

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 15/04/2020**

Meeting to commence following the Litchfield Council Meeting at
6:30pm
to be held in the Litchfield Council Chambers
and via audio-visual conferencing

Daniel Fletcher, Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



THORAK REGIONAL CEMETERY BOARD MEETING

Notice of Meeting

to be held in the Council Chambers, Litchfield
and via audio-conferencing
on Wednesday 15 April 2020 at 6:30pm

Daniel Fletcher
Chief Executive Officer

Number	Agenda Item	
1	Opening of Meeting	
2	Apologies and Leave of Absence	
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5	Business Arising from the Minutes	
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
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10	Other Business	
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13	Close of Meeting	



BOARD MEETING MINUTES

THORAK REGIONAL CEMETERY BOARD MEETING

Minutes of Meeting
held in the Council Chambers, Litchfield
on Wednesday 18 March 2020 at 8:44pm

Present	Maree Bredhauer Doug Barden Kirsty Sayers-Hunt Mathew Salter	Mayor Councillor West Ward Councillor East Ward Councillor North Ward
Staff	Daniel Fletcher Silke Maynard Nadine Nilon Debbie Branson	Chief Executive Officer Director of Community & Corporate Services Director of Infrastructure & Operations Executive Assistant
Public	Nil	

1. OPENING OF THE MEETING

The Mayor opened the meeting and welcomed members of the public.

The Mayor advised that an audio recording of the meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

2. APOLOGIES AND LEAVE OF ABSENCE

Christine Simpson - Deputy Mayor / Councillor Central Ward – Apology.

Mayor Bredhauer advised that Deputy Mayor Simpson had informed the Mayor, Councillors and CEO via email on 18 March 2020 at 3:12pm of her apology. The apology was noted.

3. DISCLOSURES OF INTEREST

The Mayor advised that any member of Council who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at a Council meeting or a Committee meeting should declare the conflict of interest to enable Council to manage the conflict in accordance with its obligations under the Local Government Act and its policies regarding the same.

No interests were disclosed.

4. CONFIRMATION OF MINUTES

Moved: Cr Salter
Seconded: Cr Sayers-Hunt

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 19 February 2020, 3 pages, be confirmed.

CARRIED (4-0)-1920/019

5. BUSINESS ARISING FROM THE MINUTES

Nil.

6. PRESENTATION

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. NOTICES OF MOTION

Nil.

9. OFFICERS REPORTS

9.1 Thorak Regional Cemetery Finance Report – February 2020

Moved: Cr Salter
Seconded: Cr Sayers-Hunt

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 29 February 2020.

CARRIED (4-0)-1920/020

10. OTHER BUSINESS

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. NEXT MEETING

Wednesday 15 April 2020.

13. CLOSE OF MEETING

The Chair closed the meeting at 8:47pm

MINUTES TO BE CONFIRMED

Wednesday 15 April 2020.

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed



Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – March 2020
Author:	Arun Dias, Finance Manager
Recommending Officer	Silke Maynard, Director Community & Corporate Services
Meeting Date:	15/04/2020
Attachments:	Nil

Executive Summary

Total revenue of \$961,453 as of the end of March reflects an increase in both cremations and burials and this represents 110% of the annual budget.

Total year to date expenses of \$730,206 is 84% of the annual budget.

No variances to budget are forecasted for the 2019/20 financial year at this stage and no capital revenue and expenditure are expected in this financial year.

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 March 2020.

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council – Good Governance

Risks

There are long term financial sustainability challenges in relation to the renewal and upgrade of existing assets including buildings, road and irrigation infrastructure. Council continues to work through TOPROC with City of Darwin and City of Palmerston on development of a more suitable operational model for this regional service.

Community Engagement

Not applicable.

OPERATING RESULTS

To date Thorak Regional Cemetery has completed 237 interments and cremations, a decrease of burials from the same time last year but an increase of cremations. However, an increase for both income types from last month.

Below provides a comparison with the same report period last year:

Activity	March 2019	March 2020	Variance
Burials	101	89	-12
Cremations	142	164	22
Total	243	237	-6

Below provides a comparison with the last month:

Activity	February 2020	March 2020	Variance
Burials	75	89	14
Cremations	162	164	2
Total	237	253	16

	2019/20 YTD Budget	2019/20 YTD Actuals	2019/20 Annual Budget	2019/20 Annual Forecast	Variance +ve (-ve)
REVENUE					
User Fees and Charges	648,747	959,608	865,330	865,330	0
Inv Income	8,439	1,836	11,250	11,250	0
Other Revenue	0	9	0	0	0
TOTAL REVENUE	657,186	961,453	876,580	876,580	0
EXPENSES					
Contractors	170,087	168,903	169,550	169,550	0
Employee Costs	429,359	480,017	544,011	544,011	0
Materials	39,848	43,078	80,550	80,550	0
Other Expenses	35,327	38,208	76,300	76,300	0
TOTAL EXPENSES	674,621	730,206	870,411	870,411	0
NET Result	-17,435	231,247	6,169	6,169	0

The YTD budget revenue varies from the YTD actual due to increase in both burials and cremations. YTD expenditures of 3 of 4 areas indicate overspending against the YTD budgets, these being Employee costs, Materials and Other Expenses. These expenses are due to the increase in the cemetery income which reflects in the statistics. Employee Costs are currently overspent due to the expenses on temporary staffing for a ground's person position to cover for maternity leave.

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2019/20. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget at the end of February 2020.

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Comments	Status
Maintenance work to cemetery entrance gate	10,000	7,134	10,000	Fence and gates completed but still some planting to do	On Budget
Upgrade visual system in chapel	6,000	4,893	6,000	Completed	On Budget
Relocation of external generator	25,000	16,345	25,000	Completed	On Budget
TOTAL	41,000	28,372	41,000		

CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
10/02/2020	334,571	182	ANZ	1.58%	10/08/2020	2,636

DEBTORS

Total Sundry Debtors as at 31 March 2020 is \$64,257 compared to \$77,289 as at 29 February 2020, a decrease of \$13,032. Most outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	49,411	14,846	0	0	64,257
%	77%	23%	0%	0%	100%



CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance as at 31 March 2020 is forecast to be \$315,094.

	Balance as at 01/07/2019	Forecast To Reserve	Forecast From Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2020
Cemetery Reserve	308,925	6,169	-	6,169	315,094

THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the KPI's for the Thorak Regional Cemetery as set out in the 2019/20 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Compliance with Cemetery Regulations	100%		Compliant with regulations
Achievement of Operational Budget	100%		YTD Income above budgeted income.

-  KPI met
-  KPI in progress, on track
-  KPI not met