

# Merton and Sutton Joint Cemetery Board Agenda

## **Membership**

### **Councillors:**

Agatha Mary Akyigyina  
Nick Draper  
Nick Emmerson  
Trish Fivey  
Richard Marston  
Geraldine Stanford  
Graham Whitham  
David Williams  
Jill West

### **Substitute Members:**

Councillor:  
Adrian Davey

**Date: Friday 15 July 2016**

**Time: 2pm (Annual Inspection), 2.30 pm (Annual meeting)**

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

This is a public meeting and attendance by the public is encouraged and welcomed.  
For more information about the agenda please contact  
[democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) or telephone [020 8545 3616](tel:02085453616).

All Press contacts: [press@merton.gov.uk](mailto:press@merton.gov.uk), 020 8545 3181

# Merton and Sutton Joint Cemetery Board Agenda

## 15 July 2016

- |   |  |         |
|---|--|---------|
| 1 | Election of Chair and Vice Chair for 2016- 2017  |         |
| 2 | Apologies for Absence  |         |
| 3 | Declarations of Pecuniary Interest   |         |
| 4 | Minutes of the previous Meeting  | 1 - 6   |
| 5 | Appointment of a Clerk to the Board  | 7 - 8   |
| 6 | Abstract of Accounts 2015/2016   | 9 - 32  |
| 7 | Annual Governance Statement 2015/16  | 33 - 44 |
| 8 | Exclusion of the public<br>To RESOLVE that the public are excluded from the meeting during consideration of the following report(s) on the grounds that it is (they are) exempt from disclosure for the reasons stated in the report(s). |         |
| 9 | Update on Future contract for the provision of office administration, grounds maintenance and grave digging services at cemeteries in London Boroughs of Merton and Sutton   | 45 - 50 |

### **Note on declarations of interest**

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

# Agenda Item 4

All minutes are draft until agreed at the next meeting of the committee/panel. To find out the date of the next meeting please check the calendar of events at your local library or online at [www.merton.gov.uk/committee](http://www.merton.gov.uk/committee).

## MERTON AND SUTTON JOINT CEMETERY BOARD

26 FEBRUARY 2016

(2.30 pm - 4.01 pm)

PRESENT Councillors Agatha Mary Akyigyina (LB Merton), Nick Emmerson (LB Sutton), Philip Jones (LB Merton), Richard Marston (Vice Chair, LB Sutton), Geraldine Stanford (LB Merton), Graham Whitham (LB Sutton) and David Williams (LB Merton).

Chris Lee (Director of Environment and Regeneration LB Merton), Zoe Church (Treasurer to the Board), Howard Joy (Surveyor to the Board), Doug Napier (Leisure and Culture Greenspaces Manager - LB Merton), Mark Robinson (Cemeteries Manager and Registrar), Mark Waldron (Cemetery Supervisor), and Chris Pedlow (Clerk to the Board).

### 1 APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Councillor Trish Fivey and Jill West.

### 2 DECLARATIONS OF PECUNIARY INTEREST (Agenda Item 2)

No declarations of pecuniary interest were received.

### 3 MINUTES OF THE PREVIOUS MEETING (Agenda Item 3)

The minutes of the meeting held on 26 June 2016 were agreed as a correct record.

### 4 ELECTION OF A CHAIR (Agenda Item 4)

Following the departure of the current Board's Chair Councillor Joan Henry an election of the Chair was required for the 2015-2016.

Councillor Richard Marston moved, and seconded by Councillor Philip Jones, the nomination of Councillor Agatha Akyigyina.

RESOLVED:

That Councillor Agatha Akyigyina be elected as Chair for the 2015-2016

### 5 GMB UNION ADDRESSING THE BOARD (Agenda Item )

The Chair of the Board invited the GMB - Workplace organiser GMB Terry Downes to address the board to raise concerns. He informed that the Board that their full time workforce had felt misled in terms of the information that they had received from the 'management', over the MSJCB involvement in procurement by the South London

Waste Partnership for 'Lot C' Ground Maintenance Core Work. It had been implied in discussions that the Board had agreed to be involved as part of this procurement exercise, but within the OJEU for 'Lot C', there was no mention of the MSJCB involvement. If they were involved in this exercise the Union would consider challenging the tendering process.

In terms of 'Lot C,' Mr Downes, also questioned what benefit it would be for the Board to be involved in any sort of outsourcing as the cemetery had made a recorded receipt using the current system with high customers' satisfaction.

It was confirmed to Mr Downes, that the Board had made no decision on this point over its involvement or otherwise in 'Lot C'. It was noted that the Board would be considering a report later at this meeting called '*Future Contract for the Provision of Office Administration, Grounds Maintenance and Grave digging services at cemeteries in London Borough of Merton*' and hearing the views of the Union on 'Lot C' was most welcome, timely and had provided them with additional information that would be useful to consider going forward.

## 6 BUDGET MONITORING 2015/2016 AND REVENUE ESTIMATES 2016/17 (Agenda Item 5)

The Board's Treasurer presented the report which detailed the projected outturn for 2015/16 based on the budget monitoring to 31 December 2016 and the revenue estimates for 2015/16. The report also contained the risk register, proposed fees and charges along with a breakdown of employees' costs.

The Board discussed the report and the appendices in detail, and raised a number of actions included:

- What was the car allowance relating to and to whom? The Treasurer stated she did not have that information with her but would supply it for the next Board meeting.
- Clarity was sort over the variance between the revenue estimate and the forecast position as at 31 March 2016 as shown in appendix A and the use and cost of agency staff
- On the risk register, it was requested that in future that the register be accessed by both Merton and Sutton Councils.

### RESOLVED

That the Board:

1. notes the current budgetary position for 2015/16 based on the third quarters monitoring.
2. approves the Revenue Estimates for 2016/17 as submitted be approved.

3. sets at zero the precepts for the financial year ended 31 March 2017.
4. approves the scale of fees and charges detailed within Appendix E of the report with effective from 1 April 2016.
5. agrees to establishes it's next meeting in June 2016 to ensure that information is despatched to Merton's External Auditors by 30th June 2016.
6. reviewed and approves the Risk Management Strategy and Risk Register (as at February 2016) attached as Appendix I to the report

## 7 EXCLUSION OF THE PUBLIC (Agenda Item 6)

### RESOLVED

That the public were excluded from the meeting during consideration of the following reports on the grounds that they were exempt from disclosure for the reasons stated in the reports.

## 8 GREEN LANE STABLES : OPTIONS FOR FUTURE USE (Agenda Item 8)

The Surveyor to the Board, presented the requested report on the options for future use of the land currently being used by Green Lane Stables. The report contained a proposal for a new lease for the land Ms Goodson currently rents, which she had agreed to in principle, subject to the Board's approval, along with an alternative option should the Board not agree those terms. The report also contained information over flooding issues on the Green Lane Stables and associated land.

The Board held a very lengthy discussion over the new lease proposal, with all Members expressing views on the options, noting that the land needs to be kept in use to stop it from going into disrepair or used illegally. During the discussion it was felt that the 5 year break clause was too long, especially considering the proposals of Ms Goodson for the site, that the defacto break clause for both sides should be set at 3 years, as this would be more appropriate. That proposal was moved and seconded and carried by 4 votes to 1 against and 2 non-voting. On advice from officers, the Board then agreed to empower the Board Surveyor to negotiate their preferred break clause with Ms Goodson.

