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Merton Council

Merton and Sutton Joint Cemetery Board Agenda

Membership

Councillors:

Stephen Alambritis MBE
Agatha Mary Akyigyina OBE
Hina Bokhari
Councillor Steve Cook
Nick Draper
Drew Heffernan
Councillor Annie Moral
David Williams MBE JP

Substitute Member:

Councillor Vincent Galligan

Date: Tuesday 22 June 2021

Time: 2.00 pm

Venue: Council chamber - Merton Civic Centre, London Road, Morden SM4 5DX

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 or telephone 020 8545 3616

All Press contacts: communications@merton.gov.uk tel: 020 8545 3181

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Merton and Sutton Joint Cemetery Board

Agenda

22 June 2021

1	Election of Chair and Vice Chair 2021/22	
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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. For further advice please speak with the Managing Director, South London Legal Partnership.

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.

MERTON AND SUTTON JOINT CEMETERY BOARD
10 FEBRUARY 2021
(2.00 pm - 2.56 pm)

PRESENT Councillor Drew Heffernan (in the Chair),
Councillor David Williams (Vice-Chair),
Councillor Agatha Mary Akyigyina,
Councillor Stephen Alambritis, Councillor Steve Cook,
Councillor Nick Draper, Councillor Simon McGrath and
Councillor Annie Moral

IN ATTENDANCE John Bosley (Assistant Director Public Space Contracts and
Commissioning), Zoe Church (Head of Business Planning),
Louise Fleming (Democracy Services), Howard Joy (Property
Management and Review Manager, ENVR), Farzana Mughal
(Democracy Services) and Mark Robinson (Cemeteries Manager
and Registrar)

1 APOLOGIES FOR ABSENCE (Agenda Item 1)

There was no apologies for absence.

2 DECLARATIONS OF PECUNIARY INTEREST (Agenda Item 2)

There were no declarations of interest.

3 MINUTES OF THE MEETINGS HELD ON 11 FEBRUARY AND 23 JUNE 2020 (Agenda Item 3)

RESOLVED: That the minutes of the meetings held on 11th February and 23rd June, 2021 were agreed as accurate record.

4 BUDGET MONITORING 2020/21 AND REVENUE ESTIMATES 2021/22 (Agenda Item 4)

The Treasurer presented the Budget Monitoring Report for 2020/21 and Revenue Estimates 2021/22 report, which outlined the projected outturn for 2020/21 based on the budgetary monitoring to 31st December, 2020.

It was explained that the total projected outturn for 2020/21 was lower than previous years. Members were drawn to Appendix A, outlining the Forecast Outturn and Variance for 2020/21.

Members were reminded that following the last meeting in June 2020, the Board requested that the Council repay the loan early in respect of the cemetery extension. Members were informed that following discussions with both Merton and Sutton's Section 151 Officers the preference would be to draw down from reserves up to £1

million as this would provide constituent authorities with most flexibility. Members' attention was drawn to the Common Fund Balances detailing the proposed repayment of reserves and the three possible options.

In response to a Member's question, clarity was sought that both Merton and Sutton Councils agreed to draw down on reserves up to £1 million which would potentially leave an estimated £200,000 in the Board reserves.

RESOLVED that

- 1. the current budgetary position for 2019/20 based on the end of December 2020 shown in Columns 1 to 6 of Appendix A, be noted;**
- 2. the Revenue Estimates for 2021/21 shown in Column 7 of Appendix A, be approved;**
- 3. the precepts for the financial year ended 31st March, 2021 be set at zero;**
- 4. the repayment of reserves detailed in paragraph 3.2, options 1 and 2, up to £800,000 be approved, and that the option progressed will be determined by the Section 151 Officers of Merton and Sutton;**
- 5. a price increase of 1.5% on Fees and Charges in the next financial year 2021/22, be approved;**
- 6. the Board establishes its next meeting as early as possible in June 2021 to ensure that approved information is included in Merton's Accounts and information is despatched to Merton's External Auditors as soon as possible;**
- 7. the Risk Management Strategy and Risk Register (as at January 2021) attached as Appendix I, be approved; and**
- 8. an additional fee of £40.00 per chapel service is levied from customers, this is the calculated cost of cleansing and disinfecting the chapel between each service, due to Covid-19 pandemic, be approved.**

5 CONTRACTOR REPORT (Agenda Item 5)

The Cemeteries Manager and Registrar presented the Contractor's report, and in doing so, outlined the activities from May 2020 to December 2020.

The following points were highlighted:

- idverde requested replacement of the existing bins to wheelie bins be considered;
- new bearer beams were urgently required on the existing general Muslim section BX;
- roads and footpath were in need of repairing;

- the Muslim section BX was running out of space for graves and new beams were required on KX.

In response to Members' questions, the following points were highlighted:

- during the pandemic and in recent weeks approximately 10 Muslim burials a week were taking place;
- the Board raised concerns on the ongoing issues in relation to the concrete headstone foundation beams and expressed that a comprehensive plan was required. Furthermore, Members requested an update to when further works would be undertaken with regards to the bearer beams.

The Board acknowledged all the hard work from staff during the unprecedented challenges due to Covid-19 pandemic and recognised the profound effect this was having on the communities.

RESOLVED that

- 1. the content of the report be noted;**
- 2. a written report to be provided to the Board by 26th February, 2021 of when the works would be carried out in relation to the bearer beams; and**
- 3. an interim report to be presented to the Board, detailing the work activities, in particular, an update of the work with regards to the bearer beams at the next meeting of the Board in June, 2021.**

6 EXCLUSION OF THE PUBLIC (Agenda Item 6)

7 TO AGREE THE EXEMPT MINUTES OF THE LAST MEETING (Agenda Item 7)

RESOLVED: That the exempt minutes of the meeting held on 23rd June, 2021 were agreed as an accurate record.

8 CLIENT REPORT (Agenda Item 8)

The Assistant Director of Public Space Contracts and Commissioning presented the Client Report, and in doing so, outlined the current work undertaken during this period.

The following points were highlighted:

- the memorial safety testing programme, including the bearer beam work being undertaken;
- Members' attention was drawn to section 2.4.3, table 2 of the report which outlined the available and future planned plots within the London Borough of Merton.

- the excellent work with partnership was acknowledged in delivering the service during the difficult challenges faced;
- Safety Training was undertaken by both idverde Staff and LBM Client Team;
- it was recognised that the repair of the bearer beams was a priority. Progress on programmed works was stalled in 2020 due to the impacts of Covid-19 and the importance of prioritising front-line services. Furthermore, Members reiterated the health and safety importance with regards to the ongoing memorial safety testing programme.

In response to a Member's question, it was clarified that the roll out of Covid-19 vaccination had been offered to all staff.

On behalf of both London Borough of Merton and London Borough of Sutton, the Chair concluded the meeting by thanking everyone for their hard work and contributions.

RESOLVED that

- 1. the Committee note the positive work undertaken by the service provider's (ideverde) Cemeteries Management Team and the Clint Officer Team for the continued delivery of excellent service throughout the current pandemic; and**
- 2. the contents of the report be noted.**

MERTON AND SUTTON JOINT CEMETERY BOARD

Date: 22 June 2021

Agenda item:

Wards: Borough Wide Merton and Sutton

Subject: Annual Governance Statement 2020/21

Lead officer: Zoe Church

Lead member:

Forward Plan reference number:

Contact officer:

Recommendation:

That the Annual Governance Statement be noted and agreed

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 2020/21. 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 MSJC 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.
- 1.3 MSJCB has approved and adopted a code of corporate governance, which is consistent with the seven principles (paragraph 3.2) and 21 sub-principles of the CIPFA/SOLACE Framework “Delivering Good Governance in Local Government (2016)”
- 1.4 The AGS explains how MSJCB has complied with the code and also meets the requirements of the 6(1b) Accounts and Audit Regulations 2015. It is worthy of note at this point that MSJCB utilises the systems and procedures of the London Borough of Merton (the Council/Authority) and as such utilises the work undertaken by this organisation to demonstrate good governance.

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.
- 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 Merton who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates
- 3.2 Merton has established a Corporate Governance steering group and terms of reference agreed to undertake this review. Meetings have been held and an evidence pack compiled to review the seven principles which are:

- Principle 1: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law
- Principle 2: Developing the entity's capacity, including the capability of its leadership and the individuals within it
- Principle 3: Defining outcomes in terms of sustainable economic, social, and environmental benefits
- Principle 4: Managing risks and performance through robust internal control and strong public financial management.
- Principle 5: Implementing good practices in transparency, reporting, and audit to deliver effective accountability
- Principle 6: Ensuring openness and comprehensive stakeholder engagement
- Principle 7: Determining the interventions necessary to optimise the achievement of the intended outcomes

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.

