

# **Merton and Sutton Joint Cemetery Board**

## **Membership:**

### **Merton Council**

Stan Anderson

Margaret Brierly

Gam Gurung

Rod Scott (Chair)

Geraldine Stanford

### **Sutton Council:**

Malcolm Brown

Dave Callaghan (vice-Chair)

Stephen Fenwick

Peter Geiringer

Roger Thistle

A meeting of the Board will be held on:

**Date: 13 June 2012**

**Time: 19:15**

**Venue: The Chapel, Merton and Sutton Joint Cemetery, Garth Road,  
Morden, Surrey**

**The annual inspection will take place from 18:30 – would members  
please meet at the Chapel.**

# **Merton and Sutton Joint Cemetery Board**

## **13 June 2012**

1. Election of Chair for 2012-13 (Sutton)
2. Declarations of interest
3. Apologies for absence
4. Election of vice-chair for 2012-13 (Merton)
5. Minutes of the meeting held on 7 February 2012 3
6. Annual Governance Statement 2011-12 5
7. Abstract of Accounts 2011-12 11
8. Interment statistics 35
9. Front entrance improvements and bearer beams installation 37

To resolve that the public are excluded from the meeting for the following item of business on the grounds that it discloses information relating to the financial and business affairs of the Board.

10. Capital Spending and Cost (circulated to members separately)

It is anticipated that there will be further matters to be considered by the Board at this meeting and these will be published as soon as they are received.

MERTON AND SUTTON JOINT CEMETERY BOARD  
7 FEBRUARY 2012

(17:30 TO 19:05)

PRESENT: Merton  
Councillors Rod Scott (Chair), Margaret Brierly, Nick Draper  
and Geraldine Stanford  
Sutton  
Councillors Dave Callaghan (vice-Chair) and Roger Thistle

Mark Robinson (Registrar), Zoe Church (Treasurer), Colin  
Millar (Clerk)

James McGinlay (Head of Sustainable Communities – LB  
Merton), Doug Napier (Leisure and Culture Greenspaces  
Manager – LB Merton), Mark Humphries (Assistant Director  
Infrastructure and Transactions – LB Merton), Richard  
Ladbrook (Project Manager – LB Merton)

ALSO PRESENT: Terry Downes (Cemetery Supervisor – LB Merton) attended in  
his capacity as an employee, staff side representative and  
shop steward.

Mark Waldron (Cemetery Supervisor – MSJCB) attended in his  
capacity as an employee of the Board.

1 DECLARATIONS OF INTEREST (Agenda item 1)

None were made

2 APOLOGIES FOR ABSENCE (Agenda item 2)

Councillor Stan Anderson, Howard Joy (Surveyor)

3 BUDGET MONITORING 2011/12 AND REVENUE ESTIMATES 2012/22  
(Agenda item 4)

A revised appendix J was circulated.

The treasurer confirmed that Sutton and Merton had similar population trends in  
terms of age profiles. Councillor Callaghan pointed out that Sutton was less  
ethnically diverse than Merton.

Terry Downes addressed the Board and raised concerns that the position regarding  
the Board's supervisor had not been properly addressed in the report which went to  
Merton's Cabinet meeting. He was also concerned that the proposals to reduce  
supervisory levels and increase fees and charges would be counter-productive.

Members agreed to defer writing to the constituent authorities in respect of possible  
future precepting to allow further work to be done to identify ways to avoid precepting  
through increased fees and charges.

MERTON AND SUTTON JOINT CEMETERY BOARD  
7 FEBRUARY 2012

It was agreed that a special meeting would be arranged to discuss the proposals at paragraph 4.2.2 of the report. Officers were asked to clarify the position regarding the Board's supervisor including employment status, pension issues and service tenancy. Members also asked that officers consider the possibility of a joint service covering the Board's and the constituent authorities cemetery services.

The Board asked officers to consult with Sutton counterparts on the approach being adopted on risk management to ensure that Sutton was agreeable to this approach.

RESOLVED:

1. That the current budgetary position for 2011/12 based on the third quarter's monitoring be noted.
2. The Revenue Estimates for 2012/13 as submitted be approved and subsequent years estimates be noted.
3. That the precepts for the financial year ended 31 March 2013 be set at zero.
4. The board note that approximately 260 interments are required per annum to provide income sufficient to fund the full cost of the loan.
5. That the scale of fees and charges detailed within Appendix E are approved.
6. That the Board review the use of the remaining land holding at its annual meeting to determine if additional rental income could be generated .
7. That the Board establishes its annual meeting in June 2012 to ensure that information is despatched to Merton's External Auditors by 30<sup>th</sup> June 2012.
8. That the Board adopt Merton's approach to risk management (subject to consultation with relevant Sutton Council officers) and agrees to review their risk register at each meeting.
9. That the Board review the Draft Risk Register attached as Appendix L and feed back to the next meeting of the Board in February/March 2012.

4 EXCLUSION OF THE PUBLIC

RESOLVED: That the public are excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information relating to the financial and business affairs of an individual.

5 UPDATED PROGRESS REPORT FOR THE CEMETERY EXTENSION  
(Agenda item 5)

The Board noted that a further report would be brought to the Annual Meeting of the Board in June.