

*Broxtowe Borough Council  
Constitution*

*Chapter 6 – Appendix 4*

**AGREEMENT WITH EREWASH BOROUGH COUNCIL  
ESTABLISHING THE JOINT COMMITTEE FOR  
BRAMCOTE CREMATORIUM**

**THIS DEED OF AGREEMENT** is made the                      day of  
Two Thousand and Sixteen **BETWEEN:**

- (1) **BROXTOWE BOROUGH COUNCIL** of Council Offices Foster Avenue Beeston Nottingham NG9 1AB (“Broxtowe”) and
- (2) **EREWASH BOROUGH COUNCIL** of Town Hall Ilkeston Derby DE7 5RP (“Erewash”)

**WHEREAS:**

1. The Authorities to this Deed have by their respective Executive Cabinets and by virtue of Section 102 (1) of the Local Government Act 1972 the Local Government Act 2000 the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 and all and every power enabling them agreed and resolved to constitute a joint committee to exercise the powers which each of the Authorities hereto might respectively have exercised by virtue of the Cremation Acts 1902 and 1952 for the provision running maintenance and management of the existing Crematorium at Bramcote within the Borough of Broxtowe which is more particularly described in paragraph 1 below
2. The said Authorities now wish to constitute the said joint committee on the terms set out below and to the intent that the Deeds of Agreement between the said Authorities and dated 15 July 1976 30 July 2001 and 1 September 2006 shall forthwith cease to have any effect

**NOW** in pursuance of the said agreement and the respective resolutions and in consideration of these presents **THIS DEED WITNESSES** as follows:

1. Definitions and interpretation

- 1.1 In this agreement the following expressions have the meanings set out below, unless the context otherwise requires:

“Authority” either Broxtowe or Erewash and “Authorities” shall be construed accordingly

“Annual Meeting” the annual meeting of the Joint Committee held each year in accordance with paragraph 7.2 of this agreement

“Blue Land” land forming part of the Crematorium Site and shown shaded blue on the Plan

“Chief Executive” the head of an Authority’s paid service being the person designated as such under Section 4 of the Local Government and Housing Act 1989

“Clerk” the person appointed by virtue of paragraph 16.1 to carry out certain duties allocated by this agreement

“Commencement Date” the day of 2016

“Council” the Council of elected members of one or other of the Authorities to this agreement

“Crematorium” the crematorium known as Bramcote Crematorium which includes all buildings grounds equipment and other property appurtenant there

“Crematorium Site” the land shown edged red on the north-west side of Coventry Lane Bramcote in the Borough of Broxtowe and comprising the Blue Land and the Pink Land

“Executive Cabinet” in relation to each Authority the group of executive members including the Leader of the Council appointed by the Council of the Authority to act with the Leader for the purposes of Section 15 of the Local Government Act 2000

“Financial Year” the period running from 1 April in one calendar year until 31 March in the next calendar year (inclusive)

“Joint Committee” the Bramcote Bereavement Services Joint Committee constituted by this agreement

“Member” unless the context otherwise so requires, a member of the Joint Committee

“Monitoring Officer” Broxtowe’s Director of Legal and Planning Services being the person designated under Section 5 of the Local Government and Housing Act 1989 or the Director’s nominated deputy in the case of absence or illness

“Ordinary Meeting” any meeting of the Joint Committee that is not an Annual Meeting or a Special Meeting

“Pink Land” land forming part of the Crematorium Site and shown shaded pink on the Plan

“Plan” the plan attached hereto

“Principal Office” in the case of Broxtowe the Council Offices and in the case of Erewash the Town Hall as referred to at the beginning of this Agreement

“Special Meeting” a meeting of the Joint Committee convened in accordance with paragraph 7.6 of this Agreement

1.2 Words importing one gender include all other genders; and

1.3 Words importing the singular include the plural and vice versa

1.4 The clause paragraph and schedule headings do not form part of this agreement and shall not be taken into account in its construction or interpretation

1.5 References to statutes sections of statutes or statutory instruments shall include any statutory modifications or re-enactment thereof from time to time and for the time being in force

## 2. Duration of Joint Committee

The Authorities shall constitute the Joint Committee from the Commencement Date and the Joint Committee shall continue thereafter unless and until determined by either Authority or both of them under the provisions contained in this agreement

## 3. Name of Joint Committee

The Joint Committee shall be known as the Bramcote Bereavement Services Joint Committee

## 4. Provision and location of Crematorium

4.1 The Crematorium is located on the Crematorium Site which site was acquired by the Authorities prior to the date hereof and more particularly the Blue Land was acquired on 3 June 1976 and the Pink Land was acquired on 6 November 1996

