint Committee

To:

Councillors Robert Canning, Joyce, Oliver Lewis, Melican, Joy Prince and Sadiq

A meeting of the **Bandon Hill Cemetery Joint Committee** will be held on **Monday, 29 November 2021** at **6.30 pm** in

JACQUELINE HARRIS BAKER
Director of Law and Governance
London Borough of Croydon
Bernard Weatherill House
8 Mint Walk, Croydon CR0 1EA

020 8726 6000

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AGENDA

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Bandon Hill Cemetery Joint Committee

29 November 2021

6.30 pm at the

Cemetery Chapel, Plough Lane, Wallington



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

Chair: Councillor Muhammad Sadiq – London Borough of Sutton

Councillors: Robert Canning – London Borough of Croydon
Edward Joyce – London Borough of Sutton
Barry Lewis – London Borough of Sutton
Oliver Lewis – London Borough of Croydon
Joy Prince – London Borough of Croydon

Substitutes: Councillors: Manuel Abellan and Jake Short

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, 19 November 2021

*Enquiries to: Ben Kiang, Committee Services Officer
Email: committee.services@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. **Minutes of the previous meeting**

3 - 4

To approve as a correct record the minutes of the meeting held on 2 November 2020.

5. **Report of the Treasurer**

5 - 20

6. **Report of the Surveyor**

21 - 26

7. **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*).

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.”

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**2 November 2020****BANDON HILL CEMETERY JOINT COMMITTEE****2 November 2020 at 6.30 pm**

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

ABSENT Councillor(s) Hamida Ali, Alison Butler and Prince

19. WELCOME AND INTRODUCTIONS

The Chair, Councillor Stuart Collins, welcomed those present.

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hamida Ali, Alison Butler, and Joy Prince.

21. DECLARATIONS OF INTEREST

There were no declarations of interest.

22. MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the minutes of the meeting held on 11 November 2019 be agreed as an accurate record, subject to a clarification being made that the councillor for whom apologies were received (minute 12) was Councillor Oliver Lewis.

23. ANY URGENT BUSINESS

There was no urgent business.

24. ELECTION OF THE CHAIR AND VICE-CHAIR

The Chair advised that, in accordance with convention, the Chair for the 2020/21 municipal year should be a councillor from the London Borough of Sutton.

A motion to appoint Councillor Muhammad Sadiq as Chair for the 2020/21 municipal year was moved by Councillor Barry Lewis and seconded by Councillor Oliver Lewis.

Following this, a motion to appoint Councillor Edward Joyce as Vice Chair for the 2020/21 municipal year was moved by Councillor Muhammad Sadiq and seconded by Councillor Stuart Collins.

RESOLVED:

- 1. That Councillor Muhammad Sadiq be elected as Chair for the 2020/21 municipal year.
- 2. That Councillor Edward Joyce be elected as Vice Chair for the 2020/21 municipal year.

25. 2019/20 PROVISIONAL OUTTURN AND 2021/22 BUDGET SETTING REPORT

The committee noted that the guaranteed income within the contract brought stability to the arrangement.

RESOLVED:

- 1. To note the provisional financial outturn for 2019/20.
- 2. To approve the budget for 2021/22.
- 3. To approve the fees and charges for 2021/22

26. REPORT OF THE SURVEYOR

The committee discussed the arrangements in place to ensure lifelong borough residents would still receive residents' rates when they had moved out of the area for reasons largely beyond their control.

The committee noted that local contractors were often used for site works.

RESOLVED:


- 1. To approve funding for the decoration of the chapel, at a cost of £15,000.
- 2. To approve funding for landscaping works to improve land close to the Plough Lane Close boundary at a cost of £9,680.