### RESOLVED

1. That two leases of the Green Lane Stables be completed with the existing tenant on the main terms contained within the body of this report, with the caveat that the Surveyor to the Board be empowered to negotiate the possibility of a revised break clause.

2. That a specification for a scheme to resolve the flooding be prepared to accompany the proposal plan and further discussions held to determine the detail so that the cost can be confirmed.

9 FUTURE CONTRACT FOR THE PROVISION OF OFFICE ADMINISTRATION, GROUNDS MAINTENANCE AND GRAVE DIGGING SERVICES AT CEMETERIES IN LONDON BOROUGH OF MERTON (Agenda Item 7)

The Leisure and Culture Greenspaces Manager presented the report that set out the options available to the Board for the future provision of office administration, grounds maintenance and grave digging services for MSJCB post January to March 2017.

The report set out 4 options for the Board to consider:

Option 1 Core Works

Option 2 Non Core Works (Schedule of Rates)

Option 3 Undertaking its own Tendering Arrangements

Option 4 To Do Nothing

Merton's Director of Environment and Regeneration, who had joined the meeting for this item, provided the Board with detailed information over the 'Lot C' procurement exercise by SLWP, on behalf of Merton and Sutton, including what services were likely to be procured. It was explained as a result of this process, from January to March 2017 it was likely that from many of the services the Board obtain from Merton, such as the use of their grave diggers, would not be provided directly by Merton and the board would need to consider how it would wish to obtain those services going forward. The board were reminded that they employed one full time officer and four part time employees, including their Treasurer and Secretary.

The board then held a lengthy debate over the positives and negatives of each of the four options and asked the officers a number of questions for clarification. One of the queries raised related to a point raised by Union's representative, over the MSJCB work not having been included in the OJEU Notice. In response it was confirmed, that based on legal advice, that the Board work would be covered in the current OJEU notice, if required.

As part of the discussion they looked at the potential financial implication going forward of each of the options and discussed the impact each could have on their full time employee, who was based at the cemetery, including in relation to the potential of the employee needing to be transferred to LB Merton and or then to a contractor.

In response to a question it was confirmed that the full time employee had received all the same information and briefings, as all Merton employees that could be affected by the procurement. The Board ask that this continues, but it needs to be made clear to the individual and his Union, that the Board was empowering Merton officers to do this one their behalf, as it was important no matter what their decision was that he was kept update.

In coming to a conclusion on this item Option 1 was moved and seconded to be their preferred option and this was voted upon and carried by 6 votes to 1. Councillor Williams asked that his vote against the resolution be recorded.

#### RESOLVED

1. That the Merton & Sutton Joint Cemetery Board agrees that the office administration, grounds maintenance and grave digging services for Merton & Sutton Cemetery (MSJC) is included in Lot 2 Phase C (Core Works) of the procurement grounds maintenance for London boroughs of Merton and Sutton
2. That the Treasurer to the Board commissions the information detailed within financial implications including pension fund information.

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## **Committee: Merton and Sutton Joint Cemetery Board**

**Date: 15 July 2016**

**Wards: All**

## **Subject: Appointment of a Clerk to the Board**

Lead officer: Chris Pedlow, Clerk to the Board

Contact officer: [chris.pedlow@merton.gov.uk](mailto:chris.pedlow@merton.gov.uk) (020 8545 3616)

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### **Recommendations:**

- A.** That Lisa Jewell, Democratic Services Officer, London Borough of Merton, be appointed Clerk to Merton and Sutton Joint Cemetery Board, with effect from 1 September 2016.
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### **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. To seek the Board's agreement to formally appoint Lisa Jewell as the Clerk to the Board, with effect from 1 September 2016.

### **2 DETAILS**

- 2.1. The Board is required to appoint a Clerk and this appointment, together with all other senior officer appointments, has normally been made on the nomination of the Chief Financial Officer of the London Borough of Merton.
- 2.2. Chris Pedlow has been as the Board's Clerk since 1 April 2014, and has handed his notice to the Board Treasurer with his last day as an employee of the Board being 31 August 2016.

### **3 ALTERNATIVE OPTIONS**

- 3.1. The Board can appoint any suitable person as its Clerk. However, appointing an officer from Democratic Services will ensure the officer has the appropriate skills and qualifications and enable the Board's required activities to dovetail with those of the Authority which are subject to audit and review to ensure their appropriateness.

### **4 CONSULTATION UNDERTAKEN OR PROPOSED**

- 4.1. The Director of Corporate Services, London Borough of Merton, has been consulted and has made this nomination.

### **5 TIMETABLE**

5.1. The appointment will commence on 1 September 2016.

## **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

6.1. The budget for this post is included in the annual estimates of the Board.

## **7 LEGAL AND STATUTORY IMPLICATIONS**

7.1. The Board is required to appoint a Clerk to the board

## **8 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

8.1. It is essential for the proper management of the Board that a suitably qualified and experienced person is appointed to this position.

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

**Date:** 15 July 2016

**Agenda item:**

**Wards:** Borough Wide Merton and Sutton

**Subject:** ABSTRACT OF ACCOUNTS 2015/2016

**Lead officer:** Zoe Church

**Lead member:**

**Key decision reference number:**

### **Recommendations:**

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- A. To note the contents of paragraph 2.8 within the report
  - B. To receive and approve the Draft Abstract of Accounts for 2015-16
  - C. To approve the Annual Audit Return for 2015-16
  - D. To review, amend and approve the Risk Register attached as Appendix H
- 

### **1. Purpose of report and executive summary**

- 1.1 This report presents MSJCB's Accounts for 2015-16 which comply with the CIPFA Accounting Code of Practice which is compliant with International Financial Reporting Standards (IFRS). In addition, this report proposes a final 2015-16 Budget for Approval

### **2. Details**

- 2.1 The statement of accounts for 2015-16 is attached to this report. It includes the details of actuals for 2014/2015 for comparison purposes. The accounts are subject to external audit.

2.2 The principal under/over spending areas when compared to budget are as follows: -

<u>Item</u>	<u>£</u>	<u>Reason</u>
Income overachieved	(119,199)	Main Cause £102k over achievement of interment fees.
Employee expenditure	(11,157)	Underspend on Wages offset by a small overspend on Salaries
Running expenses	21,595	The only major overspend is rubbish disposal of almost £14k.
Special Projects	(9,180)	Bearer Beams and Essential Tree Works have underspent against budget.
Net under spend	<u>(117,941)</u>	

### 2.3 Breakdown of Debtors/Pre Payments

The table below provides a breakdown of debtors and pre payments as at 31<sup>st</sup> March 2016

#### Sundry Debtors/Prepayments

Net Burial Income due	34,984
Pre Payment Service Plan	0
<b><u>Total Sundry Debtors/Prepayments</u></b>	<b><u>34,984</u></b>

### 2.4 Breakdown of Sundry Creditors

The table below provides a breakdown of sundry creditors as at 31st March 2016

#### Sundry Creditors

Surrey County Council - Pension Management Fees	18,000
Prepayment of Graves Maintenance 2014/15	34,550
Other	5,198
<b><u>Total Sundry Creditors</u></b>	<b><u>57,748</u></b>

## 2.5 **Fund balances and reserves**

2.6 Members should note the overall level of the Common Fund Balance to be £494,977. A distribution to Constituent Boroughs for 2015-16 is not recommended due to proposed capital projects and the future of the pension fund.

