

**Committee: MERTON AND SUTTON JOINT CEMETERY BOARD**

**Date: Feb 2021**

**Wards; Borough Wide Merton and Sutton**

**Subject: Contractor Report**

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1. That Members review the information and note the content of the report.
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## **1. Purpose of the Report and Executive Summary**

1.1 This report to the Board reviews the activity from May 2020 to December 2020 and details the work activity for this period. It is intended that a report is presented to each meeting of the Board covering key areas of activity.

1.2 The report will cover the following areas.

1.2.1 Key performance activity

1.2.2 Complaints and compliments

1.2.3 Income

## **2. Details**

### **2.1 Key Performance Activity**

#### *2.1.1 Grounds Maintenance*

Scheduled works continued with a focus on critical tasks such as grass cutting, burials, topping up graves, and maintaining the planting and upkeep service.

#### *Cemetery Bins Replacement*

Idverde wish to replace the existing bins with nine black metal 1100 litre wheelie bins. They will be placed in prominent areas to be emptied by Veolia once a week. Frequency of emptying can be increased for Christmas, Easter and or Mothering Sunday. Wheelie bins are now used at London Road Cemetery, Sutton Cemetery and Bandon Hill Cemetery.

#### *Health and Safety Audit of Headstone Testing*

This has been suspended by Merton until further notice.

#### *New Bearer Beams/Replacement*

No further work has taken place at the cemetery since the previous Board meeting. The project is run by Merton's Facilities Management team.

New beams are now urgently required on the existing general Muslim section BX.

### *Sections*

The general Muslim Section BX is running out of graves. Section KX is now required for general Muslim burials to continue on from BX. New beams will be required on KX

See appendix 3 for MSJC section map

### *Roads and footpaths*

Many of the internal roads and footpaths are in need of major work and or replacement. There used to be a rolling programme for this.

### *Burial numbers*

See appendix 2 for Burial numbers.

### *Staff*

During COVID 19 the full static MSJC staff resource remained at the cemetery. In addition to this, two additional staff were redeployed from the GM element of the contract.

### *COVID 19.*

The number of mourners increased from ten to twenty which still allows for social distancing at the grave side.

The chapel reopened for services. Seating has been restricted to allow twenty mourners for social distancing. Hand sanitizer stations are placed at the entrance. A bluetooth speaker is available for families to play music through via smart phones.

Instructions on using the chapel are given to Funeral Directors when a service is arranged.

## **2.2 Complaints and Compliments**

### 2.2.1 Complaints of detailed

Number	Reason
2	A number of complaints regarding the numbers of mourners allowed to attend the burial. This has now been increased to twenty from ten.

### 2.2.2 Summary of Compliment

Number	Reason
20	Various compliments ranging from the helpful advice and support from the cemetery office and cemetery staff during COVID 19.

## **2.3 Income**

2.3.1 See Appendix 2: income figures January 2020 to 18<sup>th</sup> December 2020

## **4. Consultation undertaken or proposed**

4.1 None for the purposes of this report.

## **5. Timetable**

5.1 None for the purposes of this report.

## **6. Financial, resource and property implications**

6.1 As contained in the body of the report.

## **7. Legal and statutory implications**

7.1 None for the purposes of this report.

## **8. Human rights, equalities and community cohesion implications**

8.1 None for the purposes of this report.

## **9. Risk management and health and safety implications**

9.1 Considered within the Client Side Report.

## **10. Appendices**

<b><u>Appendices</u></b>	1. Burial numbers for January 2020 to December 2020 2. Income for January 2020 to 18 <sup>th</sup> December 2020 3. Section map of MSJC
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**Wards: Borough Wide Merton and Sutton****Subject:** INTERMENTS**Lead officer:** Mark Robinson

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 Details of interment statistics are provided below
 