10. CRIME AND DISORDER IMPLICATIONS

10.1 None for the purposes of this report.

11. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

11.1 There are no specific risk management or health and safety implications.

12. APPENDICES – the following documents are to be published with this report and form part of the report

12.1 Appendix I: Annual Governance Statement 2020/21

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

13.1 CIPFA / SOLACE Framework Delivering Good Governance in Local Government 2016

ANNUAL GOVERNANCE STATEMENT 2020/21

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

Principle 1: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

- 1.1 In Merton demonstrating this core principle the joint Board draws heavily on the constitution, formal committees and systems established within Merton Council. The Overview and Scrutiny Commission and Panels are responsible for holding the executive to account, influencing the decision-making process, and shaping the development of new policy.
- 1.2 The key principles of scrutiny in Merton, set out in the scrutiny handbook, are that it should be member-led, consensual, evidence-based, and relatively informal. The handbook also contains advice for councillors and officers on their respective roles, guidance, and practical steps on how to achieve successful scrutiny. It is based on experience of scrutiny in Merton, best practice research and examples from other local authorities.
- 1.3 The Standards and General Purposes Committee has overall responsibility for promoting corporate governance and ensuring controls are adequate and working effectively. The Committee is also concerned with the promotion and maintenance of high standards of conduct within the council; the enforcement of the Member Code of Conduct; and advising the council on ethical governance matters. The Committee monitors the registers maintained in relation to gifts and hospitality received by councillors and offered to and accepted by staff. The Committee comprises twelve members, and the Council's two Independent Persons regularly attend as observers. The Board dovetails with these arrangements
- 1.4 The Standards and General Purposes Committee fulfils the role of an Audit Committee in accordance with CIPFA recommended best practice, and this committee has overall responsibility for ensuring controls are adequate and working effectively. The Boards accounts are reviewed by both internal and external audit prior to sign off.
- 1.5 The Standards and General Purposes Committee meeting in July 2020 agreed to commence a review of the Council's constitution and appoints a working group of members in conjunction with the Monitoring Officer to carry out that review.

Principle 2: Developing the entity's capacity, including the capability of its leadership and the individuals within it

- 2.1 The Board via Merton has adopted codes of conduct for its staff and its Members (Sutton Members would be covered by their own Council's arrangements), including co-opted members. These are provided to all staff as they are inducted into the organisation. Members and co-opted members sign an undertaking to abide by their Code of Conduct at the point of their election or appointment. These Codes are always available for reference and reminders and training are provided as necessary. Each year (after Annual Council) Members are asked to declare their interests and at the start of all committee meetings A Council response to the consultation on the draft model Code of Conduct for Councillors, from the LGA (Local Government Association) was approved at July 2020 Standards and General Purposes Committee
- 2.2 Members' induction training is undertaken after each local government election. In addition, an on-going programme of training and awareness is available for Members with formal and informal events each year, including all major changes in legislation and governance issues. Details of training provided are also reported to the Standards and General Purposes Committee.
- 2.3 A corporate induction programme is delivered to all new staff joining the Council, supplemented by department specific elements. In addition, further developmental needs are identified through the Council's Appraisal Scheme.
- 2.4 During 2020/21 the council adopted formal London Resilience (Gold, Silver, Bronze) arrangements to manage the coronavirus response in the borough. This comprised a Gold Command team consisting of CMT members meeting regularly to discuss complex decisions, a Silver level group initially meeting daily to bring all decisions to one place and consider their impact and Bronze level departmental meetings, where issues around staffing levels and service provision are resolved. Also relevant for Principle 7: Determining the interventions necessary to optimise the achievement of the intended outcomes

Principle 3: Defining outcomes in terms of sustainable economic, social, and environmental benefits. Determining the interventions necessary to optimise the achievement of the intended outcomes

- 3.1 In 2019 the Council underwent an LGA Peer Challenge. The LGA team assessed the council as well managed, with clear priorities, good relationships with key partners and a constructive relationship between officers and elected members. They felt though that Merton would benefit from a clear narrative setting out the future ambition for the borough that was developed with councillors, residents, and partners. Due to the changes of the impact of Covid the Council is currently working on a change programme.

- 3.2 During 2020/21 Merton prepared a Local Outbreak Control Plan, which outlines seven steps in local preparedness to prevent, control and manage COVID-19 incidents and outbreaks, if and when they emerge. It describes our local whole system response and it has been developed with a wide range of stakeholders and overseen by the Health and Wellbeing Board. It was signed off by Chief Executive, the Director of Public Health, the Cabinet Member for Health, Social Care and the Environment and was published first on 30th June 2020 (A refreshed local outbreak management plan was prepared in April 2021). Also relevant for Principle 7: Determining the interventions necessary to optimise the achievement of the intended outcomes

Principle 4: Managing risks and performance through robust internal control and strong public financial management

- 4.1 The financial management of the Council and the Board is conducted in accordance with the Financial Regulations set out in the Constitution. The Council has designated the Director of Corporate Services, as the Chief Financial Officer in accordance with Section 151 of the Local Government Act 1972. The financial strategy ensures the economical, effective and efficient use of resources including a financial management process for reporting the Council's financial standing. The Council's financial management arrangements conform to the requirements of the CIPFA statement on the Role of the Chief Financial Officer in Local Government (CIPFA 2016). A new Financial Management code was introduced by Cipfa which is effective from April 2022 but should be reflected by the Council from April 2021. A review of the Council's Scheme of Management is to be reviewed in 2021/22.
- 4.2 The Board's annual financial planning process includes comprises two meetings one to review the budget (February) and one to review the outturn position (June). The June meeting also revises the annual budget, if appropriate.
- 4.3 The Council has a risk management process to identify, assess and manage those significant risks to the Council's objectives including the risks of its key strategic partnerships. The risk management process includes a risk management strategy, corporate and directorate risk registers. Key corporate risks are regularly reviewed by the Corporate Risk Management Group, Corporate Management Team and an annual report is presented to the Standards and General Purposes Committee. An Internal Audit review on the effectiveness of the council's risk management arrangements was undertaken in 2019/20 and provided a substantial assurance. The Board's approach to Risk Management dovetails with the systems established by Merton and the Board's Risk Register is reviewed at each Meeting of the Board.

- 4.4 The Information Governance board meet six weekly to discuss information governance issues and to review policy, procedures, and breaches, with representatives from each department and key officers. Information Security training has been in place for over 10 years. Additional bite size on-line cyber security training was put in place for officers in 2020/21. An Internal Audit review on Cyber Security in 2020/21, received a limited assurance and has recommended increased oversight on the numbers completing the Information Security training. Using Merton's systems and processes etc. the Board benefits from the outcomes of this arrangements.
- 4.5 Business Continuity and Disaster Recovery Plans were reviewed and updated in 2020/21 as a result of the current Covid-19 pandemic. Again, the Board benefits from these reviews and arrangements.

Principle 5: Implementing good practices in transparency, reporting, and audit to deliver effective accountability

- 5.1 The council's commitment to openness and transparency to publish data is freely available on the Councils website. A review of compliance with the Transparency Agenda undertaken in 2020/21.
- 5.2 To ensure that concerns or complaints from the public can be raised, the Council has an established formal complaints policy which sets out how complaints can be made, what should be expected and how to appeal. An annual complaints reports is presented to S&GP committee. There is a formal process to deal with Freedom of Information requests and Subject Access requests.
- 5.3 Declaration of Interests (officers) form and guidance was updated during 2020/21. The gifts and hospitality guidance and process are due to be reviewed in 2020/21/22.
- 5.4 A whistleblowing policy has been adopted to enable staff, partners and contractors to raise concerns of crime or maladministration confidentially. This has been designed to enable referrals to be made without fear of being identified. These arrangements are part of ensuring effective safeguarding, counter-fraud and anti-corruption arrangements are developed and maintained in the Council. The operation of this policy is overseen by the Head of Internal Audit, Head of Fraud, Legal human resources and the Monitoring Officer on a monthly basis.
- 5.5 The Whistleblowing Policy was reviewed and updated for approval at S&SP November 2020 committee. Regular Fraud update reports were presented to the Standards and General Purposes committee.
- 5.6 RIPA inspection undertaken by the Investigatory Powers Commissioner's Office (IPCO) in January 2020, which provided a satisfactory outcome, but with some recommendations for improvement. These covered revising the RIPA policy, adding an additional quality check and refresher training. All these recommendations were implemented, training was provided in January 2020 and a revised RIPA policy approved by S&GP Committee in July 2020.