2.7 In accordance with paragraph 3.8.4.1 of the Code of Practice for Local Authority in the United Kingdom 2015/16, the Board must disclose by way of a note to the accounts any material non-adjusting events at the time of approving the accounts: A non adjusting event is an event after the date of the accounts which is relevant to understanding those accounts but which does not alter the figures in them. Such an event is material if the omission of information about it could influences the decisions that users of the accounts take. The disclosure in the accounts is also included in this report (next paragraph).

2.8 On 26 February 2016 Merton & Sutton Joint Cemetery Board agreed to be included in Lot 2 Phase C (Core Works) of the procurement grounds maintenance for London boroughs of Merton and Sutton. This contract covers the office administration, grounds maintenance and grave digging services for Merton & Sutton Cemetery. It is envisaged that if progressed the resultant TUPE of relevant MSJCB staff will impact on current pension arrangements for the Board and reduce the common fund balance materially. This impact cannot be quantified at this stage as pension information has been requested from Surrey County Council but has yet to be received.

## 3. **Alternative options**

3.1 None for the purposes of this report

## 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 Attached as Appendix H for review and approval.

**10. Appendices – the following documents are to be published with this report and form part of the report**

Appendices	A – Movement in Reserves B – Balance Sheet as at 31 March 2016 C – Income and Expenditure Account 2015-16 D – Cash Flow Statement E – Copy of Annual Return 2015-16 to Auditors F – Capital Accounts G – Precept History H – Risk Register
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**11. Background Papers – the following documents have been relied on in drawing up this report but do not form part of the report**

11.1 Closing files, Budget files and Budgetary Control files in the Corporate Services Department

**12. Contacts**

- Report author:
  - Name: Name: Zoe Church
  - Tel: 0208 545 3451
  - email: [zoe.church@merton.gov.uk](mailto:zoe.church@merton.gov.uk)
- Meeting arrangements - Democratic Services:
  - email: [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk)
  - Tel: 020 8545 3356/3357/3359/3361/3616
- All press contacts - Merton's Press office:
  - email: [press@merton.gov.uk](mailto:press@merton.gov.uk)
  - Tel: 020 8545 3181
- London Borough of Merton:
  - Address: Civic Centre, London Road, Morden, SM4 5DX
  - Tel: 020 8274 4901

**13. Useful links**

13.1 Merton Council's Web site: <http://www.merton.gov.uk>

13.2 Readers should note the terms of the legal information (disclaimer) regarding information on Merton Council's and third party linked websites.

13.3 <http://www.merton.gov.uk/legal.htm>

13.4 This disclaimer also applies to any links provided here.

**MERTON AND SUTTON JOINT CEMETERY BOARD**

**ABSTRACT OF ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2015**

Treasurer of the Board

Merton Civic Centre  
London Road  
Morden  
Surrey  
SM4 5DX



## **MERTON AND SUTTON JOINT CEMETERY BOARD**

### **ABSTRACT OF ACCOUNTS 2015/2016**

#### **STATEMENT OF MAIN ACCOUNTING PRINCIPLES**

The accounts have been prepared in accordance with the Accounts and Audit Regulations 1983. There was a change in the basis of accounting during 1995/96. In prior years accounts have been prepared on an income and expenditure basis. Since 1996/97, the accounts have been prepared on an accruals basis. The Revenue Account therefore includes all sums due to the Board in respect of the financial year and all sums payable for work done or goods received during the year.

The accounts have been produced in accordance with CIPFA's Code of Practice which is based on International Financial Reporting Standards (IFRS).

Capital expenditure defined as expenditure relating to assets in excess of £1,000. Capital expenditure is financed from the capital fund and loans, the redemption of which is provided for by the annual setting aside of sums in the Movement of Reserves Statement to repay the principal and the charging of interest on the loan in the revenue account.

A precept can be levied on the London Boroughs of Merton and Sutton to meet the net expenditure of the Board (after adjusting for contributions to or from balances held in the Board's Common Fund). No precept was levied in 2015-16. This is to be reviewed in the 2016-17 budget setting process.

## AREA OF CEMETERY'S LAND

Areas	Narrative	Acres
N/A	Utilised for Burial Purposes	26.35
B, B1 & C	Let for stabling and grazing of horses at a rent of £75 per annum (plus share of profit once a threshold is reached)	24.74
C1	Grazing land taken back temporarily for regarding and consolidation (expected future rental £25.p.a.)	1.34
A	Let to Royal Borough of Kingston-upon-Thames for school playing fields at a rent of £4,000 per annum.	2.64
CC	ARQIVA rent of £7,875 per annum (plus 25% site share)	0.03
	Service Tenancy £2,964.24	n/a
<b>Total</b>		<b>55.10</b>

## MSJCB Movement in Reserves Statement 1 April 2014 to 31 March 2015

Type of Funding	Usable				Unusable		Combined
Fund Narrative	Purchasing Graves Reserves Fund	Maintenance of Graves Fund	Common Fund	Capital Fund	Capital Adjustment Account	Revaluation Reserve Account	Total
<b>Balance at 1 April 2014 b/fwd</b>	(26,040)	(252)	(319,082)	(3,919)	(408,262)	0	(757,554)
(Surplus)/Deficit of the Year			(35,234)				(35,234)
<b>Adjustments between statutory Accounting and Proper Accounting Practice</b>							
Depreciation			93,752		(93,752)		0
<b>Appropriations</b>							
Provision for loan repayment			(70,532)		70,532		0
Minimum Revenue Provision			(23,220)		23,220		0
Contribution to Capital Fund							
Application of Money to Fund Capital							
<b>Balance at 31 March 2015 c/fwd</b>	(26,040)	(252)	(354,315)	(3,919)	(408,262)	0	(792,788)

## MSJCB Movement in Reserves Statement 1 April 2015 to 31 March 2016

Type of Funding	Usable				Unusable		Combined
Fund Narrative	Purchasing Graves Reserves Fund	Maintenance of Graves Fund	Common Fund	Capital Fund	Capital Adjustment Account	Revaluation Reserve Account	Total
<b>Balance at 1 April 2015 b/fwd</b>	(26,040)	(252)	(354,315)	(3,919)	(408,262)	0	(792,788)
(Surplus)/Deficit of the Year			(140,661)				(140,661)
<b>Adjustments between statutory Accounting and Proper Accounting Practice</b>							
Depreciation			93,752		(93,752)		0
<b>Appropriations</b>							
Provision for loan repayment			(70,532)		70,532		0
Minimum Revenue Provision			(23,220)		23,220		0
Contribution to Capital Fund							
Application of Money to Fund Capital							
<b>Balance at 31 March 2013 c/fwd</b>	(26,040)	(252)	(494,976)	(3,919)	(408,262)	0	(933,450)

## MERTON AND SUTTON JOINT CEMETERY BOARD

## BALANCE SHEET AS AT 31st MARCH 2016

31st March 2015

31st March 2016

**LONG TERM ASSETS**

1,846,511	Land and Building	1,771,777
98,187	Vehicles, Plant Furniture & Equipment	79,168
0	Long Term Debtors	
<u>1,944,699</u>		<u>1,850,946</u>

**CURRENT ASSETS**

249	Investment at cost	249
30,364	Sundry Debtors / Prepayments	34,984
<u>619,214</u>	Cash & Bank/(Overdraft)	<u>656,752</u>
649,827		691,985

