

Bandon Hill Cemetery Joint Committee

24 June 2019

6.30 pm at the

Cemetery Chapel, Plough Lane, Wallington



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

Chair: Councillor Edward Joyce

Vice-Chair:

Councillors: 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 Stuart Collins 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, 14 June 2019

Enquiries to: Cathy Hayward, 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. Minutes of the last meeting

3 - 6

To approve as a correct record the minutes of the meeting held on 26 November 2019.

5. Election of the Chair and Vice Chair

6. Report of the Treasurer on the financial outturn for 2018/19

7 - 16

Following the end of the financial year a report detailing the financial outturn for the Cemetery is presented to committee for approval.

7. Report of the Surveyor

17 - 20

This report provides background and recommendations for Committee to consider. Committee is asked to formally agree to make the trialled parking and access arrangements permanent. In addition the report highlights a number of maintenance and repair issues and provides costed plans to address them. Committee is asked to agree expenditure for replacement of the front boundary fence, for tree planting, landscape maintenance works including removal of overgrown conifer trees and to note progress on other maintenance issues.

8. Any urgent items brought forward at the discretion of the Chair

Urgent items at the discretion of the Chair - 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.

9. Exclusion of the press and public

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

“That the public 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 3 Schedule 12A of the Local Government Act 1972.”

10. Date of next meeting

The next meeting of the Committee is to be confirmed.

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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
26 November 2018**

BANDON HILL CEMETERY JOINT COMMITTEE

26 November 2018 at 6.30 pm

MEMBERS: Councillor Edward Joyce, London Borough of Sutton (Chair)

Councillor Muhammad Sadiq, London Borough of Sutton
Councillor Stuart King, London Borough of Croydon
Councillor Hamida Ali, London Borough of Croydon

ABSENT: Councillor Joyce Melican, London Borough of Sutton
Councillor Stuart Collins, London Borough of Croydon
Councillor Alison Butler, London Borough of Croydon
Councillor Oliver Lewis, London Borough of Croydon

8. WELCOME AND INTRODUCTIONS

The Chair, Councillor Edward Joyce welcomed attendees.

9. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Joyce Melican, Councillor Jake Short attended as a substitute. Apologies were also received from Councillors Stuart Collins, Alison Butler and Oliver Lewis.

10. DECLARATIONS OF INTEREST

There were no declarations of interest.

11. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 24 July 2018 were approved and signed by the Chair.

12. REPORT OF THE TREASURER

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

There were no further questions from Members of the Committee.

RESOLVED that:

1. The budget for 2019/20 be approved as outlined in Appendix A of the report.
2. The fees and charges rise by 2% for 2018/19 in line with inflation be approved.

13. REPORT OF THE SURVEYOR

Mark Dalzell, Head of Neighbourhood services provided an update.

The main points raised were:

- The majority of the Bandon Hill Cemetery land was previously unregistered. Registration of all the Bandon Hill Cemetery has now been completed at the Land Registry. This has created benefits such as in arranging leases to third parties.
- Bandon Hill Cemetery has been included in the encampment and flytipping injunction covering most of the Sutton Council's land interests as a precautionary measure to help discourage inappropriate behaviour on the cemetery's land.
- Quotes have been obtained for redecoration of the public toilets due to the value of the work further quotes are being sought.
- The cemetery war memorial and surrounds were tidied for the Sunday 11 November remembrance.
- The Grounds Maintenance contractor delivered to standard over the late summer and autumn period. Leaf clearance was arranged to tidy the paths and lawns when most leaves were off the trees.
- New large enclosed bins have been installed which are emptied approximately fortnightly. The bins are emptied mechanically which has improved safety for staff. The bins have a lid so litter is contained and has not blown out of the bins on windy days.
- Locking, Idverde now open the main gates at 8am and the rear pedestrian gate shortly afterward. The rear gate is locked when staff leave the site at around 4pm and the cemetery closes at 4.30pm during the winter.
- The project to commemorate the Commonwealth War Graves in the borough is almost complete. Interpretative boards will be installed in both Sutton Cemetery and Bandon Hill Cemetery. The panels are A1 size (594mm h x 841mm w) and have two plinth legs. A board will be located close to the cemetery entrance adjacent to the welcome sign.

Members asked about the timescale for the works to the toilets, the Head of Neighbourhoods reported the works should be completed before the next meeting of this Committee.

On Sundays the vehicle gates are closed as concerns had been raised about safety due to the narrow roads and people tending roadside graves. As trial on Mother's Day 2018, the vehicle gates were opened which allowed anyone infirm to reach graves by vehicle. Councillors reported that they had not received any complaints following this trial. It was suggested that the trial is continued on each Sunday for six months and the outcome reported to the next meeting of this Committee.

The Head of Neighbourhoods explained that work is being completed to create an easier way of opening the bins such as a hatch in the side of the bin, the lids are reported to be heavy to open.