- 5.7 The Council maintains an effective Internal Audit service that has operated, in accordance with the Public Sector Internal Audit Standards. The Council's assurance arrangements conform to the governance requirements of the *CIPFA Statement on the Role of the Head of Internal Audit (2019)*. An internal Public Sector Internal Audit Standards review for 2019/20 of the Internal Audit service concluded that the service is satisfactory and fit for purpose. A five-year external review was also undertaken in May 2018 and provided a compliance assurance.
- 5.8 Internal audit is responsible for monitoring the quality and effectiveness of internal controls. Using the Council's risk registers and an audit needs assessment, a plan of internal audit work is developed. The outcome of the internal audit risk-based work is reported to Directors and regularly to the Standards and General Purposes Committee. Implementation of recommendations is monitored, and progress reported. Regular Fraud update reports are presented to the Standards and General Purposes committee by the SWLFP. A revised Anti-Fraud and Corruption strategy was approved by the Standards and General Purposes Committee in 2019/20.
- 5.9 Where appropriate the Board benefits from these arrangements

Principle 6: Ensuring openness and comprehensive stakeholder engagement

- 6.1 The principles guiding the relationship and conduct between the council and voluntary, community and faith sector is set out in the Merton Compact (last refreshed in 2011). The Merton Compact is a partnership agreement between local public bodies and the voluntary and community sector to improve the relationships. The Merton Compact subscribes to the principles of the National Compact, setting out principles and values of the partnership and aims to achieve a Compact way of working
- 6.2 The Merton Compact is monitored by the Compact Board, comprising of representatives from public bodies including Merton Council (political and officer), Merton CCG, the police, the Fire Brigade and South Thames College and local representatives from the voluntary, community and faith sector. A dispute resolution procedure has been developed to help organisations through the difficulties associated with disputes and disagreements. This group did not meet in 2020/21.
- 6.3 The Council has continued to work with partners, local and regional authorities across London and government through London emergency planning arrangements. The Chief Executive co-ordinator of the response in South West London and is Merton's representative on the London-wide local government response team,
- 6.4 Where appropriate the Board benefits from these arrangements

7 Review of effectiveness

- 7.1 The London Borough of Merton 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, standards and general purposes committee, the Head of Internal Audit annual report, and also by comments made by the external auditors and other review agencies and inspectorates and others as appropriate. As the Board utilises Merton's arrangements they benefit from the outcomes and developments from this review.
- 7.3 The review has shown that the governance framework is consistent with the principles of the CIPFA / SOLACE best practice framework and the examples of the arrangements that should be in place. Internal Audit has reviewed the effectiveness of the system of internal control for 2020/21. The Head of Internal Audit opinion based on this work, is that the system of internal control is generally sound and effective. Controls to manage principal risks are monitored by service managers. This includes services with statutory responsibilities for the safety of vulnerable people.

8 Internal Audit Outcomes

- 8.1 The Head of Audit is required to provide the Council with an opinion on the adequacy and effectiveness of the internal control environment. In the Annual Report on the work of Internal Audit during 2020/21 the Head of Internal Audit is satisfied that sufficient internal audit work has been undertaken to draw a reasonable conclusion as to the adequacy and effectiveness of the Council's control environment.
- 8.2 The review of the governance framework in place at the London Borough of Merton (that is utilised by the Board), concluded that it is fit for purpose in accordance with the governance framework.

9 Improvement Plan 2021-22

- 9.1 The improvement actions below have been identified as part of the AGS:

Action	Lead	
Review of Roles and Responsibilities	Client Side Officer	Ongoing This review made limited progress during 2020-21 due to the continued impact of Covid 19.
Covid 19	Client Side Officer/Treasurer	Consider preparations to return to a new 'normal', lessons learnt and assessing the long-term impact and consequences.

Committee: MERTON AND SUTTON JOINT CEMETERY BOARD

Date: 22 June 2021

Wards: Borough Wide Merton and Sutton

Subject: ABSTRACT OF ACCOUNTS 2020/21

Lead officer: Zoe Church

Recommendations:

- A. To receive and approve the Draft Abstract of Accounts for 2020-21
 - B. To approve the Annual Audit Return for 2020-21 (Appendix E)
 - C. To approve the revised revenue estimates for 2021/22 in Appendix I
 - D. That the Board considers whether to increase the possible repayment of reserves from £800k to £1m (paragraph 2.5) in light of the outturn position
 - E. Review and Agree the Risk Register as at June 2021 in Appendix J.
-

1. Purpose of report and executive summary

- 1.1 This report presents MSJCB's Accounts for 2020-21 which comply with the CIPFA Accounting Code of Practice which is compliant with International Financial Reporting Standards (IFRS). In addition, this report proposes a revised 2021-22 Budget for Approval
- 1.2 The accounts will be available for public inspection from Monday 5th July 2021 to Friday 13th August 2021.

2. Details

- 2.1 The statement of accounts for 2020-21 are attached to this report. It includes the details of actuals for 2019/2020 for comparison purposes. The accounts are subject to external audit. The cemetery has made a surplus this year of £351,432.

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

Area	Variance £	Reason
Employees	(544)	
Running Expenses	(2,913)	Underspend on Building Improvements and Legal Services
Special Projects	(150,720)	Special Projects not progressed this financial year
Income	(181,775)	Estimated Profit Share for 18/19 and 19/20 Increased

(335,952)

2.2 Breakdown of Debtors/Pre Payments

The table below provides a breakdown of debtors and pre payments as at 31st March 2020 and 31st March 2021

31/03/2020	SUNDRY DEBTORS AND PREPAYMENTS	31/03/2021
70,939	Idverde Guaranteed Income Due February & March	70,939
72,000	Idverde Income Share above the threshold 2018/19	123,145
48,000	Idverde Income Share above the threshold 2019/20	27,098
0	Estimated Idverde Income Share above the threshold 2020/21	150,000
190,939		371,181
SUNDRY CREDITORS		
37,000	Surrey County Council - Pension Management	5,000
0	Gutter Clearance	200
0	Tree Works	487
0	Legal Charges March 2021	263
37,000		5,950

2.3 Fund balances and reserves

2.4 Members should note the overall level of the Common Fund Balance to be £1,376,140, of this balance £300,242 is attributable to excess incomes from Idverde which is yet to be finalised. At its meeting in February the Board agreed to set aside up to £800k to repay to constituent authorities in in 2021/21, if required. Members are being asked if they wish to increase this set aside to £1 million. The Table below shows how the overall sum would be distributed to Merton and Sutton:

Drawdown on MSJCB Reserve

Authority	GLA Housing	Percentage	Current Option	Alternative Option
	Number*		£000s	£000s
LB Sutton	206,074	49%	394.53	493.17
LB Merton	211,786	51%	405.47	506.83
Total	417,860	100%	800.00	1,000.00

Proposed allocations options for the MSJCB reserve using GLA Housing figures for 2020 rather than Merton's preferred data source of BPO

2.5 Revised Estimates 2021-22

2.6 Attached as Appendix I is the Revised Estimates for the Cemetery for 2021-22 for approval by the Board. In short, £95,000 is being added to the original budget for special projects to complete the programme for both 20/21 and 21/22.

- 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 J.

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 2021 C – Income and Expenditure Account 2020-21 D – Cash Flow Statement E – Copy of Annual Return 2020-21 to Auditors F – Asset Register G – Precept History H – Loan Repayment Schedule I – Revised 2021/22 Estimates j – Risk Register June 2021
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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
- Meeting arrangements - Democratic Services:
 - email: 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
 - Tel: 020 8545 3181
- London Borough of Merton:
 - Address: Civic Centre, London Road, Morden, SM4 5DX
 - Tel: 020 8274 4901

MERTON AND SUTTON JOINT CEMETERY BOARD

ABSTRACT OF ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2021

Treasurer of the Board

Merton Civic Centre
London Road
Morden
Surrey
SM4 5DX

MERTON AND SUTTON JOINT CEMETERY BOARD

ABSTRACT OF ACCOUNTS 2020/21

STATEMENT OF MAIN ACCOUNTING PRINCIPLES

The accounts have been prepared in accordance with the latest Accounts and Audit Regulations. 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 2020-21. This is to be reviewed in the 2022-23 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	24.74
C1	Grazing land	1.34
A	Let to Royal Borough of Kingston-upon-Thames for school playing fields	2.64
CC	ARQIVA	0.03
	Idverde	
	Service Tenancy	n/a
Total		55.10

MSJCB Movement in Reserves Statement 1 April 2019 to 31 March 2020

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
Balance at 1 April 2019 b/fwd	(26,040)	(252)	(732,558)	(3,919)	(408,262)	0	(1,171,031)
(Surplus)/Deficit of the Year			(261,939)				(261,939)
Adjustments between statutory Accounting and Proper Accounting Practice							
Depreciation			82,596		(82,596)		0
Appropriations							
Provision for loan repayment			(70,532)		70,532		0
Minimum Revenue Provision			(12,064)		12,064		0
Contribution to Capital Fund							
Movements	26,040	252	(30,211)	3,919			0
Balance at 31 March 2020 c/fwd	0	0	(1,024,708)	0	(408,262)	0	(1,432,970)

MSJCB Movement in Reserves Statement 1 April 2020 to 31 March 2021

Fund Narrative	Purchasing Graves Reserves Fund	Maintenance of Graves Fund	Common Fund	Capital Fund	Capital Adjustment Account	Revaluation Reserve Account	Total
Balance at 1 April 2020 b/fwd	0	0	(1,024,708)	0	(408,262)	0	(1,432,970)
(Surplus)/Deficit of the Year			(351,432)				(351,432)
Adjustments between statutory Accounting and Proper Accounting Practice							
Depreciation			82,122		(82,122)		0
Appropriations							
Provision for loan repayment			(70,532)		70,532		0
Minimum Revenue Provision			(11,590)		11,590		0
Contribution to Capital Fund							
Balance at 31 March 2021 c/fwd	0	0	(1,376,140)	0	(408,262)	0	(1,784,402)

**Merton and Sutton Joint Cemetery Board
Balance Sheet as at 31st March 2021**

Noml 31st March 2020

31st March 2021

LONG TERM ASSETS

9000	1,506,282	Other Land and Buildings	1,431,547
9002	75,498	Vehicles, Plant and Equipment	68,111
	1,581,780		1,499,658

CURRENT ASSETS

9170	190,939	Sundry Debt Bdy Ext Centr Gov	371,181
9154	49,777.63	Input VAT	160,167
9469	917,072.00	Cash Balance	958,410
	966,850	Cash Balance	1,118,577.37
	1,157,789		1,489,759