The meeting ended at 6.57 pm

Chair:

Date:

Report of the Treasurer

Report Title	Report of the Treasurer		
Committee	Bandon Hill Cemetery Joint Committee		
Meeting Date	29 November 2021		
Chair	Councillor Muhammad Sadiq		
Report From	Richard Simpson, Strategic Director of Resources		
Report Author(s)	Miguel Fernandez, Head of Financial Planning and Business Partnering, 020 8547 5955		
Ward(s) Affected	London Borough of Croydon and London Borough of Sutton		
Ambitious for Sutton priorities	Making Informed Choices Keeping people safe		
Open/Exempt	Open		
Signed		Date	17 November 2021

1 Summary

- 1.1 This report provides the 2019/20 outturn position, the provisional outturn position for the financial year 2020/21, recommends the budgets for 2022/23 and recommends the level of fees and charges for the financial year 2022/23.

2 Recommendation(s)

- 2.1 To note the financial outturn for 2019/20
- 2.2 To note the provisional financial outturn for 2020/21
- 2.3 To note the forecast outturn position for 2021/22
- 2.4 To approve the budget for 2022/23
- 2.5 To approve the fees and charges for 2022/23
- 2.6 To confirm whether ongoing annual Internal Audit review of the year-end accounts is required
- 2.7 To agree to prepare and maintain a risk register which should be routinely presented to the joint committee.

3 Background and Key Information

- 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 £455,377 as at 31 March 2021.
- 3.3 At a meeting held around June/July, the Treasurer normally presents an update on the financial accounts from the previous financial year. Due to the pandemic, the meetings in 2020 and 2021 were cancelled.
- 3.4 For completeness, the financial statements of the 2019/20 financial year have been included as Appendix A.

4 Financial outturn 2019/20

- 4.1 Outturn for 2019/20 was presented by the Treasurer to the Bandon Hill Committee on the 2nd of November 2020 with a surplus of £94,537.
- 4.2 Appendix A shows the financial statements for 2019/20: the Comprehensive Income & Expenditure Account, the Balance Sheet and the Movement in Reserves. The Comprehensive Income and Expenditure Account shows a surplus of £75,137. The figure also includes a charge for depreciation which is a notional accounting charge to reflect the costs of using assets such as land and buildings at the cemetery. The notional entry does not affect the trading surplus of £94,537 which was the figure transferred to reserves as per "Movements in Reserves" statement.

5 Provisional Outturn 2020/21

- 5.1 The provisional outturn for 2020/21 is a small deficit of £4,415 which has arisen due to a reduction in income from fees and charges received this year in addition to refurbishment costs for the chapel and landscaping works being carried out this year.
- 5.2 The outturn is still provisional at this stage until final sign off from the Council's appointed external auditors as part of the overall audit of the Council's accounts.
- 5.3 Appendix B shows the financial statements for 2020/21: the Comprehensive Income & Expenditure Account, the Balance Sheet and the Movement in Reserves. The Comprehensive Income and Expenditure Account shows a deficit of £30,615. The figure also includes a charge for depreciation. The notional entry does not affect the trading deficit of £4,415.

- 5.4 The London Borough of Sutton Head of Internal Audit has examined the Bandon Hill Cemetery statements of account for 2020/21. The Council's financial systems have been examined and further explanations obtained in relation to the income and expenditure for the year and confirms that the statements of account for 2020/21 are in accordance with its financial records.

6 Projected 2021/22 Outturn

- 6.1 For the current year (2021/22) there is a projected surplus of £40k being forecasted for the year. This is lower than budgeted at the start of the year due to costs of boundary fencing works being carried out and business rates being higher than previously budgeted. Appendix C shows the details of the forecast position for the year.

7 2022/23 Budget

- 7.1 The recommended budget for 2022/23 has been prepared as detailed in Appendix C. Inflation in most of the expenditure budgets reflect the expected CPI. The exact increase of the contractor is based on a basket of indices and will not be known until February 2022.
- 7.2 It is proposed to increase the fees and charges in 2022/23 by 2%. The Council receives a guaranteed level of income from the contractor IDVerde which contractually can increase by a maximum of 2% annually and at this level an in year surplus of £50,978 is anticipated. This is a prudent position to allow the cemetery to recover the expected inflationary cost increases.
- 7.3 Appendix D shows the current level of fees and charges and the proposed fees and charges for 2022/23.