**CURRENT LIABILITIES**

179,472	Sundry Creditors	<u>57,748</u>
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**470,355**                      **NET CURRENT ASSETS**                      **634,237**

**LONG TERM LIABILITIES**

811,132	Loans from London Borough of Merton	775,866
<u>811,132</u>	Loans from London Borough of Sutton	775,866
<b>1,622,265</b>		1,551,733

**792,789**                      **NET ASSETS**                      **933,450**

**UNUSABLE RESERVES**

408,262	Capital Adjustment account	408,262
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**USABLE RESERVES**

354,316	Common Fund	494,977
3,919	Capital Fund	3,919
26,040	Purchasing Graves In Reserve Fund	26,040
252	Graves maintained in perpetuity	252
		525,188

**792,789**                      **TOTAL RESERVES**                      **933,450**

**Sundry Debtors/Prepayments**

29,424	Net Burial Income due	34,984
940	Pre Payment Service Plan	0
<b><u>30,364</u></b>	<b><u>Total Sundry Debtors/Prepayments</u></b>	<b><u>34,984</u></b>

**Sundry Creditors**

18,000	Surrey County Council - Pension Management Fees	18,000
130,496	London Borough of Sutton - Repayment of Loan and Interest	0
28,996	Prepayment of Graves Maintenance 2014/15	34,550
1,980	Other	5,198
<b><u>179,472</u></b>	<b><u>Total Sundry Creditors</u></b>	<b><u>57,748</u></b>

**MERTON AND SUTTON JOINT CEMETERY BOARD****REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2016**

<b>Actual to date 2014/15 £</b>	<b>REVENUE ESTIMATE 2015/16 £</b>	<b>Actual to date 2015/16 £</b>	<b>Variance Act-Est</b>	<b>Variance Act-Act</b>
<b>Employees</b>				
89,816 Salaries	65,100	70,263	5,163	(19,553)
121,466 Wages	152,580	133,865	(18,715)	12,399
16,141 Pensions	18,000	18,000	0	1,859
0 Training	0	10	10	10
0 Advertisements	0	2,385	2,385	2,385
<b>227,423</b>	<b>235,680</b>	<b>224,523</b>	<b>(11,157)</b>	<b>(2,901)</b>
<b>Running Expenses</b>				
13,355 Maintenance - Buildings	10,660	8,919	(1,741)	(4,436)
249 Maintenance - Mechanical	1,520	2,937	1,417	2,688
387 Maintenance - Electrical	510	155	(355)	(232)
2,054 Maintenance - Grounds and Paths	0	1,862	1,862	(192)
605 Electricity	2,710	3,536	826	2,930
2,542 Gas	2,050	1,993	(57)	(549)
0 Cleaning Materials	0	0	0	0
12,600 Rubbish Disposal	6,090	20,000	13,910	7,400
1,339 Water	3,550	3,148	(402)	1,809
7,418 Rates	7,130	7,560	430	142
8,319 Equipment	1,730	3,718	1,988	(4,601)
0 Tools	0	0	0	0
1,857 Materials	2,330	1,739	(591)	(117)
683 Memorial Seats - Purchase	0	1,011	1,011	327
8 Laundry	40	18	(22)	10
142 Clothing and Uniforms	0	140	140	(2)
86 Car Allowances	0	581	581	495
361 Petrol and Oil	560	238	(322)	(123)
5,053 Repair and Maintenance - Vehicles and	5,440	6,654	1,214	1,601
311 Printing and Stationery	1,330	1,658	328	1,347
0 Advertising	0	0	0	0
0 Postage	0	0	0	0
688 Telephones & IT	460	1,326	866	638
1,000 Training & Conference Expenses	460	0	(460)	(1,000)
275 Subscriptions	240	300	60	25
5,678 Software Licence	2,230	2,371	141	(3,307)
3,020 Insurance	3,070	3,070	0	50
1,381 Legal Services	2,360	4,307	1,947	2,926
57,740 Management and Administration Expens	57,740	57,740	0	0
1,300 Audit Fee	2,470	1,300	(1,170)	0
0 Travel Expenses	0	0	0	0
0 Loss on Disposal	0	0	0	0
93,755 Depreciation	93,755	93,752	(3)	(3)
58,737 Loan Interest	56,295	56,292	(3)	(2,445)
<b>280,946</b>	<b>264,730</b>	<b>286,325</b>	<b>21,595</b>	<b>5,379</b>

**MERTON AND SUTTON JOINT CEMETERY BOARD****REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2016****REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2016**

<b>Actual to date 2014/15 £</b>	<b>REVENUE ESTIMATE 2015/16 £</b>	<b>Actual to date 2015/16 £</b>	<b>Variance Act-Est</b>	<b>Variance Act-Act</b>
<b>Miscellaneous Expenses</b>				
47,035 Concrete Headstone Bearers/Front Entr:	33,000	24,330	(8,670)	(22,705)
0 Yard Improvements	10,000	10,130	130	10,130
0 Essential Tree Works	15,000	11,520	(3,480)	11,520
0 Chapel Meter Exchange	10,000	12,840	2,840	12,840
<b>47,035</b>	<b>68,000</b>	<b>58,820</b>	<b>(9,180)</b>	<b>11,785</b>
<b>555,404</b>	<b>TOTAL EXPENDITURE</b>	<b>568,410</b>	<b>569,668</b>	<b>1,258</b>
				<b>14,264</b>
		0	0	0
	<b>INCOME</b>			
(501,063) Interment Fees	(513,590)	(615,625)	(102,035)	(114,562)
(32,279) Memorial Fees	(30,000)	(36,181)	(6,181)	(3,902)
0 Memorial Seats	0	0	0	0
(34,900) Maintenance of Graves	(30,000)	(29,502)	498	5,398
(14,395) Rents	(14,480)	(18,335)	(3,855)	(3,940)
(2) Interest	(3,000)	(3,182)	(182)	(3,180)
(8,000) Miscellaneous Fees	(60)	(7,505)	(7,445)	495
<b>(590,638)</b>	<b>TOTAL INCOME</b>	<b>(591,130)</b>	<b>(710,329)</b>	<b>(119,199)</b>
				<b>(119,692)</b>
<b>(35,234)</b>	<b>NET EXPENDITURE/(INCOME)</b>	<b>(22,720)</b>	<b>(140,661)</b>	<b>(117,941)</b>
				<b>(105,428)</b>

**MERTON AND SUTTON JOINT CEMETERY BOARD****REVENUE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2016****(1) PURCHASING GRAVES IN RESERVE FUND**

26,040	Balance Brought Forward	26,040
0	Add Surplus	0
<b>26,040</b>		<b>26,040</b>

**(2) COMMON FUND**

319,082	Balance Brought Forward	354,316
0	Contribution to - London Borough of Merton	0
0	London Borough of Sutton	0
319,082		354,316
35,234	Add Surplus (Deficit) for the year	140,661
93,752	Transfer depreciation to capital adjustment account	93,752
	Loss on Disposal	
(93,752)	Minimum Revenue Provision	(93,752)
	Contribution to Capital Fund	
<b>354,316</b>	<b>Common Fund Balance</b>	<b>494,977</b>