CURRENT LIABILITIES

9432	(37,000)	Accrual - Pub Corp & Trust Fnd	(5,950)
------	----------	--------------------------------	---------

LONG TERM LIABILITIES

9577	(634,800)	Loans from London Borough of Merton	(599,533)
9577	(634,800)	Loans from London Borough of Sutton	(599,533)
	(1,269,599)		(1,199,066)

1,432,970 NET ASSETS**1,784,402****UNUSABLE RESERVES**

9750	(408,262)	Capital Adjustment Account	(408,262)
------	-----------	----------------------------	-----------

USABLE RESERVES

9749	(1,024,708)	Common Fund	(1,376,140)
	(1,024,708)		(1,376,140)

(1,432,970) TOTAL RESERVES**(1,784,402)****31/03/2020 SUNDRY DEBTORS AND PRE PAYMENTS****31/03/2021**

70,939	Idverde Guaranteed Income Due February & March	70,939
72,000	Idverde Income Share above the threshold 2018/19	123,145
48,000	Idverde Income Share above the threshold 2019/20	27,098
0	Estimated Idverde Income Share above the threshold 2020/21	150,000
190,939		371,181

SUNDRY CREDITORS

37,000	Surrey County Council - Pension Management	5,000
0	Gutter Clearance	200
0	Tree Works	487
0	Legal Charges March 2021	263
37,000		5,950

Merton and Sutton Joint Cemetery Board

Actual 2019/20	Description	Revenue Estimate 2020/21	Actual 2020/21	Variance Actual to Estimate	Variance Actual 19-20 to Actual 20-21
Employees					
4,700	Member Allowances	4,890	4,346	(544)	(354)
37,000	Super Fund Revaluation Costs	5,000	5,000	0	(32,000)
41,700	Total Employees	9,890	9,346	(544)	(32,354)
Running Expenses					
33	Building Improvements/Maintenance	7,000	4,687	(2,313)	4,654
2,532	Gas	3,000	2,604	(396)	72
3,056	Electricity	3,000	2,920	(80)	(136)
12,996	NNDR	16,510	16,505	(5)	3,509
0	Use of Water	3,000	0	(3,000)	
222,344	Contractor/Client Side Costs	227,080	230,969	3,889	8,625
26	Printing and Stationery	500	279	(221)	252
381	Purchase of Graves	0	0	0	(381)
22,340	Fees	22,810	22,810	0	470
1,300	External Audit Fees	1,500	1,300	(200)	0
1,000	Consultants	1,000	1,500	500	500
5,000	Insurance Premiums	6,000	6,000	0	1,000
851	Internal Legal Hard Charge	2,000	263	(1,737)	(588)
521	Telephone - Call Charges	300	965	665	444
46,502	Interest Paid	44,060	44,054	(6)	(2,448)
82,596	Depreciation	82,130	82,122	(8)	(474)
401,477	Total Running Expenses	419,890	416,977	(2,913)	15,500
Special Projects					
0	Restructuring	10,000	0	(10,000)	0
0	Memorials	10,000	0	(10,000)	0
0	Demolition of Greenhouse	20,000	0	(20,000)	0
0	Roads and Footpaths	20,000	0	(20,000)	0
0	New Bearer Beams	25,000	0	(25,000)	0
9,277	Replacement Bearer Beams	65,720	0	(65,720)	(9,277)
9,277	Total Special Projects	150,720	0	(150,720)	(9,277)
452,453	Total Expenditure	580,500	426,323	(154,177)	(26,131)
Income					
(43,246)	Rental Income	(43,240)	(43,857)	(617)	(611)
(664,557)	Interment Fees	(545,000)	(724,895)	(179,895)	(60,338)
(6,591)	Interest Income	(7,740)	(9,003)	(1,263)	(2,412)
(714,393)	Total Income	(595,980)	(777,755)	(181,775)	(63,362)
261,940	Transfer to Reserves	15,480	351,432	335,952	89,493

Merton and Sutton Joint Cemetery Board

Actual 2019/20	Description	Actual 2020/21
	<u>(1) PURCHASING GRAVES IN RESERVE FUND</u>	
26,040	Balance Brought Forward	0
(26,040)	Move to Common Fund	0
0		0
	<u>(2) COMMON FUND</u>	
732,558	Balance Brought Forward	1,024,708
0	Contribution to - London Borough of Merton	0
0	Contribution to - London Borough of Sutton	0
732,558		1,024,708
261,939	Add Surplus (Deficit) for the year	351,432
12,064	Transfer depreciation to capital adjustment account	11,590
	Loss on Disposal	
70,532	Provision for Repayment of Loan	70,532
(82,596)	Minimum Revenue Provision	(82,122)
26,040	Transferred from Maintenance of Graves Fund	0
3,919	Transferred from Capital Fund	0
252	Transferred from Graves Maintained in Perpetuity	0
1,024,708	Common Fund Balance	1,376,140
	<u>(3) CAPITAL FUND</u>	
3,919	Balance Brought Forward	
(3,919)	Less Transferred to Common Fund	
0	Balance Carried Forward	(0)
1,024,708	TOTAL FUNDS AND BALANCES	1,376,140

Merton and Sutton Joint Cemetery Cash Flow Statement

<u>MSJCB Cash Flow Statement 2019-20</u>	<u>£</u>
Net (surplus) or deficit on the provision of services	(261,939)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	
Add Depreciation	(82,596)
Add Accrual	8,558
Less Prepayment	120,000
Adjustment for cash items not in the net surplus or (deficit) on the provision of services	(249)
Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	0
Net cashflows from Operating Activities	(216,226)
Investing activities	0
Financing activities	70,533
Net increase or decrease in cash and cash equivalents	(145,693)
Cash and cash equivalents at the beginning of the period	(821,157)
Cash and cash equivalents at the end of the period	(966,850)

<u>MSJCB Cash Flow Statement 2020-21</u>	<u>£</u>
Net (surplus) or deficit on the provision of services	(351,432)
Adjustment to the net surplus or (deficit) on the provision of services for non-cash movements	
Add Depreciation	(82,122)
Add Accrual	180,242
Less Prepayment	31,050
Adjustment for cash items not in the net surplus or (deficit) on the provision of services	0
Adjustments for items included in the net surplus or (deficit) on the provision of services that are investing and financing activities	0
Net cashflows from Operating Activities	(222,261)
Investing activities	0
Financing activities	70,533
Net increase or decrease in cash and cash equivalents	(151,728)
Cash and cash equivalents at the beginning of the period	(966,850)
Cash and cash equivalents at the end of the period	(1,118,578)

Joint Committees

Annual return for the financial year ended 31 March 2021

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 2021, 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 using the following link (<https://www.pkf-l.com/services/limited-assurance-regime/joint-committees-independent-review/>).

Section 1 – Annual governance statement 2020/21

We acknowledge as the members of

Enter name of reporting joint committee

Merton and Sutton Joint Cemetery

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 2021, that:

	Agreed –		'Yes' means that the joint committee:
	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 joint committee 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 joint committee 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 joint committee'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 joint committee.
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 joint committee 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

dated 22/06/2021

Signed by:

Chair

dated 22/06/2021

Signed by:

Clerk

dated 22/06/2021

*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 2020/21 for:

Enter name of reporting joint committee here:

Merton and Sutton Joint Cemetery ERE

	Year ending		Notes and guidance 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.
	31 March 2020 £	31 March 2021 £	
1 Balances brought forward	846,539	1,120,790	Total balances and reserves at the beginning of the year as recorded in the joint committee'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 joint committee. Excluding any grants received.
3 (+) Total other receipts	714,393	777,755	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	41,700	9,346	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	117,035	114,587	Total expenditure or payments of capital and interest made during the year on the joint committee's borrowings (if any).
6 (-) All other payments	281,407	290,801	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	1,120,790	1,483,810	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	966,850	1,118,577	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,581,780	1,499,658	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the joint committee as at 31 March
10 Total borrowings	1,269,599	1,199,066	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 2021 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:

Date 22/06/2021

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

22/06/2021

and recorded as minute reference:

Signed by Chair of meeting approving these accounting statements:

Date 22/06/2021

Section 3 – Review report 2020/21 Certificate

We present the findings from our review of the annual return for the year ended 31 March 2021 in respect of:

Enter name of reporting joint committee here:

Merton and Sutton Joint Cemetery CRE

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 2021; 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

PKF Littlejohn LLP

Date

Section 4 – Annual internal audit report 2020/21 to

Enter name of reporting joint committee here:

Merton and Sutton Joint Cemetery

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 2021.

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.

