



Thorak Regional Cemetery Board Meeting BUSINESS PAPER WEDNESDAY 16/09/2020

Meeting to commence following the Litchfield Council Meeting at
6:30pm
to be held in Litchfield Council Chambers and via video conference
Zoom : <https://us02web.zoom.us/j/84104861372>

A handwritten signature in black ink, appearing to read 'Daniel Fletcher', written in a cursive style.

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.



AGENDA

THORAK REGIONAL CEMETERY BOARD MEETING

Notice of Meeting
to be held via video conferencing
on Wednesday 16 September 2020 at 6:30pm

Daniel Fletcher
Chief Executive Officer

Number	Agenda Item	
1	Opening of Meeting	
2	Apologies and Leave of Absence	
3	Disclosures of Interest	
4	Confirmation of Minutes	1-3
5	Business Arising from the Minutes	
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
	9.1 Thorak Regional Cemetery Finance Report – August 2020	4-7
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	



BOARD MEETING MINUTES

THORAK REGIONAL CEMETERY BOARD MEETING

Minutes of Meeting
held in the Council Chambers, Litchfield
on Wednesday 19 August 2020 at 7:56pm

Present	Maree Bredhauer Christine Simpson Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Silke Maynard Debbie Branson	Chief Executive Officer Director Community and Corporate Services Executive Assistant

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

Kirsty Sayers-Hunt - Councillor East Ward – Apology

Moved: Deputy Mayor Simpson
Seconded: Cr Barden

THAT Council notes and approves Cr Sayers-Hunt's apology.

CARRIED (4-0)-2021/000

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: Deputy Mayor Simpson
Seconded: Cr Salter

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 15 July 2020, 3 pages, be confirmed.

CARRIED (4-0)-2021/000

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 – July 2020

Moved: Cr Barden
Seconded: Cr Salter

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 31 July 2020.

CARRIED (4-0)-2021/000

10. OTHER BUSINESS

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. NEXT MEETING

Wednesday 16 September 2020.

13. CLOSE OF MEETING

The Chair closed the meeting at 8:07pm

MINUTES TO BE CONFIRMED

Wednesday 16 September 2020.

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – August 2020
Author:	Arun Dias, Manager Finance
Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	16/09/2020
Attachments:	Nil

Executive Summary

Total revenue of \$124,121 as of the end of August reflects an increase in both cremations and burials and this represents 14% of the annual budget.

Total year to date expenses of \$121,723 is 13% of the annual budget.

Final accruals and end of year reconciliation are still outstanding. Financial year results will be reported in Council's Annual report by November 2020.

Recommendation

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

Background

Detailed financial information presented in the following pages.

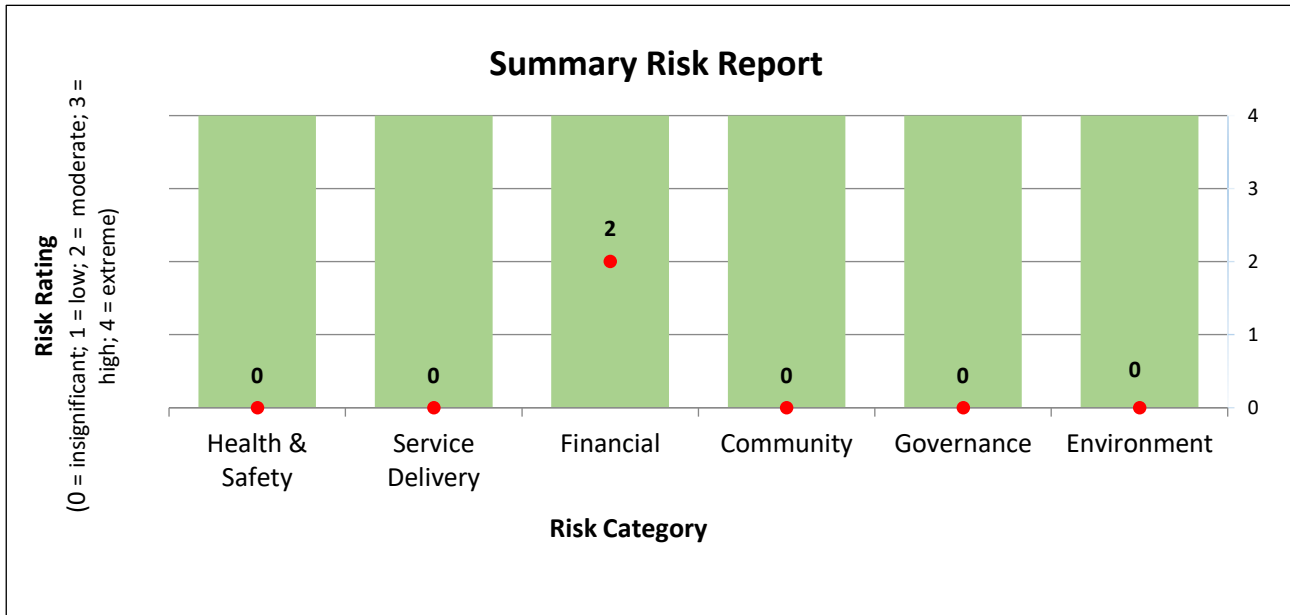
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Not applicable.

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 22 interments and cremations, a decrease of burials and cremations from the same time last year.

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

Activity	August 2019	August 2020	Variance
Burials	9	6	3
Cremations	16	16	0
Total	25	22	3

Below provides a comparison with the last month:

Activity	July 2020	August 2020	Variance
Burials	14	6	8
Cremations	21	16	5
Total	35	22	13

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
User Fees and Charges	845,723	227,634	27%
Inv Income	10,000	1,922	19%
Other Revenue	72,760	20,132	28%
TOTAL REVENUE	928,483	245,844	26%
EXPENSES			
Contractors	82,286	9,596	12%
Employee Costs	103,749	3,011	3%
Materials	597,374	94,901	16%
Other Expenses	127,728	14,215	11%
TOTAL EXPENSES	911,137	121,723	13%
TOTAL	17,345	124,121	14%

Capital Projects

Project	Scheduled Start Date	Scheduled End Date	2020-21 Full Year Budget (\$)	July-2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or on budget
Thorak Cemetery Asset Renewal	Aug-2020	Jun-2021	20,000	-	Project Planning	Yes	Yes	0%	
Thorak Cemetery Vehicle Replacement	Aug-2020	Jun-2021	60,000	-	Project Initiation	Yes	Yes	0%	
Total			80,000	0				0%	

CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
11/08/2020	334,206	189	ANZ	0.65%	16/02/2020	1,135

DEBTORS

Total Sundry Debtors as at 31 August 2020 is \$89,121.34 compared to \$86,192.64 as at 31 July 2020, a decrease of \$2,928.70. Most outstanding debtors are with the two funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	67,684.63	20,543.20	0	893.51	89,121.34
%	76%	23%	0%	1%	100%





CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance forecasted for 30 June 2021 is \$334,007.

	Balance as at 01/07/2020	Forecast To Reserve	Forecast From Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2021
Cemetery Reserve	396,661	17,346	(80,000)	62,654	334,007

THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the financial KPI's for the Thorak Regional Cemetery as set out in the 2020/21 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Achievement of Operational Budget	100%		YTD Income in line with budgets.
Increased Income from cremation services	>10%		Working towards KPI
Sales of memorial trees, rocks, plots and columbarium niches increased	>10%		Working towards KPI
Income from chapel hires increased	>10%		Working towards KPI

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