**(3) CAPITAL FUND**

3,919	Balance Brought Forward	3,919
0	Add Loan from LBM	0
0	Add Contribution from Common Fund	0
0	Less Capital Investment Programme	0
<b>3,919</b>	Balance Carried Forward	<b>3,919</b>
<b>384,275</b>	<b>TOTAL FUNDS AND BALANCES</b>	<b>524,936</b>



<b>MSJCB Cash Flow Statement 2014-15</b>	<b>£</b>
Net (surplus) or deficit on the provision of services	(35,235)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	(93,752)
Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	(57,850)
<b>Net cashflows from Operating Activities</b>	<b>(186,837)</b>
Investing activities	0
	70,532
Financing activities	0
<b>Net increase or decrease in cash and cash equivalents</b>	<b>(116,305)</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>(502,909)</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>(619,215)</b>

<b>MSJCB Cash Flow Statement 2015-16</b>	<b>£</b>
Net (surplus) or deficit on the provision of services	(140,661)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	(93,753)
Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	126,345
<b>Net cashflows from Operating Activities</b>	<b>(108,069)</b>
Investing activities	0
Financing activities	70,532
<b>Net increase or decrease in cash and cash equivalents</b>	<b>(37,537)</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>(619,215)</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>(656,752)</b>

# Joint Committees

## Annual return for the financial year ended 31 March 2016

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The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the Joint Committee.
- Section 3 is completed by the PKF Littlejohn LLP as the reviewer appointed by the Joint Committee.
- Section 4 is completed by the Joint Committee's internal audit provider.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do not leave any red box blank. Incomplete or incorrect returns require additional work and so may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to us, PKF Littlejohn LLP, by the due date.

We will identify and ask for any additional documents needed for our work. Therefore, unless requested, do not send any original financial records.

Once we have completed our work, certified annual returns will be returned to the Joint Committee.

It should not be necessary for you to contact us for guidance.

Additional information can be found on our website ([www.pkf-littlejohn.com](http://www.pkf-littlejohn.com)) under Services, Limited Assurance Regime.

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of

Enter name of reporting body here

Name of the Reporting Body

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed –		'Yes' <small>(means that the body)</small>
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the guidance notes within this Annual Return.	✓		prepared its accounting statements and approved them.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with generally accepted good practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with generally accepted good practice.
4 We provided opportunity during the year for interested persons to inspect and ask questions about the accounts.	✓		has given all persons interested the opportunity to inspect and ask questions about these joint committee accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal audit and external reviews.	✓		responded to matters brought to its attention by internal and external reviewers.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the Joint Committee and recorded as minute reference

MINUTE REFERENCE

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

**\*Note: Please provide explanations on a separate sheet for each 'No' response. Describe how the joint committee will address the weaknesses identified.**

## Section 2 – Accounting statements 2015/16 for:

Milton & Stilton Joint Committee 2015/16

reporting body here:

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	411,653	470,107	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body. Excluding any grants received.
3 (+) Total other receipts	590,638	710,329	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	220,845	224,523	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	129,272	126,824	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	182,067	195,102	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	470,107	633,988	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	619,214	656,752	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	1,944,948	1,851,195	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	1,622,265	1,551,733	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of the Joint Committee and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these accounting statements were approved by the Joint Committee on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date DD/MM/YYYY

## Section 3 – Review report 2015/16 Certificate

We present the findings from our review of the annual return for the year ended 31 March 2016 in respect of:

Enter name of  
reporting body here:

### Respective responsibilities of the Joint Committee and the reviewer

The Joint Committee is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Joint Committee prepares an annual return which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on various governance matters in accordance with generally accepted good practice.

We have reviewed the annual return and set out our findings below. Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and therefore does not provide the level of assurance of a statutory audit.

### Report

Matters arising from our review

(continue on a separate sheet if required)

Reviewer signature

Reviewer

Date

## Section 4 – Annual internal audit report 2015/16 to

Enter name of reporting body here

Margaret & Simon Jones Charitable Trust

The Joint Committee's internal audit service provider, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with the Joint Committee's needs and planned coverage.

On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Joint Committee.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. The Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.	✓		
C. The Joint Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The annual taxation or levy or funding requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with the body approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the Joint Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit:

MARGARET CULLETON

Signature of person who carried out the internal audit:



Date: 18/05/16

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2015/16 annual return

1. Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation provided to us. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs.
2. Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to us.
3. Do not send us any information not specifically asked for. Doing so is not helpful. However, you must notify us of any change of Clerk, Responsible Financial Officer or Chair.
4. Make sure that the copy of the bank reconciliation which you send with the annual return covers all your bank accounts. If the joint committee holds any short-term investments, note their value on the bank reconciliation. We must be able to agree your bank reconciliation to Box 8 on the Accounting statements. You must provide an explanation for any difference between Box 7 and Box 8.
5. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. We want to know that you understand the reasons for all variances. Include a complete analysis to support your explanation.
6. If we have to review unsolicited information, or receive an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which we will make a charge.
7. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
8. Do not complete section 3. We will complete it at the conclusion of our work.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested has been sent with this annual return?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2016 agrees to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

## CAPITAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2014

## Capital and Finance leases

There are no finance leases as at 31st march 2014

There are no capital leases as at 31st march 2014

	Expenditure to 31/3/2013 £	Depreciation at 31/03/2014	Disposals during year	Additions during year £	Valuation at 31/3/2014 £
Land acquired from constituent authorities -					
Nil Carshalton UDC	22,220	0			22,220
Nil Merton & Morden UDC	29,975	0			29,975
Nil acquired from Merton & Morden UDC	18,621	0			18,621
40 Layout of new section	4,186	107			4,079
40 Superintendent's house & office	3,686	95			3,592
40 Waiting room and lavatories	6,464	166			6,298
40 Drawing room for works staff	199	5			194
40 Greenhouses	2,665	68			2,597
40 Chapel	11,778	302			11,476
40 Chapel heating	464	12			453
40 Layout of Roman Catholic section	839	22			817
10 Potting shed conversion	617	69			549
Nil Cemetery extension	1,763,329	70,532			1,692,797
40 Mess room	3,765	97			3,668
40 Boundary Wally, Layout, Fencing & Elect. Works	127,172	3,261			123,911
7 Tractor	4,347	725			3,623
7 Grave Digger	34,742	5,790			28,951
7 Vehicle equipment & potting sheds	3,549	592			2,958
7 Ivenco Tipper Truck	11,169	1,862			9,308
5 Indexing & Digitization DB	18,230	4,558			13,673
5 Dumper Truck	9,480	2,370			7,110
20 Cemetery Grounds	16,662	877			15,785
20 Sub Transformer	33,888	1,784			32,105
10 Store shed	127	14			113
Backlog Depreciation	0				0
10 Repairs to Service Yard & Storage	4,028	448			3,581
<b>TOTAL</b>	<b>2,132,202</b>	<b>93,752</b>	<b>0</b>	<b>0</b>	<b>2,038,450</b>
					<b>117,205</b>
					<b>2,038,450</b>
Land and Buildings	1,995,979	74,734	0	0	1,921,245
Vehicles, Plant and Equipment	136,223	19,018	0	0	117,205
	2,132,202	93,752	0	0	2,038,450

## CAPITAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2015

## Capital and Finance leases

There are no finance leases as at 31st march 2014

There are no capital leases as at 31st march 2014

	Expenditure to 31/3/2014 £	Depreciation at 31/03/2015	Disposals during year	Additions during year £	Valuation at 31/3/2015 £
Land acquired from constituent authorities -					
Nil Carshalton UDC	22,220	0			22,220
Nil Merton & Morden UDC	29,975	0			29,975
Nil acquired from Merton & Morden UDC	18,621	0			18,621
40 Layout of new section	4,079	107			3,971
40 Superintendent's house & office	3,592	95			3,497
40 Waiting room and lavatories	6,298	166			6,133
40 Drawing room for works staff	194	5			189
40 Greenhouses	2,597	68			2,528
40 Chapel	11,476	302			11,174
40 Chapel heating	453	12			441
40 Layout of Roman Catholic section	817	22			796
10 Potting shed conversion	549	69			480
Nil Cemetery extension	1,692,797	70,532			1,622,265
40 Mess room	3,668	97			3,572
40 Boundary Wally, Layout, Fencing & Elect. Works	123,911	3,261			120,650
7 Tractor	3,623	725			2,898
7 Grave Digger	28,951	5,790			23,161
7 Vehicle equipment & potting sheds	2,958	592			2,366
7 Ivenco Tipper Truck	9,308	1,862			7,446
5 Indexing & Digitization DB	13,673	4,558			9,115
5 Dumper Truck	7,110	2,370			4,740
20 Cemetery Grounds	15,785	877			14,908
20 Sub Transformer	32,105	1,784			30,321
10 Store shed	113	14			98
Backlog Depreciation	0				0
10 Repairs to Service Yard & Storage	3,581	448			3,133
<b>TOTAL</b>	<b>2,038,450</b>	<b>93,752</b>	<b>0</b>	<b>0</b>	<b>1,944,698</b>
					<b>98,187</b>
					<b>1,944,698</b>
Land and Buildings	1,921,245	74,734	0	0	1,846,511
Vehicles, Plant and Equipment	117,205	19,018	0	0	98,187
	2,038,450	93,752	0	0	1,944,698



Year ended 31st March	Interments	Expenditure	Income (excluding precepts)	Net Expenditure/ (Income)	Precepts	Surplus / (Deficit) C/Fwd
		£	£	£	£	£
1948	170	8,000	1,266	6,734	8,243	1,316
1949	285	7,477	2,214	5,263	4,593	646
1950	377	8,803	3,476	5,327	5,747	1,066
1951	414	9,927	4,572	5,355	6,494	2,205
1952	373	10,422	3,931	6,491	4,411	125
1953	406	10,845	4,152	6,693	6,927	359
1954	364	10,305	5,032	5,273	7,531	2,617
1955	379	11,091	5,660	5,431	5,344	2,530
1956	417	12,915	6,297	6,618	6,626	2,538
1957	423	14,338	6,584	7,754	7,355	2,139
1958	396	15,237	7,482	7,755	7,413	1,797
1959	422	14,680	7,459	7,221	9,215	3,791
1960	374	17,225	7,123	10,102	8,903	2,592
1961	372	16,485	7,121	9,364	9,455	2,683
1962	379	17,968	8,226	9,742	10,462	3,403
1963	409	19,154	8,202	10,952	11,406	3,851
1964	333	18,636	8,150	10,486	10,956	4,327
1965	339	19,356	7,727	11,629	10,472	3,170
1966	410	21,488	9,539	11,949	12,971	4,192
1967	355	24,293	9,307	14,986	13,989	3,195
1968	375	26,500	9,322	17,178	18,346	4,363
1969	399	26,182	10,103	16,079	17,564	5,848
1970	411	25,878	10,191	15,687	17,983	8,144
1971	387	30,941	10,156	20,785	17,983	5,342
1972	397	33,707	15,173	18,534	26,228	13,036
1973	359	33,495	18,645	14,850	18,395	16,581
1974	346	37,703	15,871	21,832	20,104	14,853
1975	322	46,775	17,103	29,672	19,785	4,966
1976	323	57,495	24,559	32,936	35,180	7,210
1977	295	67,119	24,308	42,811	42,084	6,483
1978	313	67,444	25,799	41,645	36,636	1,424
1979	301	75,975	28,991	46,984	53,581	8,071
1980	325	91,654	34,860	56,794	60,155	11,432
1981	304	107,837	43,524	64,313	69,434	16,553
1982	304	117,461	48,842	68,619	69,784	17,718
1983	325	129,798	48,909	80,889	71,163	7,992
1984	303	137,921	51,307	86,614	80,920	2,298
1985	306	129,955	61,550	68,705	88,640	22,533
1986	311	134,485	66,690	67,795	80,560	35,298
1987	333	148,940	71,782	77,158	67,860	26,000
1988	320	146,533	75,728	70,805	73,442	28,637
1989	340	159,704	80,465	79,239	69,058	18,456
1990	327	162,053	88,208	73,845	75,565	20,176
1991	314	179,929	92,042	87,887	85,149	17,438
1992	343	188,624	110,025	78,599	68,365	7,204
1993	312	191,312	107,427	83,885	76,192	(489)
1994	387	189,687	152,926	36,761	79,444	42,194
1995	379	231,725	167,181	64,544	79,444	36,261
1996	358	207,870	197,191	10,679	80,795	106,377
1997	348	198,678	204,958	(6,280)	40,000	152,658
1998	364	194,514	236,535	(42,021)	0	194,679
1999	356	211,242	244,542	(33,300)	0	227,979
2000	312	216,869	248,694	(31,825)	0	259,804
2001	314	230,329	255,315	(24,987)	0	284,791
2002	317	218,613	286,709	(68,096)	(194,064)	158,823
2003	320	260,664	302,866	(42,202)	0	201,025
2004	320	285,719	336,688	(50,970)	0	251,995
2005	302	291,487	351,113	(59,626)	(150,000)	161,621
2006	290	329,568	394,944	(65,376)	0	226,997
2007	290	357,500	374,118	(16,619)	0	243,616
2008	264	363,008	361,033	1,975	0	241,641
2009	267	503,040	447,967	55,073	0	186,568
2010	228	467,356	385,789	81,567	0	98,340
2011	243	347,679	402,080	(54,401)	0	139,969
2012	212	361,096	500,971	(139,876)	0	279,845
2013	224	539,401	549,024	(9,622)	0	289,468
2014	216	508,926	538,540	(29,615)	0	319,082
2015	217	555,404	590,638	(35,235)	0	354,316
2016	262	569,668	710,329	(140,661)	0	494,977