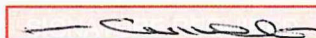
Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. The Joint Committee's financial regulations have been met, payments were approved and VAT was appropriately accounted for.	✓		
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.	N/A		N/A
G. Salaries to employees and allowances to members were paid in accordance with the joint committee 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.	N/A		N/A
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:

M COLLETON

Signature of person who carried out the internal audit:



Date: 8/6/21

*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 2020/21 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 joint committee, 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
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 joint committee 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 2021 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 2020

Capital and Finance leases

There are no finance leases as at 31st March 2019

	Valuation to 31/3/2019 £	Depreciation at 31/03/2019	Disposals during year	Additions during year £	Valuation at 31/3/2020 £	
Land acquired from constituent authorities -						
Carshalton UDC	22,220	0.00			22,220	
Merton & Morden UDC	29,975	0.00			29,975	
acquired from Merton & Morden UDC	18,621	0.00			18,621	
Layout of new section	3,542	107.33			3,435	
Superintendent's house & office	3,119	94.52			3,025	
Waiting room and lavatories	22,628	165.75			22,463	
Drawing room for works staff	168	5.10			163	
Greenhouses	2,255	68.33			2,187	
Chapel	26,250	301.99			25,948	
Chapel heating	393	11.91			381	
Layout of Roman Catholic section	710	21.50			688	
Potting shed conversion	206	68.60			137	
Cemetery extension	1,340,137	70,532.00			1,269,605	
Mess room	3,186	96.53			3,089	
Boundary Wally, Layout, Fencing & Elect. Works	107,607	3,260.81			104,346	1,506,282
Cemetery Grounds	11,401	876.97			10,524	
Sub Transformer	23,187	1,783.59			21,403	
Store shed	42	14.07			28	
New Boilers	47,390	4,738.95			42,651	
Repairs to Service Yard & Storage	1,343	447.61			895	75,499.76
TOTAL	1,664,377	82,595.56	0	0	1,581,781	1,581,781
Land and Buildings	1,581,016	74,734.37	0	0	1,506,283	
Vehicles, Plant and Equipment	83,360	7,861.18	0	0	75,498	
	1,664,376	82,595.56	0	0	1,581,780	
MRP (non Loan)		12,063.56				
Loan Management Expense		70,532.00				

CAPITAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

Capital and Finance leases

There are no finance leases as at 31st March 2019

	Valuation to 31/3/2019 £	Depreciation at 31/03/2019	Disposals during year	Additions during year £	Valuation at 31/3/2020 £	
Land acquired from constituent authorities -						
Carshalton UDC	22,220	0.00			22,220	
Merton & Morden UDC	29,975	0.00			29,975	
acquired from Merton & Morden UDC	18,621	0.00			18,621	
Layout of new section	3,435	107.33			3,327	
Superintendent's house & office	3,025	94.52			2,930	
Waiting room and lavatories	22,463	165.75			22,297	
Drawing room for works staff	163	5.10			158	
Greenhouses	2,187	68.33			2,118	
Chapel	25,948	301.99			25,646	
Chapel heating	381	11.91			369	
Layout of Roman Catholic section	688	21.50			667	
Potting shed conversion	137	68.60			69	
Cemetery extension	1,269,605	70,532.00			1,199,073	
Mess room	3,089	96.53			2,993	
Boundary Wally, Layout, Fencing & Elect. Works	104,346	3,260.81			101,085	1,431,547
Cemetery Grounds	10,524	876.97			9,647	
Sub Transformer	21,403	1,783.59			19,619	
Store shed	28	14.07			14	
New Boilers	42,651	4,265.06			38,385	
Repairs to Service Yard & Storage	895	447.61			448	68,112.47
TOTAL	1,581,781	82,121.66	0	0	1,499,660	1,499,660
Land and Buildings	1,506,282	74,734.37	0	0	1,431,548	
Vehicles, Plant and Equipment	75,499	7,387.29	0	0	68,110	
	1,581,780	82,121.66	0	0	1,499,659	
MRP (non Loan)		11,589.66				
Loan Management Expense		70,532.00				

Merton and Sutton Joint Cemetery Board Precept History

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	94,225	78,599	68,365	7,204

Merton and Sutton Joint Cemetery Board Precept History

Year ended 31st March	Interments	Expenditure	Income (excluding precepts)	Net Expenditure/ (Income)	Precepts	Surplus / (Deficit) C/Fwd
		£	£	£	£	£
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	(29,614)	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
2017	237	588,562	606,882	(18,321)	0	513,298
2018	248	452,465	600,846	(148,381)	0	661,679
2019	234	519,727	590,607	(70,880)	0	732,558
2020	216	452,454	714,393	(261,939)	0	1,024,708
2021	301	426,323	777,755	(351,432)		1,376,140

Merton Loan																									
Interest	3.47% as at June 2013																								
Repayment Period	25 Years																								
Total Original Loan	881,664																								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Interest	30,594	29,370	28,146	26,922	25,699.00	24,475	23,251.00	22,027	20,804	19,580	18,356	17,132	15,909	14,685	13,461	12,237	11,014	9,790	8,566	7,342	6,119	4,895	3,671	2,447	1,224
Repayment	35,267	35,267	35,267	35,267	35,267	35,266.56	35,266.56	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267
Total	65,861	64,637	63,413	62,189	60,966	59,741.56	58,517.56	57,294	56,071	54,847	53,623	52,399	51,176	49,952	48,728	47,504	46,281	45,057	43,833	42,609	41,386	40,162	38,938	37,714	36,491
Adjustment to 13/14	7,649																								
Adjusted Total	73,509																								
Balance as at 31/3	846,397	811,131	775,864	740,598	705,331	670,065	634,798	599,532	564,265	528,998	493,732	458,465	423,199	387,932	352,666	317,399	282,132	246,866	211,599	176,333	141,066	105,800	70,533	35,267	0

Sutton Loan																									
Interest	3.47% as at June 2013																								
Repayment Period	25 Years																								
Total Original Loan	881,664																								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Interest	30,594	29,370	28,146	26,922	25,699.00	24,475	23,251	22,027	20,804	19,580	18,356	17,132	15,909	14,685	13,461	12,237	11,014	9,790	8,566	7,342	6,119	4,895	3,671	2,447	1,224
Repayment	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267	35,267
Total	65,861	64,637	63,413	62,189	60,966	59,742	58,518	57,294	56,071	54,847	53,623	52,399	51,176	49,952	48,728	47,504	46,281	45,057	43,833	42,609	41,386	40,162	38,938	37,714	36,491
Adjustment to 13/14	(7,649)																								
Adjusted Total	58,212																								
Balance as at 31/3	846,397	811,131	775,864	740,598	705,331	670,065	634,798	599,532	564,265	528,998	493,732	458,465	423,199	387,932	352,666	317,399	282,132	246,866	211,599	176,333	141,066	105,800	70,533	35,267	0

Combined Loan																									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Interest	61,188	58,740	56,292	53,844	51,398	48,950	46,502	44,054	41,608	39,160	36,712	34,264	31,818	29,370	26,922	24,474	22,028	19,580	17,132	14,684	12,238	9,790	7,342	4,894	2,448
Repayment	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533	70,533
Total	131,721	129,273	126,825	124,377	121,931	119,483	117,035	114,587	112,141	109,693	107,245	104,797	102,351	99,903	97,455	95,007	92,561	90,113	87,665	85,217	82,771	80,323	77,875	75,427	72,981
Balance as at 31/3	1,692,795	1,622,262	1,551,729	1,481,196	1,410,662	1,340,129	1,269,596	1,199,063	1,128,530	1,057,997	987,464	916,931	846,397	775,864	705,331	634,798	564,265	493,732	423,199	352,666	282,132	211,599	141,066	70,533	0

MSJCB Budget 2020-21 Monitoring and Estimates for 2021/22

Description	Revised Budget 2020/21 (1)	2020/21 Outturn (2)	Variance (3)	Original Budget 2021/22 (4)	Virement (5)	Revised Budget 2021/22 (6)
Member Allowances	4,890	4,346	(544)	4,860		4,860
Super Fund Revaluation Costs	5,000	5,000	0	5,000		5,000
Total Employees	9,890	9,346	(544)	9,860	0	9,860
Building Repairs	7,000	4,687	(2,313)	4,500		4,500
Gas	3,000	2,604	(396)	3,000		3,000
Electricity	3,000	2,920	(80)	3,000		3,000
NNDR	16,510	16,505	(5)	20,960		20,960
Use of Water	3,000	0	(3,000)	0		0
Grounds Maintenance	227,080	230,969	3,889	230,259		230,259
Hire of Digger and Dumper	0	0	0	0		0
Stationery	500	279	(221)	500		500
Management and Administration	22,810	22,810	0	23,130		23,130
External Audit Fees	1,500	1,300	(200)	1,500		1,500
Consultants	1,000	1,500	500	1,000		1,000
Insurance Premiums	6,000	6,000	0	6,090		6,090
Internal Legal Hard Charge	2,000	263	(1,737)	2,000		2,000
Telephone - Call Charges	300	965	665	1,000		1,000
Interest Paid	44,060	44,054	(6)	41,610		41,610
Depreciation	82,130	82,122	(8)	82,120		82,120
Total Running Expenses	419,890	416,977	(2,913)	420,669	0	420,669
New Bearer Beams	25,000	0	(25,000)	25,000	20,000	45,000
Replacement Bearer Beams	65,720	0	(65,720)	65,000	75,000	140,000
Demolition of Greenhouse	10,000	0	(10,000)	10,000		10,000
Restructuring (incl. Tenancy Arrangements)	20,000	0	(20,000)	0		0
Memorials	10,000	0	(10,000)	30,000		30,000
Roads and Footpaths	20,000	0	(20,000)	20,000		20,000
Total Special Projects	150,720	0	(150,720)	150,000	95,000	245,000
Total Expenditure	580,500	426,323	(154,177)	580,529	95,000	675,529
Rental Income	(43,240)	(43,857)	(617)	(43,900)		(43,900)
Interment Fees	(545,000)	(724,895)	(179,895)	(545,000)		(545,000)
Interest Income	(7,740)	(9,003)	(1,263)	(2,430)		(2,430)
Total Income	(595,980)	(777,755)	(181,775)	(591,330)	0	(591,330)
Transfer to Reserves	(15,480)	(351,431)	(335,951)	(10,801)	95,000	84,199