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DETAILS

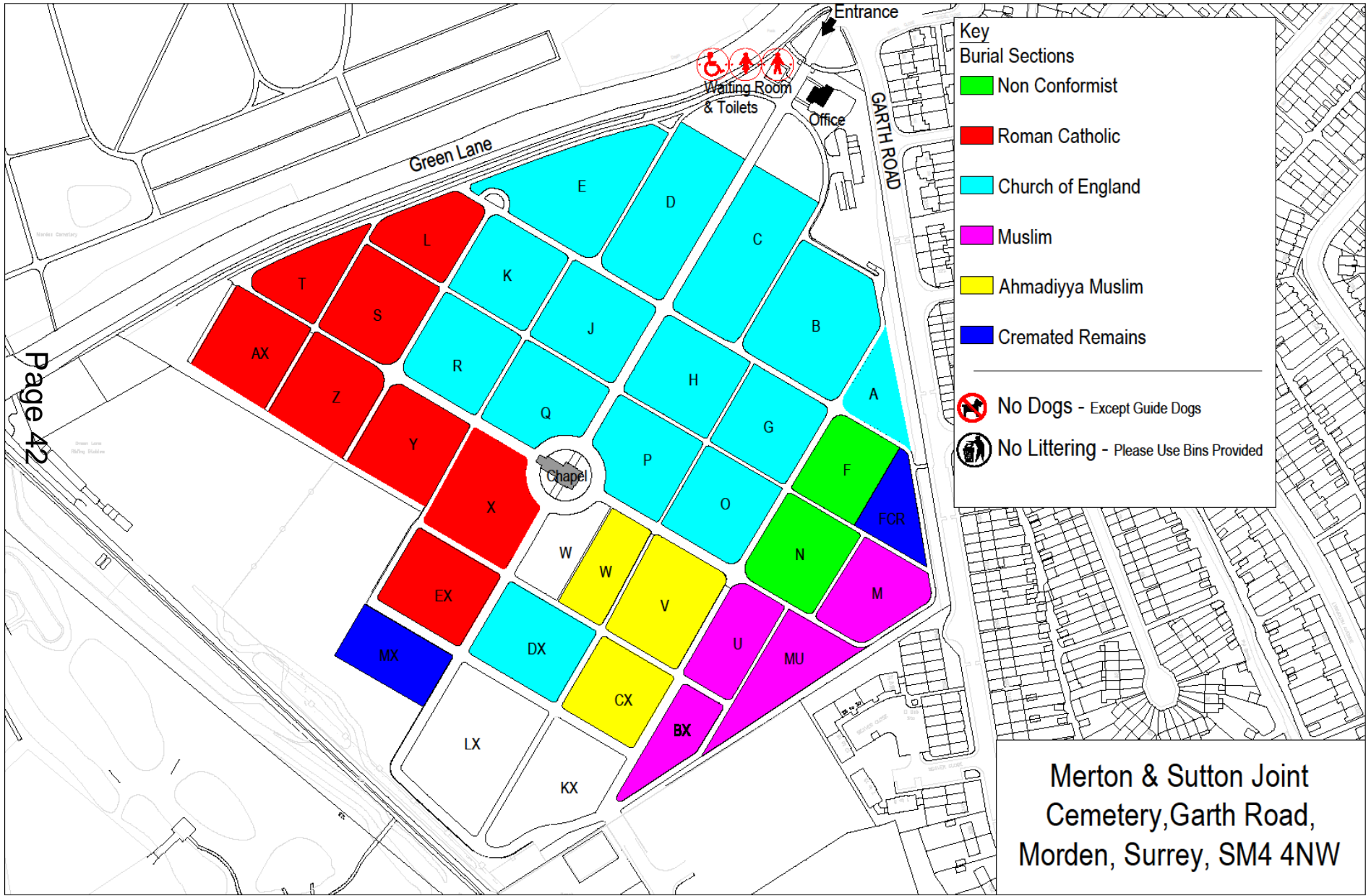
## 1.1 Burial numbers for the period January 2020 to December 2020

	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
January	19	25	21	23	22
February	16	13	26	16	25
March	23	13	26	22	20
April	47	15	23	14	18
May	30	28	21	27	21
June	16	18	17	23	26
July	25	13	15	19	12
August	23	19	25	18	15
September	20	17	21	24	15
October	20	19	22	18	26
November	10	13	21	18	19
December	20	12	18	14	24
<b>TOTAL</b>	<b>269</b>	<b>205</b>	<b>256</b>	<b>236</b>	<b>243</b>

## Merton &amp; Sutton Joint Cemetery Income January 1st 2020 to December 18th 2020

**It is important to note that due to approved banking protocols it is only possible at this point in time to confirm December income from 1<sup>st</sup> December to 18<sup>th</sup> December inclusive. All monthly income totals will be fully reconciled at contract year end**

<b>MSJC</b>	<b>Jun-20</b>	<b>Jul-20</b>	<b>Aug-20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov-20</b>	<b>Dec-20</b>
Burial Fee	£51,625	£77,225	£47,935	£56,138	£42,145	£48,715	£50,652
Memorial Permit	£3,448	£2,898	£3,660	£1,434	£3,853	£5,162	£1,725
Planting and upkeep	£104	£52	£52	£52	£52	£52	£52
Transfer	£739	£524	£478	£1,170	£742	£321	£321
Grave lease extension				£980			£980
<b>Total</b>	<b>£55,916</b>	<b>£80,699</b>	<b>£52,125</b>	<b>£59,774</b>	<b>£46,792</b>	<b>£54,250</b>	<b>£53,730</b>





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