Bandon Hill Cemetery Joint Committee
26 November 2018

It was confirmed by the Head of Neighbourhoods that the garage on site located in the old yard is not leased a present.

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

There were no urgent items.


15. DATE OF NEXT MEETING

To be confirmed.

The meeting ended at 6.50 pm

Chair:
Date:

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Report to:	Bandon Hill Cemetery Joint Committee	Date:	24 June 2019
Report title:	Report of the Treasurer on the financial outturn for 2018/19		
Report from:	Richard Simpson, Strategic Director, Resources		
Ward/Areas affected:	London Boroughs of Croydon & Sutton		
Chair of Committee/Lead Member:	Councillor Edward Joyce		
Author(s)/Contact Number(s):	Solomon Akuffo, Head of Finance, Financial Engagement and Advice 020 8547 5683		
Corporate Plan Priorities:	<ul style="list-style-type: none"> • A Smart Council 		
Open/Exempt:	Open		
Signed:		Date:	13 June 2019

1. Summary

- 1.1 This report details the financial outturn for Bandon Hill Joint Cemetery for the 2018/19 financial year.

2. Recommendations

The Bandon Hill Cemetery Joint Committee is recommended to:

- 2.1 Approve the Comprehensive Income & Expenditure Account (Appendix A), the Balance Sheet (Appendix B) and the Movement in Reserves (Appendix C).
- 2.2 Approve the transfer of the surplus generated during the 2018/19 financial year of £64,897 to Reserves.

3. Background

- 3.1 Following the end of the financial year a report detailing the financial outturn for the Cemetery is presented to committee for approval.
- 3.2 From 1 April 2015 any expenditure overseen by a joint committee will only be subject to a statutory audit as part of the main accounts of constituent audited bodies. This means the external audit of the Bandon Hill Joint Cemetery will be covered by the external audit of the London Borough of Sutton's accounts.

4. Issues

Financial Outturn

- 4.1 A revenue surplus of £64,897 was achieved in the financial year 2018/19. This compares to a deficit of £64,328 in 2017/18. The main reason for the surplus in this financial year was that unlike 2017/18 no payment was made to the Cemetery Pension fund due to the implementation of the Idverde Contract which commenced on 1 February 2017 replacing the salary and maintenance costs of the cemetery.
- 4.2 The surplus of £64,897 will be transferred to reserves and will result in a general reserve balance of £365,255 as at 31 March 2019.
- 4.3 The comprehensive income and expenditure account (Appendix A) shows a surplus of £64,897, 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 £64,897.
- 4.4 Concern was raised at a Committee meeting in July 2006 regarding the funding of maintenance once all burial spaces are used up and an annual income can no longer be generated. 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 surplus that can be invested and used in the future to maintain the Cemetery. The current reserves will be set aside for this purpose or to meet any unforeseen expenditure in the future.
- 4.5 The London Borough of Sutton Head of Internal Audit has examined the Bandon Hill Cemetery statements of account for 2018/19. 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 statement of account for 2018/19 are in accordance with its financial records.

Pension Liabilities

- 4.6 Organisations which are admission bodies within a Pension Fund cease when they no longer have any active members within the Pension Fund. This happens for a number of reasons, typically: a) The last active member of the Fund has left/retired, and the employer does not wish to admit any more employees. b) The relevant employees are transferring to another employer

(e.g. because the employer lost the contract). c) The employer ceases to exist (e.g. goes into liquidation or is subsumed into another organisation). When an employer ceases, the Regulations require that a cessation valuation is carried out. The purpose of a cessation valuation is to determine the level of any surplus or deficit in an employer's share of the Fund as at the date the employer leaves the Fund.

- 4.7 Following the decision for Idverde to take on the day to day management of the cemetery there are no longer any members of staff employed directly by the cemetery. Because of this it was necessary to carry out a cessation valuation for Bandon Hill.
- 4.8 The valuation concluded that there was a deficit of £104,000 attributable to Bandon Hill Cemetery's Pension Fund which was paid in full from the reserves during the 2017/18 financial year. Following this payment there will be no future liabilities attributable to the Joint cemetery, pension payments will continue to be paid as normal.

5. Impacts and Implications

Financial

- 5.1 Financial implications are included within the report

Legal

- 5.2 There are no direct legal implications.