8 Other financial considerations

- 8.1 The committee is asked to consider for future years whether the ongoing annual Internal Audit review of the year-end accounts is required or whether the external audit of the Council's main accounts provides sufficient assurance.
- 8.2 It is recommended that, In light of the ongoing Covid-19 pandemic and its impact on all Council services, consideration should be given to preparing and maintaining a risk register which should be routinely presented to the joint committee.

9 Impacts and ImplicationsFinancial

9.1 Included within the report.

Legal

9.2 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.

9.3 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.

10 Appendices and Background Documents

10.1 Appendices

Appendix Letter	Appendix Title
A	Bandon Hill 2019/20 financial statements
B	Bandon Hill 2020/21 provisional financial statements
C	Bandon Hill 2022/23 Budget and 2021/22 in year position
D	Proposed 2022/23 fees and charges

10.2 Background Documents

Date of Expiry	Background Document
N/A	None

11 Consultations

Consultees	Yes/No	Officer	Date of Comments
Finance	No	N/A	N/A
Legal	Yes	Rowenna Warburton	16/11/21
EQIA	No	N/A	N/A

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Appendix A - Report of the Treasurer

BANDON HILL CEMETERY		
Comprehensive Income and Expenditure Account 2019/20		
2018/19 (£)		2019/20 (£)
	Income	
221,886	Fees and Charges	256,212
0	Movement in market value of Investment Properties	0
221,886	Total Income	256,212
	Expenditure	
0	Staffing costs	0
(125,342)	Premises related including Grounds maintenance	(149,397)
0	Transport Costs	0
0	Equipment and Materials	
0	Third Party payments – Legal Costs	(201)
(247)	Third Party Payments – Construction and Property	(77)
(12,000)	Support Costs (detailed in appendix D)	(12,000)
0	Impairment on Land Value	0
(19,400)	Depreciation	(19,400)
(156,989)	Total Expenditure	(181,075)
64,897	Net Cost of Services	75,137
0	Bank Interest	0
64,897	Net Surplus/(Deficit) for the Year	75,137
	Net Surplus arising on Revaluation of Property Plant and Equipment Assets	989,700
0	Actuarial Gains/(Losses) on Pension fund assets and liabilities	0
0	Other Comprehensive Income and Expenditure	989,700
64,897	Total Comprehensive Income and Expenditure	1,064,837

BANDON HILL CEMETERY
MOVEMENT IN RESERVES STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019 and 31 MARCH 2020

	General Fund Balance £	Earmarked GF Reserves £	Total Usable Reserves £	Unusable Reserves £	Total Authority Reserves £
Balance at 31 March 2018	280,958	149,915	430,873	1,120,900	1,551,773
Surplus or (deficit) on provision of services (accounting basis)			0	0	0
Other Comprehensive Expenditure and Income	64,897	0	64,897		64,897
Total Comprehensive Income and Expenditure	64,897	0	64,897	0	64,897
Adjustments Between Accounting basis & funding basis under regulations	19,400		19,400	(19,400)	0
Net Increase / Decrease before Transfers to Earmarked Reserves	84,297	0	84,297	(19,400)	64,897
Transfers to / from Earmarked Reserves					0
Reserve adjustments for Pension liability no longer required					0
Increase / Decrease in Year	84,297	0	84,297	(19,400)	64,897
Balance at 31 March 2019 carried forward	365,255	149,915	515,170	1,101,500	1,616,670
Surplus or (deficit) on provision of services (accounting basis)			0	0	0
Other Comprehensive Expenditure and Income	75,137	0	75,137	0	75,137
Total Comprehensive Income and Expenditure	75,137	0	75,137	0	75,137
Adjustments Between Accounting basis & funding basis under regulations	19,400		19,400	970,300	989,700
Net Increase / Decrease before Transfers to Earmarked Reserves	94,537	0	94,537	970,300	1,064,837
Transfers to / from Earmarked Reserves					0
Reserve adjustments for Pension liability no longer required					0
Increase / Decrease in Year	94,537	0	94,537	970,300	1,064,837
Balance at 31 March 2020	459,792	149,915	609,707	2,071,800	2,681,507
Increase / Decrease should be	(94,537)	Net movement ie less Surplus on I&E			0

