

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 24/06/2020**

Meeting to commence following the Litchfield Council Meeting at
6:30pm
to be held via video 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.



AGENDA

THORAK REGIONAL CEMETERY BOARD MEETING

Notice of Meeting
to be held via video conferencing
on Wednesday 24 June 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	1-4
5	Business Arising from the Minutes	
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
9.1	Finance Report – May 2020	5-8
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 20 May 2020 at 7:53pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Silke Maynard Nadine Nilon Debbie Branson	Chief Executive Officer Director Community and Corporate Services Director Infrastructure and 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

Nil

ELECTRONIC ATTENDANCE

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT Council approve that pursuant to GOV02 Meeting Procedures the following members are granted permission for Electronic Meeting Attendance at the Thorak Regional Cemetery Board Meeting held 20 May 2020:

Mayor Maree Bredhauer
Deputy Mayor Christine Simpson
Councillor Kirsty Sayers-Hunt
Councillor Doug Barden
Councillor Mathew Salter

CARRIED (5-0)-1920/023

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 Barden

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

CARRIED (5-0)-1920/024

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 – April 2020

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 30 April 2020.

CARRIED (5-0)-1920/025

9.2 DRAFT CEM03 Memorial Park

Moved: Deputy Mayor Simpson
Seconded: Cr Barden

THAT the Thorak Regional Cemetery Board adopt CEM023 Memorial Policy.

CARRIED (4-1)-1920/026

10. OTHER BUSINESS

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. NEXT MEETING

Wednesday 24 June 2020.

13. CLOSE OF MEETING

The Chair closed the meeting at 8:02pm

MINUTES TO BE CONFIRMED

Wednesday 24 June 2020.

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed



BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – May 2020
Author:	Arun Dias, Finance Manager
Recommending Officer	Silke Maynard, Director Community & Corporate Services
Meeting Date:	24/06/2020
Attachments:	Nil

Executive Summary

Total revenue of \$1,225,842 as of the end of May reflects an increase in both cremations and burials and this represents 123% of the annual budget.

Total year to date expenses of \$896,255 is 99% of the annual budget.

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 May 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 302 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	May 2019	May 2020	Variance
Burials	111	107	-4
Cremations	184	195	11
Total	295	302	7

Below provides a comparison with the last month:

Activity	April 2020	May 2020	Variance
Burials	95	107	12
Cremations	183	195	12
Total	278	302	24

	Revised 2019/20 Budget	2019/20 YTD Actuals	% of Budget
REVENUE			
User Fees and Charges	985,392	1,222,727	124%
Inv Income	11,250	2,720	24%
Other Revenue	0	396.3	100%
TOTAL REVENUE	996,642	1,225,842	123%
EXPENSES			
Contractors	174,712	135,870	82%
Employee Costs	558,032	531,350	99%
Materials	91,252	78,113	89%
Other Expenses	84,910	74,126	93%
TOTAL EXPENSES	908,906	856,270	94%
TOTAL	87,736	329,588	421%

The Revised 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	7,740	10,000	Additional planting	On Budget
Upgrade visual system in chapel	6,000	4,893	6,000	Completed	On Budget
Relocation of external generator	25,000	18,410	25,000	Installing power meter to monitor house power usage	On Budget
TOTAL	41,000	31,043	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 30 April 2020 is \$43,822 compared to \$64,257 as at 29 February 2020, a decrease of \$20,435. Most outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	0	85,213	16,774	0	101,987
%	0%	84%	16%	0%	100%



CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance as at 30 April 2020 is forecast to be \$396,661.

	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	87,736	-	87,736	396,661

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