Risk No	Short Name	Risk	Issue	Cause	Consequences	Likelihood	Impact	Risk Score	RAG Status			Direction of travel			Impact code	Risk Owner	Portfolio Holder	Action Plan (Y/N) / Review date	Comment regarding review
									R	A	G	↑	→	↓					
MSJCB2	Pandemic	✓		Reduction in Burials as population has reduced	Reduction in Burial Income	1	4	4	G			→		R	MSJCB	Cllr Draper (M) Cllr Whitehead (S)	<a href="#">Corporate Pandemic (swine flu) plan</a>	LBM will update plans as and when any new pandemic arises	
MSJCB3	Rental Income		✓	Unable to maximise income through rents	The bulk of MSJC Land rented out at a peppercorn rent	6	1	6	A			→		FI	MSJCB	Cllr Draper (M) Cllr Whitehead (S)	Rents reviewed regularly	The Board receives regular reports on this issue	
MSJCB6	Death or Injury from unsafe memorials		✓	Death or Injury due to unsafe memorials, unmarked or sunken graves and delapidation of bear beams.	Injury or death	1	3	3	A			→		HS	MSJCB	Cllr Draper (M) Cllr Whitehead (S)	N/A	Programme of works are now complete.	
MSJCB7a	Contracting out of Merton and Sutton Services		✓	The contracting out of Merton and Sutton office administration, grounds maintenance and grave digging services	Impact on the operation and management of the cemetery	6	1	6	A			→		S/R	MSJCB	Cllr Draper (M) Cllr Whitehead (S)	N/A	On 26/2/16 the Board opted to be included in Lot 2 Phase C (Core Works) of the procurement grounds maintenance for London boroughs of Merton and Sutton. This contract covers the office administration, grounds maintenance and grave digging services	
MSJCB7b	Contracting out of Merton and Sutton Services		✓	The contracting out of Merton and Sutton office administration, grounds maintenance and grave digging services	Short, Medium and Long Term Pension Implications	6	1	6	A			→		FI	MSJCB	Cllr Draper (M) Cllr Whitehead (S)	N/A	MSJCB is a scheduled body within Surrey County Council - if the board progress Lot 2 above will need to fully fund any TUPE transfers as part of the contract - Costings awaited from Surrey County Council	

Emerging risks	Risk	Issue
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## **MERTON AND SUTTON JOINT CEMETERY BOARD**

**Date:** 15 July 2016

**Agenda item:**

**Wards:** Borough Wide Merton and Sutton

**Subject:** Annual Governance Statement 2015/16

**Lead officer:** Zoe Church

**Lead member:**

**Forward Plan reference number:**

**Contact officer:**

### **Recommendations:**

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That the Annual Governance Statement be noted and agreed

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#### **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 The Merton and Sutton Joint Cemetery Board (MSJCB) is required to prepare an Annual Governance Statement (AGS) for the year 2015/16. This statement is required in order to comply with Regulation 6 (1b) of the Accounts and Audit Regulations 2015. As a Joint Committee, MSJCB is one of the scheduled bodies for the purposes of these regulations.
- 1.2 This statement provides assurance to all stakeholders that MSJCB by utilising the established processes and systems of Merton Council's processes and systems ensure that decisions are properly made and scrutinised, and that public money is being spent economically and effectively to ensure maximum benefit to all citizens of the borough.
- 1.3 MSJCB has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework "Delivering Good Governance in Local Government"
- 1.4 The AGS explains how MSJCB has complied with the code and also meets the requirements of the 2015 Regulations.

## **2. DETAILS**

- 2.1 MSJCB is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. MSJCB also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 2.2 In discharging this overall responsibility, MSJCB is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 2.3 The governance framework comprises the systems and processes, culture and values by which the authority is directed and the activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.
- 2.4 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of MSJCB policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

## **3. The Governance Framework**

- 3.1 MSJCB has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit annual report, and also by comments made by the external auditors and other review agencies and inspectorates
- 3.2 As part of this review a Corporate Governance steering group has been established and terms of reference agreed. Monthly meetings have been held and an evidence pack compiled to consider a combination of economy, efficiency and effectiveness factors. The results of this review are detailed in the six principles in Appendix 1 (summarised in paragraph 3.3 below)

- 3.3 The framework describes the key elements of systems and processes that comprise the Authority's governance arrangements including arrangements for:
- Focussing on the purpose of the Authority and creating and implementing a vision.
  - Members and officers working together to achieve a common purpose with clearly defined function and roles.
  - Values of Good Governance and standards of behaviour
  - Making transparent decisions which are subject to scrutiny and risk management
  - Developing the capacity of members and officers
  - Engaging with local people and stakeholders
- 4. ALTERNATIVE OPTIONS**
- 4.1 There are no alternative options as the AGS is a statutory requirement.
- 5. CONSULTATION UNDERTAKEN OR PROPOSED**
- 5.1 No external consultation has taken place or is planned for this document.
- 6. TIMETABLE**
- 6.1 This report has been prepared to meet the timetable for the approval of the Statement of Accounts.
- 7. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**
- 7.1 There are no specific financial, resource or property implications.
- 8. LEGAL AND STATUTORY IMPLICATIONS**
- 8.1 The AGS is a statutory requirement.
- 9. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**
- 9.1 There are no specific human rights, equalities or community cohesion implications.
- 9. CRIME AND DISORDER IMPLICATIONS**
- 9.1 None for the purposes of this report.
- 10. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**
- 10.1 There are no specific risk management or health and safety implications.
- 11. APPENDICES – the following documents are to be published with this report and form part of the report**
- 11.1 Appendix I: Annual Governance Statement 2015/16

**12. BACKGROUND PAPERS – the following documents have been relied on in drawing up this report but do not form part of the report**

- 12.1 CIPFA / SOLACE Delivering Good Governance in Local Government – Framework
- 12.2 CIPFA / SOLACE Delivering Good Governance in Local Government – Guidance Note for Local Authorities

## Appendix 1

### 1. ANNUAL GOVERNANCE STATEMENT (AGS) 2015/16

- 1.1 In compiling the AGS the Board has adhered to the Solace/CIPFA Guidance which is deemed best practice and addressed their six key principles:

#### 2. Principle 1 – Focussing on the purpose of the Authority and creating and implementing a vision.

MSJCB is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently, and effectively. The Board also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the MSJCB to monitor the achievement of its scope and to consider whether this has led to the delivery of appropriate services and value for money.

In discharging this overall responsibility, the Board is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which include arrangements for the management of risk.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on going process designed to identify and prioritise the risks to the achievement of MSJCB activities etc., to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

The Board works within a code of corporate governance consisting of regulations issued by the Secretary of State. The members and officers of the Board discharge their duties within this framework and consistently with the adopted codes of corporate governance of their constituent councils. This is consistent with the principles of the CIPFA / SOLACE Framework, *Delivering Good Governance in Local Government*. The Annual Governance Statement explains how MSJCB has complied with the code and also meets the requirements of regulation 61b) of the Accounts and Audit Regulations 2015.

## **2.1 Performance Management**

The council has robust performance management arrangements in place and as part of the service planning process, performance indicators are challenged by the Business Planning team, Departmental Management Team, Corporate Management Team, reviewed by members and Overview and Scrutiny.

The performance management of MSJCB forms part of the arrangements established for Parks and Green Spaces. The key indicator for cemeteries is the level of income achieved from activities. This is monitored closely by the Board and its officers.

## **2.2 Financial Strategy and Management**

Both Merton and Sutton have well established procedures for compiling their multi-year financial and business strategies. These are reviewed and updated annually. Implicit within these plans is the need for MSJCB to break even so that they do not need to precept constituent authorities.

Recently the Board has had to extend the cemetery at a cost of just over £1.6 million. This cost has been met by matching loans from the constituent authorities.

## **3. Principle 2 – Members and officers working together to achieve a common purpose with clearly defined function and roles.**

MSJCB was established under the 1943 Order “for the purpose of the acquisition, construction and maintenance of a cemetery for the interment of the inhabitants of the constituent districts.” MSJCB is therefore a special purpose authority, whose activities are clearly defined.