BANDON HILL CEMETERY
Balance Sheet as at 31 March 2020

2018/19 (£)		2019/20 (£)	(£)
	Non current assets		
	Property Plant and Equipment		
197,000	- Infrastructure Assets	0	
859,500	- Other Land and Buildings	2,017,000	
45,000	Investment Properties	54,800	
1,101,500	Total non-current assets		2,071,800
	Current Assets		
0	Debtors	0	
	Cash Balances at:-		
309,324	- High Interest Deposit Account	307,645	
2,000	- Bank Current Account	2,000	
	accrued cash receipts		
284,131	- Investment at LB Sutton	378,669	
595,455	Total current assets		688,314
	Current liabilities		
80,286	London Borough of Sutton	78,607	
0	Sundry Creditors		
80,286	Total current liabilities		78,607
1,616,670	Net Assets		2,681,507
	REPRESENTED BY: -		
	Non-Usable Reserves		
310,200	Capital Adjustment Account	374,000	
791,300	Revaluation Reserve	1,697,800	
			2,071,800
	Usable Reserves		
136,000	Capital Fund Reserve	136,000	
13,915	Revenue Reserve	13,915	
365,255	General Reserve	459,792	
			609,707
1,616,670	Total Reserves		2,681,507

Appendix B - Report of the Treasurer

Bandon Hill Cemetery		2020/21	
Comprehensive Income and Expenditure Account 2020/21			
2019/20		2020/21	
(£)		(£)	
	Income		
256,212	Fees and Charges	169,247	
0	Movement in market value of Investment Properties	0	
256,212	Total Income	169,247	
	Expenditure		
0	Staffing costs	0	
(149,397)	Premises related including Grounds maintenance	(159,118)	
0	Transport Costs	0	
0	Equipment and Materials	(291)	
0	VAT Charges	(718)	
(201)	Third Party payments – Legal Costs	(943)	
(77)	Third Party Payments – Construction and Property	(293)	
(12,000)	Support Costs (detailed in appendix D)	(12,300)	
0	Impairment on Land Value	0	
(19,400)	Depreciation	(26,200)	
(181,075)	Total Expenditure	(199,862)	
75,137	Net Cost of Services	(30,615)	
0	Bank Interest	0	
75,137	Net Surplus/(Deficit) for the Year	(30,615)	
	Net Surplus arising on Revaluation of Property Plant and Equipment Assets	0	
989,700		0	
0	Actuarial Gains/(Losses) on Pension fund assets and liabilities	0	
989,700	Other Comprehensive Income and Expenditure	0	
1,064,837	Total Comprehensive Income and Expenditure	(30,615)	

**BANDON HILL CEMETERY
MOVEMENT IN RESERVES STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020 and 31 MARCH 2021**