Risks & Issues Register ~ Merton & Sutton Joint Cemeteries Board – June 21

Appendix J

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequence(s)	Impact code	Matrix	Current Score & Review History	Control Actions	Date provided
	MSJCB Merton & Sutton Joint Cemeteries Board Risk Register		MSJCB							
Page 38 John Bosley	MSJCB02 Pandemic leading to a reduction in income	Risk	Impact of a possible Pandemic on short, medium and long term income.	Initially, there has been an increase in income at the cemetery due to increased demand. It is foreseen that this has the potential to reduce demand in the short to medium term, impacting on pre-pandemic income levels.	It is envisaged that overall initial increase in income due to overall pandemic demand would negatively impact future annual income projections due to lower demand.	SP		9 10-Jun-2021	Business Continuity Plan in place utilises the MSJC for prioritised burials and if required as the site for mass burials. During 2020-21 the cemetery experienced higher level of income, officers are expecting lower income levels during 2021-22 and will monitor the situation closely	10 Jun 2021
								9 17-Mar-2021		
								9 29-Jan-2021		
								9 06-Jan-2021		
John Bosley	MSJCB02a Delay in the delivery of the 2021/2022 Capital Programme of Works	Issue	Impact of Pandemic on activities and short, medium and long term income.	The unknown nature of the current pandemic may have negative impacts on the ability of the programmed capital projects to be delivered in year. This is dependent on supplier resource availability and possible future Government, especially considering groundworks delivered during periods of past increases in positive cases.	The lack of installation of bearer beams has the potential to negatively impact available grave capacity. Replacement bearer beam programme can accommodate delay as long as memorial testing ensures H&S requirements. Road & pathway delays can be postponed if required.	SP		6 09-Jun-2021	Developed capital work programme has additional contingency periods worked within the plan and priority shall be given to projects that support operational necessities.	10 Jun 2021

Risk Owner	Code & Name	Risk or Issue	Risk Description	Cause(s)	Consequence(s)	Impact code	Matrix	Current Score & Review History	Control Actions	Date provided												
Doug Napier	MSJCB07a Poor operational service delivery	Risk	Poor service delivery achieved under contracting arrangements	The risk is that there will be a negative operational effect as a consequence of the externalisation of Merton and Sutton office administration, grounds maintenance and grave digging services.	Negative impact on service efficiency and quality leading to potential consequences in terms of reputation and lower income.	R		<table border="1"> <tr> <td>3</td> <td></td> <td>09-Jun-2021</td> </tr> <tr> <td>3</td> <td></td> <td>17-Mar-2021</td> </tr> <tr> <td>3</td> <td></td> <td>29-Jan-2021</td> </tr> <tr> <td>6</td> <td></td> <td>06-Jan-2021</td> </tr> </table>	3		09-Jun-2021	3		17-Mar-2021	3		29-Jan-2021	6		06-Jan-2021	<ul style="list-style-type: none"> - Client-side monitor the performance of the contract and the level of complaints this includes regular meeting initiated due to Covid 19 - Resources have been set aside to undertake memorial safety and bearer beam replacement work - The development of a comprehensive Business Continuity Plan has enabled sustained and effective work during the Pandemic 	10 Jun 2021
3		09-Jun-2021																				
3		17-Mar-2021																				
3		29-Jan-2021																				
6		06-Jan-2021																				
John Bosley	MSJCB07c Failure of contracting-out arrangements	Risk	Withdrawal of the contractor from the contract	There is a risk that the contractor may withdraw from the contract and that Merton would need to re-provide the service.	Withdrawal from the contract either by design or through administration / liquidation will have an impact upon service provision during the interim changeover period whilst Merton re-provides the service.	R		<table border="1"> <tr> <td>6</td> <td></td> <td>10-Jun-2021</td> </tr> <tr> <td>8</td> <td></td> <td>17-Mar-2021</td> </tr> <tr> <td>8</td> <td></td> <td>26-Jan-2021</td> </tr> <tr> <td>8</td> <td></td> <td>06-Jan-2021</td> </tr> </table>	6		10-Jun-2021	8		17-Mar-2021	8		26-Jan-2021	8		06-Jan-2021	<ul style="list-style-type: none"> Control measures have improved contract monitoring and management of the service provider through regular meetings, service reporting and service planning. 	10 Jun 2021
6		10-Jun-2021																				
8		17-Mar-2021																				
8		26-Jan-2021																				
8		06-Jan-2021																				

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Committee: Merton and Sutton Joint Cemetery Board

Date: 22nd June 2021, 2pm

Wards: ALL

Subject: M&SJC Contractor Report – Cemetery Management

Lead officer: John Bosley, Assistant Director of Public Space

Contact officer: Mark Robinson (*idverde*), Cemeteries Manager

Recommendations:

A. That the Committee review the information and note the content of the report.

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. This report to the Board reviews the activity from January 2021 to June 2021 and details the work activity for this period. It is intended that a report is presented to each meeting of the Board covering key areas of activity.
- 1.2. The report will cover the following areas.
 - Key performance activity
 - Complaints and compliments
 - Income

2 DETAILS

- 2.1. ***Grounds Maintenance***
- 2.2. Scheduled works continued during the period with a focus on critical tasks such as burials, grass cutting, topping up graves and maintaining the planting and upkeep service. Revised contract ground maintenance resource allocation has facilitated the provision of two ground support staff to assist in site cleansing and grass cutting.
- 2.3. In addition, new cutting equipment has been provided to the static team to increase output and ensure continuity of service.
- 2.4. The team has been briefed regarding the visual enhancement of the site through the maintenance of robust sweeping, vegetation strimming and cleansing protocols.
- 2.5. Customer care remains a key focus for all customer facing static staff who aspire to provide a value added, empathetic service. This principle is reflected by the number of compliments received as per 2.24.
- 2.6. ***COVID 19 - Modifications to working practices***

- 2.7. Following government guidance, there are now no restrictions to the number of mourners at grave side if the funeral is the primary event. The seating in the chapel has been positioned to allow family and support bubbles, thus increasing the safe capacity for the building.
- 2.8. Hand sanitiser stations are in place at the entrance with the appropriate signage and all restrictions are under constant review, dependent upon central government guidelines. It is forecasted that there will be the need to reassess working practices following the Governments review of restrictions in late June.
- 2.9. **Cemetery Bins**
- 2.10. It is requested that consideration be given to the sensitive siting of black metal 1100 litre wheelie bins away from public thoroughfares. These would be used to act as a buffer and facilitate the regular and timely emptying of the smaller static cemetery bins and removal of detritus left by these. The latter is a common occurrence due to the size of the aperture in the static bins.
- 2.11. **Health and Safety Audit of Headstone Testing**
- 2.12. idverde staff initiated, in liaison with LBM officers, a memorial testing programme in August 2019. The programme was suspended in October 2019 due to concerns over the initial 'make safe' approach to memorials that failed the safety test.
- 2.13. It was recognised that within the cemetery there were localised areas of higher failure rate. In some cases, memorial failure in these areas was a consequence of comprised bearer beams or inappropriate memorial installation. A proactive remedial reinstallation programme has been agreed to address this issue in Section M and is detailed in the Client report to the Committee.
- 2.14. Meetings are now scheduled between idverde staff and LBM Officers to agree the process for the correct 'make safe' method when testing recommences. This has been captured in a modified business process. In addition, the duration for which any temporary make safe measure may remain in place is to be agreed and the permanent actions to be taken after this duration formalised. Testing is planned to recommence when the Government Roadmap out of all lockdown is realised and normalised services resume.
- 2.15. **New & Replacement Bearer Beams**
- 2.16. LBM officers are to implement a robust beam replacement programme. This will be supported by the proposals within Section M, negating the replacement of the comprised beams within that section.
- 2.17. idverde cemeteries management team have inputted into the programmed works, with specific reference to the areas of prioritisation within the programme.
- 2.18. **Roads and footpaths**
- 2.19. LBM officers are currently assessing the scope of the required works with a view to implementing a proactive programme to address the areas requires resurfacing and repair.
- 2.20. **Burial numbers**
- 2.21. Please see Appendix 1 for interments numbers.
- 2.22. **Complaints and Compliments for the Service**
- 2.23. During the reporting period, no complaints have been received.

2.24. Summary of Compliments received:

Number	Reason
10	Various compliments from Funeral directors and families regarding helpful, supportive and empathetic customer care given by both cemetery and office-based staff.

2.25. **Income**

2.26. Please find the income figures during the period of January to April 2021 in Appendix 2.

3 ALTERNATIVE OPTIONS

3.1. Not applicable for this report.

4 CONSULTATION UNDERTAKEN OR PROPOSED

4.1. Not applicable for this report.

5 TIMETABLE

5.1. None for the purposes of this report.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

6.1. As per 2.26, the income received for the applicable period is detailed in Appendix 2.

7 LEGAL AND STATUTORY IMPLICATIONS

7.1. None for the purposes of this report.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

8.1. We positively welcome and aim to support the growing diversity of the community we serve and the people we employ.

8.2. We aim to provide an inclusive service and will not discriminate (indirectly, directly or by association) on the grounds of race, sex, gender reassignment, marital or partnership status, sexual orientation, age, religion or belief, HIV status, or disability (e.g. sensory and physical disabilities, learning disabilities and mental health status).