The Order established a Constitution, which has been updated over the years as necessary. The Board currently comprises ten members (five councillors from Merton and five from Sutton), and four officers. Under current arrangements for the appointment of officers, in force since 1986, the Board's part-time Chief Officers are senior officers of the London Borough of Merton. The Registrar to the Board is the Cemeteries Manager and Registrar. The Treasurer and Section 151 Officer is the Council's Head of Business Planning. The Consultant Surveyor is a Merton employee. The Clerk to the Board is an officer from Corporate Governance. These officers work within the powers of the MSJCB, and the delegations from the London Borough of Merton.

**4. Principle 3 – Values of Good Governance and standards of behaviour**

The Board's members are bound by the Codes of Conduct of the constituent Councils. The Board's officers are employed by Merton Council and work within the governance standards of Merton Council. Officers and members undertake any training on these codes and standards as deemed appropriate by their constituent councils and this is considered sufficient for the purposes of discharging their duties as Board members and officers. Members and officers make declarations of interest in accordance with these codes and standards either to their constituent council or to the Board or to both as appropriate to the circumstances.

The accounts of the board are prepared and reviewed by internal audit, prior to despatch to external auditors as part of the annual governance process. The Board compiled a ten year budget plan to fully assess the impact of the cemetery extension. Financial performance is reported on a regular basis to Board members. The Board meets its gross expenditure through fees and charges. A Common Fund is also maintained as part of prudent financial management, in order to deal with unforeseen circumstances. In recent years MSJCB has been self-financing, and has not required a precept on the constituent boroughs.

**5. Principle 4 – Making transparent decisions which are subject to scrutiny and risk management**

The council has an anti-fraud and corruption strategy. Integral to these arrangements is the Whistleblowing Policy which is communicated to staff via the intranet, leaflets and posters to outbuildings. All Whistleblowing cases and action are reported annually to the General Purposes committee.

The council also participates in the National Fraud Initiative (NFI) a computerised data matching exercise, led by the Cabinet Office to detect fraud perpetrated on public bodies.

From April 2015 Merton joined the five borough fraud partnership led with Wandsworth, Richmond, Kingston and Sutton to become the South West London Fraud Partnership (SWLFP). This service will join with the South West London Audit Partnership (SWLAP) in October 2016.

MSJCB forms part of these arrangements

## **5.1 Complaints**

Constituent authorities' complaints policies are reviewed regularly to ensure on-going continuous improvement in how we deal with complaints. The annual complaints report is now published on the council's website. Complaints handling is included in departmental induction and specific training on how to respond positively to complaints has been provided to teams who have high volumes of complaints. The Board has reviewed and responded to complaints made in respect of Bearer Beams and this has led to work being carried out to rectify concerns.

## **5.2 Transparency agenda**

In delivering this agenda the Board is currently encompassed within the arrangements made by Merton Council to publish most of the information specified by the government's Open Data requirements on the council's Open Data webpage. Work is in progress to publish the outstanding data to meet the new requirements of the 2015 Transparency Code.

The Protection of Freedoms Act 2012 requires the council to publish datasets that are requested.

Merton Council publishes an Information requests disclosure log which gives brief details of the requests received that week under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Under the Freedom of Information (FOI) Act, a public authority must respond to an FOI Freedom of Information (FOI) request within 20 working days. The council's performance in responding to Freedom of Information requests is published on the council's website via the performance monitoring dashboard.

### **5.3 Data Security**

The council has established processes to manage the risk of the loss of personal data, of which a significant amount is held across many business areas. The processes include mandatory training for staff, publication of guidance and an Information Security Policy. Prompt reporting of any security incident is required to enable appropriate remedial action to be taken. Each reported incident is followed up by the Information Governance Team to ensure that any lessons learnt are quickly deployed. The Head of Information Governance will decide whether cases are to be reported to the Information Commissioner's Office, and no cases reported during 2015/16 have resulted in any sanctions or monetary penalties against the council, due to the effectiveness of the policies and procedures that are in place.

The council's progress towards more flexible working has brought new challenges for the security of the personal data that we use, and the team constantly revises the content of the weekly staff bulletin items to give guidance about the latest risks and issues.

### **5.3 Risk management**

Risk management is a central part of the Board's system of internal control. The focus of the risk management strategy is to ensure the identification and treatment of risk as part of everyday management. The Risk Register is reviewed at each meeting of the Board.

### **5.4 Health and safety**

The council's safety management system ensures compliance of employers under the Health and Safety At Work Etc Act 1974, The Management of Health and Safety At Work Regulations 1999 and all sister regulations.

Primary functions are to promote good health and safety practice across the council, develop and implement corporate policies and guidance to safeguard the health, safety and welfare of the Council's employees, clients, and members of the public and other persons. Assist departmental management teams identify and develop suitable systems and procedures in compliance with their duties under the legislation.

## **5.5 Contingencies, business continuity and emergency planning**

Merton's Civil Contingencies planning arrangements ensures that the council's plans for responding to an emergency within the borough are current and promulgated throughout the departments to enable a robust response to any incident.

Ensuring the Councils Business Continuity arrangements are current and fit for purpose to enable the council to continue to deliver services during an incident affecting its own infrastructure and staff.

Ensuring that all Emergency Planning and Business Continuity arrangements are tested and exercised periodically across all departments and with external partners where necessary

MSJC forms a part of the arrangements for burials which would be key during occurrences where there was a pandemic or mass fatality.

## **6. Principle 5 – Developing the capacity of members and officers**

**Members** – Provision of Member development is made jointly with Sutton and a member's development plan is in place for both authorities. Induction training is provided for all new and existing members.

**Officers** – Training needs are identified through staff appraisals and training can now be booked on the council's iTrent System. The Council has Induction workshops throughout the year for new starters and for employees who change their roles. There is a managers' induction session for managers new to the Council or new to role. Training is available for all staff to ensure they have the skills and knowledge to undertake their role.

## **7. Principle 6 – Engaging with local people and stakeholders**

A wide range of communications channels are used by the council to target different audiences. The Council magazine, My Merton, is delivered to every household in the borough four times a year. The Council also uses online and social media channels to target different audiences. Some services have developed bespoke communication channels to reach particular target audiences.

A wide range of engagement forums are used, some led by the council, others by the community, to communicate the council's vision and to consult local people, for example the Interfaith Forum, LGBT Forum, BAME Forum, Involve, Community Forums, Youth Parliament, and Young Advisors

The council follows the principles for engagement agreed by the Merton Partnership in 2010 and refreshed in 2014 as part of the Get Involved - Community Engagement Strategy. These principles let residents know what they can expect from council consultations and they are invited to report on occasions when consultations fall short of these expectations.

All our consultations and many of our partner's consultations are listed in our online database. Residents and stakeholders can sign up for alert emails to be updated when new consultations are in place on the system so they can find out how to get involved.

## **8. Overarching**

The South West London Audit Partnership has carried out reviews of the councils main financial systems which are also used by MSJCB, an assurance has been provided as part of the councils AGS that the controls are reasonable. A review of the return has also been carried out.

The Treasurer has provided a Certificate of Internal Control for the year ended 31 March 2016, stating that they were aware of their responsibilities, and that they had complied with the Council's policies and procedures. All officers of the Board have signed a certificate of assurance to confirm compliance with Merton's processes and Procedures during 2015/16.

No significant governance issues have been identified during 2015/16, however, steps will be taken to ensure appropriate professional advice is sort in a timely manner. MSJCB, in conjunction with Merton Council, will continue to review its internal control processes, particularly with regard to performance management, risk management and business continuity.

**Chair of the Board**

**Registrar to the Board**

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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