	General Fund	Earmarked GF	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	Balance	Reserves	Reserves	Reserves	Reserves
	£	£	£	£	£
Balance at 31 March 2019 carried forward	365,255	149,915	515,170	1,101,500	1,616,670
Surplus or (deficit) on provision of services (accounting basis)			0	0	0
Other Comprehensive Expenditure and Income	75,137	0	75,137	0	75,137
Total Comprehensive Income and Expenditure	75,137	0	75,137	0	75,137
Adjustments Between Accounting basis & funding basis under regulations	19,400		19,400	970,300	989,700
Net Increase / Decrease before Transfers to Earmarked Re	94,537	0	94,537	970,300	1,064,837
Transfers to / from Earmarked Reserves	0	0	0	0	0
Reserve adjustments for Pension liability no longer required	0	0	0	0	0
Increase / Decrease in Year	94,537	0	94,537	970,300	1,064,837
Balance at 31 March 2020 carried forward	459,792	149,915	609,707	2,071,800	2,681,507
Surplus or (deficit) on provision of services (accounting basis)			0	0	0
Other Comprehensive Expenditure and Income	(30,615)	0	(30,615)	0	(30,615)
Total Comprehensive Income and Expenditure	(30,615)	0	(30,615)	0	(30,615)
Adjustments Between Accounting basis & funding basis under regulations	26,200	0	26,200	(26,200)	0
Net Increase / Decrease before Transfers to Earmarked Re	(4,415)	0	(4,415)	(26,200)	(30,615)
Transfers to / from Earmarked Reserves					0
Reserve adjustments for Pension liability no longer required					0
Increase / Decrease in Year	(4,415)	0	(4,415)	(26,200)	(30,615)
Balance at 31 March 2021	455,377	149,915	605,292	2,045,600	2,650,892
					2,650,892
Increase / Decrease should be	4,415	Net movement ie less Surplus on I&E			(0)

**BANDON HILL CEMETERY
Balance Sheet as at 31 March 2021**

2019/20		2020/21	
(£)		(£)	(£)
	Non current assets		
	Property Plant and Equipment		
2,017,000	- Other Land and Buildings	1,990,800	

54,800	Investment Properties	54,800	
2,071,800	Total non-current assets		2,045,600
Current Assets			
0	Debtors	0	
Cash Balances at:-			
307,645	- High Interest Deposit Account	307,645	
2,000	- Bank Current Account	2,000	
0	- Petty Cash	0	
accrued cash receipts			
378,669	- Investment at LB Sutton	374,254	
688,314	Total current assets		683,899
Current liabilities			
78,607	London Borough of Sutton	78,607	
0	Sundry Creditors	0	
78,607	Total current liabilities		78,607
Non-current liabilities			
	Pension Liability	0	
0	Total non-current liabilities		0
2,681,507	Net Assets	2,650,892	
REPRESENTED BY: -			
Non-Usable Reserves			
374,000	Capital Adjustment Account	372,500	
1,697,800	Revaluation Reserve	1,673,100	
			2,045,600
Usable Reserves			
136,000	Capital Fund Reserve	136,000	
13,915	Revenue Reserve	13,915	
459,792	General Reserve	455,377	
			605,292
2,681,507	Total Reserves	2,650,892	

Appendix C Report of the Treasurer	Expenditure Increase			1.03
	Income Increase			1.02
	2021/22	2021/22	2021/22	2022/23
	Current budget	Forecast	Variance	Proposed budget
<u>EXPENDITURE</u>				
Staff Costs				
<u>Management of the Cemetery</u>				
Mitie Locking Contract	5,700	5,700	0	5,871
General Works	5,200	5,200	0	5,356
Maintenance of buildings and fences				
Equipment				
Special	15,700	19,094	3,394	16,171
Emergency Repairs			0	
Gas	7,000	7,000	0	7,210
Electricity	1,500	1,500	0	1,545
Rates	7,500	8,895	1,395	7,725
Water	2,100	2,100	0	2,163
Sewerage			0	
Cleaning materials			0	
Contract Cleaning	6,100	6,100	0	6,283
Litter Collection			0	
Grounds Maintenance Contract	112,000	112,000	0	115,360
Maintenance of paths and drives	1,000	1,000	0	1,030
Maintenance of trees			0	
Corporate Facilities Management Contract			0	
Capital charges	20,500	20,500	0	21,115
	184,300	189,089	4,789	189,829
<u>General Expenses</u>				
Bank Charges	200	200	0	206
SLLP Legal Fees (Hard Charging)				
Telephones - rental	600	600	0	618
Telephones - calls				
Telephones Central Recharge				