- 8.3. Quality means equality in the services we plan and provide, and in the staff we employ to provide those services. The Cemeteries Service is culturally sensitive and is also respectful of faith and belief considerations.

9 CRIME AND DISORDER IMPLICATIONS

- 9.1. Not applicable for this report

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

- 10.1. Service health & safety considered within the Client Report by Officers.
- 10.2. ***IT Risk – suspected cyber attack***
- 10.3. On Wednesday (18th May 2021) we noticed that our mail server was being inundated with phishing emails, which is a “normal” occurrence and usually captured by our security tools together with user awareness. However, on this occasion, an email did get through to a colleague’s mailbox and, unfortunately, it was opened.
- 10.4. We took a risk-based precautionary measure to immediately air-gap the server infrastructure by taking it off-line. This essentially meant that all mail services and access to file storage were taken down from use with immediate effect. By taking this approach we are confident, it prevented any data loss or the data being accessed by third parties, preserving the security and integrity of our data.
- 10.5. The emergency plans were invoked with a new server infrastructure built from the recovery of a clean scanned backup. All colleague users are now back on-line, with all devices fully scanned before being allowed to access mail and fileservers.
- 10.6. The cemetery applications are restored and updated from the manual records for the period of the downtime.

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- 11.1. Appendix 1 – Interments: MSJC burial numbers by month.
- 11.2. Appendix 2 – MSJC Income for January – April 2021.

12 BACKGROUND PAPERS

- 12.1. None

APPENDIX 1.

Wards: Borough Wide Merton and Sutton

Subject: INTERMENTS

Lead officer: Mark Robinson

Details of interment statistics are provided below

1.1 MSJC Burials by month 2017 – 2021 YTD

Month/Year	2021	2020	2019	2018	2017
January	31	22	25	22	23
February	25	16	14	27	16
March	29	24	13	25	22
April	30	48	13	23	14
May	14	30	27	21	27
June	22 *	17	18	17	23
July		26	13	15	19
August		21	19	25	18
September		21	17	21	25
October		21	19	22	18
November		11	12	21	18
December		21	13	17	14
TOTAL	151	278	203	256	237

*(as at 09.06.)

The above table clearly highlights the impact of the Covid pandemic on the burial activity within the cemetery in both 2020 and 2021. The figures detailed are inclusive of coffin burials and ashes internments.

Current bookings indicate that activity levels are beginning to decline. The adherence to the current Business continuity plan will ensure that resource levels are revised to accommodate any substantial future uplift in burials should this occur.

APPENDIX 2.

Details of income:

2.1 MSJC Income January 2021 to April 2021 inclusive

Merton & Sutton Joint Cemetery Income January 2021 to April 2021 inclusive

It is important to note that due to a recent cyber-attack upon the idverde mainframe the only financial income data available at present is as follows.

Activity	January	February	March	April**	TOTAL
Burial fee	£131,830	£81,540	£112,703	£52,641	£378,714
Memorial Permit	£398	£2,951	£3,113	£2,579	£9,041
Planting and Upkeep	£52	£5,219	£9,385	£5,719	£20,375
Transfer	£314	£1,320	£692	£1,981	£4,307
TOTAL	£132,594	£91,030	£125,893	£62,920	£412,437

**Totals for April are also likely to increase once the May revenues have been reconciled.

Committee: Merton and Sutton Joint Cemetery Board

Date: 22nd June 2021, 2pm

Wards: ALL

Subject: M&SJC Client Report - Programme of Works 2021/2022

Lead officer: John Bosley, Assistant Director of Public Space

Contact officer: Jeremy Gibson, Neighbourhood Client Officer

Recommendations:

- A. That the Committee note the positive work undertaken by both the service provider's (idverde) cemeteries management team and the client officer team for the continued delivery of sustained services throughout the current pandemic recovery period.
 - B. That the Committee note and feedback on the proposed programme of works for 2021/2022.
 - C. For the Committee to note the separate programme of works to remedy the headstones made safe by being laid down in Section M.
-

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. The Cemeteries Service experienced a challenging year in 2020. The pandemic had a significant impact on the service. The first quarter of 2021 has been equally challenging with the UK needing to lockdown in order to control the pandemic. The service has responded well to the pandemic challenges through strategic forward planning.
- 1.2. The Public Space division, Facilities Management and Idverde have proposed the programme of improvement works for the 2021/2022 period. The prioritisation of the proposed programme has been informed and developed following the Committee meeting on the 10th February 2021. The finance apportioned for the programmed works is included in Table 1. This proposed allocation has been factored into what the programme can aim to achieve in this financial year. Works included will take place in sections BX, KX, X and B. Additionally; there will be roadway and footway improvements to areas of identified need through site surveying.
- 1.3. The Memorial Safety Testing Programme (MSTP) remains in review due to the current pandemic recovery phase. This is to enable the service's full resource can focus on the management of frontline services. It is projected that following the formal transition out of wider Government restrictions the MSTP will resume and be a key priority deliverable for the service in the forthcoming months.
- 1.4. The service will deploy a new independent restoration approach in order to rectify the small headstones laid down in Section M. This will entail headstones being secured on a newly installed base foundation. The failed headstones in this section will no longer be dependent on the failed bearer beam.

2 DETAILS

2.1. Continued Management of the Service during the Pandemic

- 2.1.1 In order to maintain services through the Government roadmap out of restrictions, the Business Continuity Plans remains in operation.
- 2.1.2 The governance of the service continues to be supported through regular meetings and weekly burial capacity updates issued by the service provider, which comprises an element of the key metrics reported to CMT as part of the wider mortality management process.
- 2.1.3 Additional resources have been made available to the Cemeteries Service to ensure that demand could and can be managed throughout peak periods of the challenges brought by the pandemic (first quarter of 2021).
- 2.1.4 Government restrictions have continued to be managed accordingly. The service has ensured that social distancing is paramount. Additionally, the service has maintained the capacity allowances for funerals as guided by Government regulations to maintain social distancing requirements.

2.2. Proposed Programme of Works 2021/2022

- 2.2.1 The expertise of our cemeteries service provider (Idverde) and LBM Facilities Management Team have established the proposed programme of works for 2021/2022. The initial scope of the proposed works to be undertaken were highlighted and noted at the February 2021 meeting.
- 2.2.2 The map in appendix 1 provides a layout plan of the sections within M&SJC and is to aid with referencing the locations of the programme of works.
- 2.2.3 Table 1, below, is the proposed programme of works for 2021/2022.

Table 1. Proposed Programme of Works 2021/2022

Description 2021/2022	Original Budget 2021/22 (£)	Virement (£)	Revised Budget 2021/22 (£)	Section(s) in Programme
New Bearer Beams	25,000	20,000	45,000	BX KX
Replacement Bearer Beams	65,000	75,000	140,000	X (F)
Demolition of Greenhouse	10,000		10,000	
Restructuring	0		0	
Memorials	30,000		30,000	B
Roads and Footpaths	20,000		20,000	
Total Special Projects	150,000	95,000	245,000	

- 2.2.4 The programme of works for section BX and KX (Muslim Section) will comprise new bearer beam installation to increase capacity within these sections of the cemetery.
- 2.2.5 Section X (Roman Catholic Section) programmed works will deliver new bearer beams to replace those that have failed due to age.
- 2.2.6 Section B (Church of England) will resolve the failed doweling issue of memorials that failed safety testing in 2019.
- 2.2.7 There will be renewal of aging roads and footways in and around the cemetery sections where required following surveying of the site.
- 2.2.8 Works in Section F remain to be resolved (previous programme of works). Corporate Facilities are in the process of appointing a new contractor to remedy the previous works that were terminated in 2020. This will comprise the reconstruction of two new bearer beams and the rectification of three existing bearer beams where it has been determined that works were not delivered to the specified standard.
- 2.2.9 Table 2 is a Gantt chart to illustrate the indicative commencement schedule of the M&SJC programme of works for 2021/2022.

Table 2. Gantt Chart of Schedule of Bearer Beam Works 2021/2022

Task	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Production of Tender Documents									
Tender Period									
Tender Analysis and Production of Tender Report									
Award of Contract(s)									
Mobilisation Period for Contractor									
Works Undertaken Within Contract									
Contingency Months (weather, pandemic)									

2.3. Memorial Safety Testing Programme

- 2.3.1 The below is a summary of the testing programme as undertaken to date.
- 2.3.2 Local Authorities have a duty, both to members of the public and their own workers, to make sure those cemeteries and graveyards for which they are responsible are safe. Memorials can become unstable over time and cause accidents to people.