6. Appendices and Background Documents

Appendix letter	Title
A	Comprehensive Income & Expenditure Account
B	Balance sheet as at 31 March 2018
C	Movement in Reserves Statement

Background documents
None

Audit Trail		
Version	Final	Date:13 June 2018
Consultation with other officers		
Finance	Yes	Solomon Akuffo
Legal	Yes	Fabiola Hickson
Equality Impact Assessment required?	No	N/A

Bandon Hill Cemetery		
Comprehensive Income and Expenditure Account 2018/19		
2017/18		2018/19
(£)		(£)
	Income	
223,264	Fees and Charges	221,886
0	Movement in market value of Investment Properties	0
223,264	Total Income	221,886
	Expenditure	
(104,000)	Staffing costs	0
(149,611)	Premises related including Grounds maintenance	(125,342)
0	Transport Costs	0
(1,390)	Equipment and Materials	
0	Third Party payments – Legal Costs	0
(1,091)	Third Party Payments – Construction and Property	(247)
(12,000)	Support Costs (detailed in appendix D)	(12,000)
0	Impairment on Land Value	0
(19,500)	Depreciation	(19,400)
(287,592)	Total Expenditure	(156,989)
(64,328)	Net Cost of Services	64,897
0	Bank Interest	0
(64,328)	<u>Net Surplus/(Deficit) for the Year</u>	64,897
0	Net (Surplus) arising on Revaluation of Property Plant and Equipment Assets	0
0	Actuarial Gains/(Losses) on Pension fund assets and liabilities	0
0	Other Comprehensive Income and Expenditure	0
(64,328)	Total Comprehensive Income and Expenditure	64,897

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BANDON HILL CEMETERY Balance Sheet as at 31 March 2019			
2017/18		2018/19	
(£)		(£)	(£)
	Non current assets		
197,000	Property Plant and Equipment	197,000	
878,900	- Infrastructure Assets	859,500	
45,000	- Other Land and Buildings	45,000	
1,120,900	Investment Properties		1,101,500
	Total non-current assets		
	Current Assets		
0	Debtors	0	
223,911	Cash Balances at:-	309,324	
2,000	- High Interest Deposit Account	2,000	
295,814	- Bank Current Account	284,131	
521,725	accrued cash receipts		595,456
	- Investment at LB Sutton		
	Total current assets		
	Current liabilities		
90,852	London Borough of Sutton	80,286	
0	Sundry Creditors		80,286
90,852	Total current liabilities		
1,551,773	Net Assets		1,616,670
	REPRESENTED BY: -		
	Non-Usable Reserves		
311,700	Capital Adjustment Account	310,200	
809,200	Revaluation Reserve	791,300	1,101,500
	Usable Reserves		
136,000	Capital Fund Reserve		136,000
13,915	Revenue Reserve		13,915
280,958	General Reserve		365,255
£1,551,773	Total Reserves		£1,616,670

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BANDON HILL CEMETERY
MOVEMENT IN RESERVES STATEMENT
FOR THE YEAR ENDED 31 MARCH 2018 and 31 MARCH 2019

	General Fund Balance £	Earmarked GF Reserves £	Total Usable Reserves £	Unusable Reserves £	Total Authority Reserves £
Balance at 31 March 2017	325,786	149,915	475,701	1,036,400	1,512,101
Surplus or (deficit) on provision of services (accounting basis)	(64,328)		(64,328)	0	(64,328)
Other Comprehensive Expenditure and Income	0	0	0		0
Total Comprehensive Income and Expenditure	(64,328)	0	(64,328)	0	(64,328)
Adjustments Between Accounting basis & funding basis under regulations	19,500		19,500	(19,500)	0
Net Increase / Decrease before Transfers to Earmarked Reserves	(44,828)	0	(44,828)	(19,500)	(64,328)
Transfers to / from Earmarked Reserves	0	0	0	104,000	104,000
Increase / Decrease in Year	(44,828)	0	(44,828)	84,500	39,672
Balance at 31 March 2018 carried forward	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	365,255	149,915	515,170	1,101,500	1,616,670

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Report to:	Bandon Hill Cemetery Joint Committee	Date:	24 June 2019
Report title:	Report of the Surveyor		
Report from:	Mary Morrissey, Strategic Director - Environment, Housing and Regeneration		
Ward/Areas affected:	All wards		
Chair of Committee/Lead Member:	Councillor Edward Joyce		
Author(s)/Contact Number(s):	Mark Dalzell - Head of Parks and Open Spaces - 0208 770 4695		
Corporate Plan Priorities:	<ul style="list-style-type: none"> • Making Informed Choices • Keeping People Safe 		
Open/Exempt:	Open		
Signed:		Date:	14 June 2019

1. Summary

- 1.1. This report provides background and recommendations for Committee to consider. Committee is asked to formally agree to make the trialled parking and access arrangements permanent. In addition the report highlights a number of maintenance and repair issues and provides costed plans to address them. Committee is asked to agree expenditure for replacement of the front boundary fence, for tree planting, landscape maintenance works including removal of overgrown conifer trees and to note progress on other maintenance issues.