Appendix C Report of the Treasurer	Expenditure Increase			1.03
	Income Increase			1.02
	800	800	0	824
LBS Support Costs				
Construction & Property Supplementary Fees	2,000	2,000	0	2,060
Central Finance	12,300	12,300	0	12,669
	14,300	14,300	0	14,729
TOTAL EXPENDITURE	199,400	204,189	4,789	205,382
INCOME				
Fee Income (Interment, Burial and Memorials)	(208,000)	(200,000)	8,000	(212,160)
Fees-General-OS Scope	(3,800)	(3,800)	0	(3,800)
Rents	(18,000)	(18,000)	0	(18,000)
Depreciation	(20,000)	(20,000)	0	(20,000)
Investment interest	(2,400)	(2,400)	0	(2,400)
Bank interest				
TOTAL INCOME	(252,200)	(244,200)	8,000	(256,360)
NET SURPLUS/DEFICIT	(52,800)	(40,011)	12,789	(50,978)
Transfer to reserve account				
Transfer to Repairs and Renewals Fund				
Pension payment funded from Reserves				
(Surplus)/Deficit Transfer to Revenue Reserves	(52,800)	(40,011)	12,789	(50,978)

Appendix C Report of the Treasurer	Expenditure Increase			1.03
	Income Increase			1.02

Appendix D (2% proposed increase)				1.02	1.02
		Parishoner	Non-Parishoner	Parishoner	Non-Parishoner
		Current	Current	Proposed	Proposed
Purchase of Burial Rights					
	Depth 1	1,376	2,753	1,404	2,808
	Depth 2	1,471	2,942	1,500	3,001
	Depth 3	1,544	3,089	1,575	3,151
	Depth 4	1,544	3,089	1,575	3,151
	Additional 25 Years	588	1,177	600	1,200
	Additional 50 Years	1,166	2,332	1,189	2,379
	Transfer of Burial Rights	84	84	86	86
	Reservation Fee	60	60	61	61
Interment Fees					
	Private Grave Adult				
	Depth 1	1,145	2,290	1,168	2,336
	Depth 2	1,145	2,290	1,168	2,336
	Depth 3	1,418	2,837	1,447	2,893
	Depth 4	1,776	3,551	1,811	3,622
	Child Burial 0 - 13 Years				
	Depth 1	452	904	461	922
	Depth 2	473	946	482	964
	Depth 3	494	988	504	1,007
	Depth 4	557	1,114	568	1,136
Common Grave					
	Stillborn & Child Up To 3 Years	300	601	306	613
	4 To 13 Years	347	693	354	707
	13 Years and Over	1,061	2,122	1,082	2,165

Caskets Burial adult					
	Depth 1	1,492	2,984	1,522	3,043
	Depth 2	1,565	3,131	1,597	3,193
	Depth 3	1,944	3,887	1,982	3,965
	Brick Grave Reopening	578	1,156	589	1,179
Cremated Remains					
	Cremation Ashes Burial	294	588	300	600
Memorial Fees					
	Headstone (Incl. One Inscription)	284	284	289	289
	Kerb Style (Incl. One Inscription)	315	315	321	321
	Additional Inscription	116	116	118	118
	Vase (Incl. One Inscription)	116	116	118	118
	Moulding, Turfing Etc.	116	116	118	118
	Paving, Chippings, Cover Slab To Existing Memorial	116	116	118	118
New Charges					
	Ashes 2" X 2"	1,303	2,606	1,329	2,658
	New Baby (2 years or Under)	489	979	499	998
	Reclaim Ashes 2" x 2"	536	1,071	546	1,093
	Charge for Chapel - 30 minutes	144	288	147	294
	Permit Admin fee	25	25	25	25

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Report Title	Report of the Surveyor		
Committee	Bandon Hill Cemetery Joint Committee		
Committee Date	29 November 2021		
Committee Chair	Councillor Muhammad Sadiq		
Report From	Spencer Palmer, Strategic Director of Environment, Housing and Regeneration		
Report Author(s)	Mark Dalzell, Head of Parks and Open Spaces, 0208 770 4695 Adam Brind, Contract Officer, 0208 770 4316		
Ward(s) Affected	London Borough of Croydon and London Borough of Sutton		
Ambitious for Sutton priorities	Making Informed Choices Keeping People Safe		
Open/Exempt	Open		
Signed		Date	12 November 2021

1 Summary

- 1.1 The report provides an update on management and maintenance of the cemetery, including arrangements to minimise the impact of Coronavirus. It includes an update on work previously approved, including tree planting, landscape maintenance, boundary fence replacement and redecoration of the chapel. Recommendations for further work are detailed for consideration.