- 2.3.3 To prevent this and reduce risk, the service provider (idverde) tests the safety of memorials at prescribed intervals. Memorials identified as unsafe are made safe in the interim. The make safe method applied is dependent on the nature of the risk. The process of testing memorials and mitigating any risk identified is called the Memorial Safety Testing Programme (MSTP).
- 2.3.4 The London Borough of Merton’s rolling MSTP commenced in August 2019. The programme was suspended in October 2019 due to concerns over the initial ‘make safe’ approach (lying down of smaller headstones) to memorials that failed the safety test.
- 2.3.5 Between August 2019 and the suspension of the programme in October 2019: 7 memorial sites with a total number of 4,545 graves were inspected. In this time, 240 memorials were made safe due to failing the inspection. Details of the sections of the Cemetery that were tested are in Table 3.

Table 3. LBM Memorial Testing Programme: Progress to date

SECTION (In attendance Order)	Total Graves in Section¹	Headstones Made Safe
B (Church of England)	1,084	25
T (Roman Catholic)	406	2
FCR (Cremated Remains)	1,134	20
M (Muslim)	521	115
MU (Muslim)	424	65
U (Muslim)	407	4
V (Ahmadiyya Muslim)	569	9

- 2.3.6 During the initial application of the MSTP, a high proportion of memorials failed the safety test in Section **M**. Further investigation had shown that the issue emanated from an eroded bearer beam. While the responsibility for maintaining individual memorials generally remains with the grave owner, in this case and due to the nature of the failure in this section of the Cemetery, the Cemeteries Service has investigated a new practical solution to make the memorials safe (2.4).

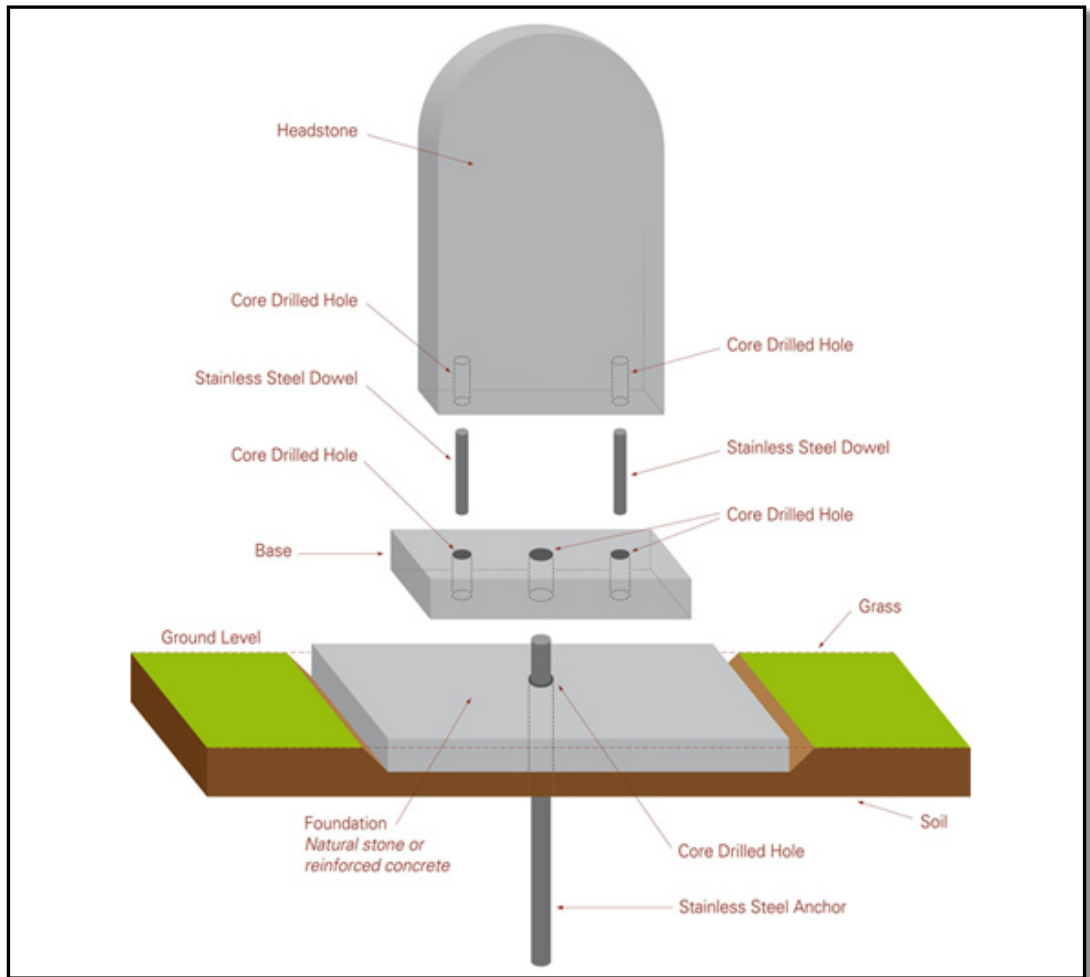
2.4. Rectification of Headstones in Section M (Failed Beams)

- 2.4.1 Section M consists of 19 bearer beams upon which memorials have been historically installed. Due to ground upheaval (settlement) and weakening of the aged concrete structure, the integrity of some of these beams has been compromised, which has contributed to the loosing and subsequent failure of attached memorials.
- 2.4.2 Loose headstones in Section M have been made safe (also referenced in 2.3.5). In total, 115 headstones have been laid down to mitigate the risk of them falling over.
- 2.4.3 Due to the nature of the headstones failing the MSTP, it was determined that the service would be responsible for the reinstatement of laid down memorials.
- 2.4.4 The Cemeteries service have established a robust method that will rectify the issues caused by the failed bearer beams. The new approach to rectify

the laid down headstones in Section M is a long-term solution and not a temporary fix.

- 2.4.5 The independent restoration approach will reinstate the headstones in an upright and safe position with the use of concrete landing stones as illustrated in Figure 3. Each structure will be independent of the bearer beam and will effectively move with the soil and require little maintenance in the future.

Figure 3 - Proposed Reinstatement Method of Laid Down Memorials



- 2.4.6 Detailed investigation into the failed bearer beam issue by the service provider (Idverde) established that this is the most effective, expedient and least destructive way to rectify the laid down headstones. The innovation provides a best value solution that addresses the need for ensuring the safety of users, securing the memorial in a timely manner and avoiding large costs and amenity disruption associated with larger scale bearer beam rectification.
- 2.4.7 The newly reinstated memorials will be installed in a safe acceptable manner in line with industry (NAMM) guidelines.
- 2.4.8 Our service provider have provided a timeline for the implementation of the reinstatement of the 115 laid down headstones in section M. This will be a

six-week programme that will commence on the 28th of June 2021. The estimated cost of the reinstatement programme is £15,000.

- 2.4.9 Communication will be important to ensure that the six-week programme is supported by stakeholders. The Cemeteries service will ensure that information is visible around Section M to provide reassurance as to why there are works taking place with headstones.

3 ALTERNATIVE OPTIONS

- 3.1. Not applicable for this report.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. Not applicable for this report.

5 TIMETABLE

- 5.1. The timetable of the M&SJC 2021/2022 programme of works is in Table 2.
- 5.2. The works outstanding from a previous programme (Section F) will take place parallel to the 2021/2022 programme of works at M&SJC.
- 5.3. The recommencement of the MTSP has been delayed due to Covid-19 priorities. Discussions around the recommencement of the programme following the lifting of restrictions are in progress.
- 5.4. The rectification of the headstones laid down in Section M will commence on the 28th of June 2021 and will take approximately six weeks to complete.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 6.1. The estimated budget for the **M&SJC Programme of works 2021/2022** is detailed in section 2.2.3, this will be approved as part of the Abstract of Accounts report elsewhere on this agenda.
- 6.2. The cost for the completion of the M&SJC Programme of works not completed in **Section F** from 2020/2021 is estimated to cost no more than £80,000.
- 6.3. The estimated cost for the rectification of laid down headstones in **Section M** is £15,000.

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. None for the purposes of this report.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 8.1. We positively welcome and aim to support the growing diversity of the community we serve and the people we employ.
- 8.2. We aim to provide an inclusive service and will not discriminate (indirectly, directly or by association) on the grounds of race, sex, gender reassignment, marital or partnership status, sexual orientation, age, religion or belief, HIV status, or disability (e.g. sensory and physical disabilities, learning disabilities and mental health status).
- 8.3. Quality means equality in the services we plan and provide, and in the staff we employ to provide those services. The Cemeteries Service is culturally sensitive and is also respectful of faith and belief considerations.

9 CRIME AND DISORDER IMPLICATIONS

- 9.1. Not applicable for this report

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

- 10.1. Councils have a duty under Health & Safety legislation and under the principles of occupier's liability, both to members of the public and their own workers, to make sure that cemeteries and graveyards for which they are responsible are safe. Memorials can become unstable since erection and cause accidents to people.
- 10.2. The Memorial Safety programme process across the Partnership is based on *Ministry of Justice Memorial Safety Guidance (2009)*.
- 10.3. Staff undertaking the testing (MSTP) are suitably trained. All inspectors are trained to meet the standards specified in the Ministry of Justice guidance entitled "Managing the Safety of Burial Ground Memorials". Training is refreshed as required.
- 10.4. When memorial testing is being undertaken, staff wear appropriate PPE. This includes gloves, steel toe-cap boots and high-vis jackets.

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- 11.1. None

12 BACKGROUND PAPERS

- 12.1. None

APPENDIX 1. SITE LAYOUT PLAN