2. Recommendations

The Bandon Hill Cemetery Committee is recommended:

- 2.1. To agree that the cemetery opening arrangement allowing greater vehicle access at weekends and Bank Holidays is adopted as standard practice.
- 2.2. To agree to fund the replacement of the wooden fence to the front boundary, using pressure treated softwood with an acorn motif, to improve the appearance and security of the cemetery and to continue to repair the fences on the other boundaries.
- 2.3. To agree to fund addition landscape maintenance and improvement on the front boundary following replacement of the fence at a value not to exceed £5,000.

- 2.4. To agree to fund 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.

3. Issues

Management and maintenance update

Access arrangements

- 3.1. On Sundays the vehicle gates were usually closed as concerns had been raised about safety due to the narrow roads and people tending roadside graves. As a trial on Mother's Day 2018, the vehicle gates were opened which allowed anyone infirm to reach graves by vehicle. Councillors reported that they had not received any complaints following this trial. It was suggested that the trial continued each Sunday for six months. This arrangement has continued since that time without complaint from cemetery visitors. The Committee is now asked to agree to continue with this arrangement as standard practice.

Cemetery boundary fences

- 3.2. There have been a number of concerns raised by cemetery visitors recently about the condition of the cemetery fences, in particular the fence on the Plough Lane boundary to the junction with Plough Lane Close. Inspection shows that the wooden fence is becoming rotten with many missing palings and deteriorating posts. It would be poor value to continue replacing individual components as the life of the fence is limited by the poor condition of the structural components.
- 3.3. Estimated costs for three options to replace this boundary fence have been obtained.
- To replace like for like in Oak would cost approximately £37,000
 - To replace with soft wood pressure treated tanalised wood would cost approximately £27,000.00
 - To replace with a pressure treated tanalised Wood with different shape "acorn style" top would cost approximately £17,000.00
- 3.4. It is recommended that tanalised softwood with an oak motif is used which is the lowest cost option. This wood is machine finished and then pressure treated so that all sawn ends are tanalised to reduce rot and prolong the life of the fence. Treated softwood is likely to last as long as modern oak, which is variable in quality.
- 3.5. In all cases the contractor will attach the wooden posts to concrete posts and spurs to provide a long life and secure support.
- 3.6. These prices allow for cutting back trees and shrubs to allow access for work only. It is suggested that Committee should also set aside up to a further £3,000 for work to remove ivy

and brambles and to prune and replant shrubs and trees on the boundary. This will help protect the fence from damage by overgrowth and maintain an attractive appearance.

Cemetery toilets redecoration

- 3.7. As discussed at the last Committee meeting, quotes were obtained for the redecoration of the toilets. The interior of the toilets has since been repainted and the work has been completed to a good standard.

Tree inspections and planting.

- 3.8. The cemetery tree inspections are due to be carried out this year during August. Following survey the Arboricultural Officer will order tree works as required to maintain tree safety. In particular trees on the Queenswood Avenue boundary will be closely inspected as they are mature and close to residential properties. In time these will need to be removed as they are nearing the end of their life.
- 3.9. It is recommended that ten replacement trees are planted each year for at least the next three years to ensure the character of the cemetery is preserved. Trees of a reasonable size and quality cost approximately £250 a tree which also includes planting and water for the first three years.

Cemetery memorial topple testing inspections

- 3.10. The programme of topple testing inspections is due to commence again this year. Notices advising of the work have been posted at the cemetery and on Sutton Council's website. In line with current government guidelines, testing will now be done by hand test not using a topple testing device. Records will be kept of the process.
- 3.11. Headstones found to be unstable will be supported with stakes and bracing straps where possible. The grave owners will then be contacted and asked to arrange repair of their headstone. Only in cases where no other option is possible will headstones be laid down, or moved to storage, pending repair by the owner.

Landscape issues

- 3.12. Officers have noted that box moth is present in the cemetery and it has defoliated shrubs including some on the main drive. It is recommended that the box shrub is pruned heavily to tidy this area up.
- 3.13. There are several overgrown conifer trees on plots within the cemetery originally planted by grave owners and an overly tall conifer hedge, near the entrance to the cemetery to the right of the main drive, that is growing into the cherry trees and making the entrance dark and unwelcoming. It is recommended that these conifers are removed. The cost of this work should not exceed £1,500.

4. Financial

- 4.1. The recommended options presented assume the service will operate on a full cost recovery basis.
- 4.2. All costs will be met from the accumulated balances of Bandon Hill. If agreed the works will be cost neutral to the authority

5. Legal

- 5.1. The tree work and landscaping will be done under existing Framework Agreements so there is no requirement to ask for quotations and three quotes will be obtained for the fencing as required.

6. Appendices and Background Documents

Appendix letter	Title
None	

Background documents
None

Audit Trail		
Version	Final	Mary Morrissey
Consultation with other officers		
Finance	Yes	Steven Watts
Legal	Yes	John Cheetham
Equality Impact Assessment required?	N/A	