2 Recommendation(s)

- 2.1 To approve funding of £12,000 to plant and water a further 20 trees within the cemetery over the next 3 years.
- 2.2 To approve funding of up to £5,000 for specialist services related to making new grave spaces available.
- 2.3 To approve funding of £3,000 for shrub planting on the Plough Lane boundary.
- 2.4 To approve funding not to exceed £5,000 to provide hard surface access to the old mortuary building.

3 Background and Key Information

- 3.1 The committee previously approved funding for various landscape improvements, fence replacement and redecoration of the chapel. These works have now been completed.

Update on the Cemetery Boundary Fences and Landscape works

- 3.2 In preparation for replacement of the Plough Lane boundary fence, during spring 2020 shrubs and trees were pruned back to allow access and avoid damage to the new fence. Leaves, ivy, brambles and fly-tipped rubbish was cleared away from under the shrubbery. The fence installation was delayed due to Covid causing a lack of suitable materials, but this work has now been completed.

Tree Planting

- 3.3 As agreed by committee, 10 Cherry trees were planted in winter 2019/20 and 10 more in winter 2020/21. A further 10 will be planted this coming winter. There are many more planting positions where trees have been lost over the years and it is recommended that the committee approves further funding for tree planting over the following 2 years. At a cost of £600 a tree approximately, the Committee would need to allocate £6,000 a year for 10 trees to be planted each year. The cost includes supply, planting and watering for 3 years to aid establishment. The scheme total would be £12,000 over 2 years.

Decoration of the Chapel

- 3.4 Redecoration of the chapel interior including sanding and polishing of all woodwork and parquet floor and replacement of the carpet has been completed. The chapel has been reopened for use and is now a much more welcoming space.



Landscape works and the possibility of new grave spaces

- 3.5 The land close to the boundary with Plough Lane Close has been cleared to the fenceline. Ivy was removed from the fence, brambles were grubbed out and excess soil left over from grave digging has been removed. This has opened up the land and allows for survey work to be carried out to assess the viability of using some of this land for future burials.
- 3.6 If the Committee wishes to pursue plans for additional new grave space in this area, the next steps would be to check for utilities and undertake a tree survey to identify whether trees in this area would need to be removed if the land was to be used for new burials. The Committee is requested to authorise use of up to £5,000 to buy in specialist services related to this work (legal, surveyors services etc) as required.
- 3.7 Committee is recommended to consider refreshing the planting on the Plough Lane boundary to gap up the existing shrubbery. This area has a number of evergreen shrubs planted under the trees to provide an attractive appearance and screen the cemetery from the busy road. Additional shrubs would help to maintain this screen. It is recommended that £3,000 is made available for this replanting, to be carried out over the next two planting seasons.
- 3.8 The Old Mortuary building is currently used as a tool and machinery store for the cemetery contractor. However the access path is not wide enough to allow proper access and as a result there is unsightly damage caused to adjacent grass areas. It is recommended that the path is widened and an all weather surface is provided at this location. Committee is requested to fund works of up to £5,000 for this improvement.
- 3.9 The majority of the work proposed including tree planting, widening of the path and shrub planting would be done through existing Council contracts. If specialist services are required, the procurement portal would be used to obtain competitive quotes.

Impact of Coronavirus on cemetery operations

- 3.10 The cemetery has been busier during 2021 and 2020 than in 2019, with various peaks in demand, but the number of funerals overall was not exceptionally high. Operating hours have returned to normal and graveside services no longer have restrictions on the number of mourners. The chapel is available for use again albeit with a reduced number of mourners (currently 18 max) to ensure social distancing. The table below shows the number of burials by year from 2015 to 2020.

Number of Burials by year at Bandon Hill Cemetery	
2015	178
2016	175
2017	166
2018	162
2019	149
2020	172
2021 (to mid Oct)	143

4 Benefits to Sutton and its Residents

- 4.1 Carrying out essential maintenance and improvements benefits visitors and families who attend services in the chapel and have family plots within the cemetery. Keeping the cemetery in good repair means that neighbours and passersby see a well cared for and safe environment.
- 4.2 Planting of trees and shrubs provides environmental benefits. Increasing tree cover helps to mitigate against increasing summer temperatures in urban areas and provides much needed habitat for wildlife.
- 4.3 The cemetery is a key element of traditional community infrastructure and good maintenance will ensure it remains an asset for many years to come.

5 Implications

- 5.1 Continuing to improve and restore the cemetery reduces complaints and the likelihood of accidents due to unsafe and uneven surfaces. Ensuring the cemetery is well maintained also encourages use of the chapel, and cemetery facilities, bringing income to pay for future repair and maintenance.

6 Finance and Legal Commentary

Finance Comment

- 6.1 The reserves held by the Bandon Hill Committee totalled £459,792 as at 31 March 2020 which are considered to be adequate. The purpose of generating a small surplus and generating a reserve was that can be invested and used to maintain the Cemetery.

- 6.2 The proposals from this report contain commitments totalling £25,000 (£12,000 for tree planting will be spent over three years) and will not materially affect the financial position of the Cemetery.
- 6.3 At the next committee meeting, the Treasurer will provide an update on the 2020/21 outturn (final or provisional depending on when final sign off from the Council's appointed external auditors is granted) and will recommend the budgets and the level of fees and charges for the financial year 2022/23.

Financial Risks

- 6.4 The financial risks of entering into these new financial commitments are outweighed by the risks to the service of not carrying out the works. In the event that the cemetery would end the 20/21 financial year with a deficit, as stated in 6.1, there is an adequate level of reserves to cover it.

Legal Comment

- 6.5 The owners of the cemetery are both the London Borough of Sutton and London Borough of Croydon ("Councils") in their capacity as Joint Burial Authorities. The Bandon Hill Cemetery Joint Committee was set up by both Councils to jointly manage the cemetery, which has been maintained jointly since circa 1965.
- 6.6 Burial Authorities have wide powers for the management, regulation and control of a cemetery under the Local Authorities Cemetery Order 1977. Regulation 4 provides that local authority cemeteries must be kept in good order and repair; including buildings, walls and fences. S.214 of the Local Government Act 1972 provides Burial Authorities with a discretionary power to contribute towards the provision or maintenance of burial grounds.
- 6.7 The Councils also have responsibilities as an "occupier" to members of the public on the premises under section 4 of the Health and Safety at Work Act 1974 and the works to the chapel and indeed the surroundings could well be considered necessary to ensure the health and safety of the public and those attending services.
- 6.8 The proposed procurement is for approximately £25,000 and therefore the full procurement regime of the Public Contract Regulations 2015 does not apply. Nor would the reporting provisions of Chapter 8 of the PCR 2015 as the procurement is less than £25,000.

Legal Risks

- 6.9 None at present.

7 Appendices and Background Documents

7.1 Appendices

Appendix Letter	Appendix Title
N/A	N/A

7.2 Background Documents

Date of Expiry	Background Document
N/A	None

8 Consultations

Consultees	Yes/No	Officer	Date of Comments
Finance	Yes	Miguel Fernandez Head of Financial Reporting and Business Partnering	08/06/2021
Legal	Yes	Property and Commercial Team South London Legal Partnership	10/06/2021
Others	No	N/A	N/A
EQIA	No	N/A	N/A