4.2 The Crematorium Site is now vested in Broxtowe by virtue of Section 120(4) of the Local Government Act 1972 and all and every power so enabling and registered at HM Land Registry with Title Absolute under Title Number NT66152

## 5. Membership

5.1 The Joint Committee shall consist of Members appointed by the Authorities as follows:

5.1.1 The Executive Cabinet or Council (as appropriate) of each Authority shall appoint from its own membership three Members which appointments shall reflect the political balance of each membership

5.1.2 Subject to the provisions of this agreement each Member shall continue in office for a period of one year or until such time as he shall cease to be a member of the Council by whom he is appointed whichever is the sooner and any provisions in the Standing Orders of either Authority to the contrary is hereby waived

5.1.3 If either Authority does not appoint the number of Members which it is entitled to appoint the other Members of the Joint Committee shall

be competent to carry out the business thereof pursuant to this agreement

5.1.4 Any person who is a member of the Councils of both Authorities shall only represent the first Authority to appoint him as a Member and any subsequent appointment by the other Authority shall be void

5.2 The Chief Executive of each Authority shall notify the Chief Executive of the other Authority and the Clerk within fourteen days of any appointment of a member of his Council to the Joint Committee

5.3 Any Member may at any time resign his office as such Member by notice addressed to the Clerk who shall forthwith notify the respective Chief Executives of each of the Authorities

5.4 Any Member may be removed at any time by resolution by the Executive Cabinet or Council (as appropriate) of the Authority by whom he was appointed but such removal should only become effective upon receipt by the Clerk of notification thereof

## 6. Chair and Vice Chair

6.1 At the first meeting of the Joint Committee and subsequently at its Annual Meeting in each successive year the Joint Committee shall select one of its Members as Chair and another as Vice-Chair for the forthcoming year Provided that at no time shall the Chair and Vice Chair be members of the same Authority

6.2 The offices of Chair and Vice-Chair shall in successive years alternate between Members from each Authority so that no Authority has in office a Member or Members for more than the period from one Annual Meeting to the next

6.3 The elected Chair and Vice-Chair shall remain in office until the next Annual Meeting unless by reason of death resignation disqualification or any other cause before that time and upon a vacancy occurring during the term of office another Member from the same Authority shall be appointed by the Joint Committee to fill the vacancy until the next Annual Meeting

6.4 If there is equality of votes as to the appointment of Chair or Vice-Chair then the Chair for the time being of that meeting shall have a casting vote

## 7. Meetings of the Joint Committee

7.1 The first meeting of the Joint Committee shall be convened by the Clerk

7.2 The Joint Committee shall hold an Annual Meeting before the end of June in each year

- 7.3 Other than the Annual Meetings, meetings shall be held at such places and on such dates and at such times as the Joint Committee may decide from time to time save that meetings shall be held not less than quarterly
- 7.4 Ordinary meetings and Annual Meetings of the Joint Committee shall be convened by the Clerk who shall deliver notice thereof to each member at least five clear days before the date of the meeting [Provided that failure to serve such a notice on any member of the Joint Committee shall not affect the validity of the meeting]
- 7.5 With the notice referred to in paragraph 7.4 the Clerk shall send a copy of the agenda for the meeting which shall include:
- 7.5.1 provision for the declaration of disclosable pecuniary interest and/or other interest for the purposes of the Code of Conduct
- 7.5.2 all items of business which have been, or are deemed to have been, referred to the Joint Committee by a scrutiny committee, the Cabinet or a Council resolution of either Authority;
- 7.5.3 all reports submitted by any officer of either Authority; and
- 7.5.4 any item of business directed to be included by the person appointed to preside at the meeting
- 7.6 A quorum of three members must be present to constitute a meeting Provided that there is at least one member present from each Authority
- 7.7 The Chair and two or more members of the Joint Committee may at any time by notice specifying the business to be transacted and sent to the Clerk require a Special Meetings of the Joint Committee to be convened and the Clerk shall accordingly convene a Special Meetings which shall be held within thirty clear days of receipt by the Clerk of the said notice
- 7.8 The Clerk shall give Members of the Joint Committee at least five clear days' notice of the Special Meeting and such notice shall specify the business proposed to be transacted
- 7.9 No business shall be transacted at a Special Meeting other than that specified in the notice sent to the Clerk and referred to in paragraph 7.7 above

## 8. Person presiding at Meetings

The Chair or in his absence the Vice-Chair shall preside at every meeting Provided that if both the Chair and the Vice-Chair are absent the Members present shall elect another Member of the Joint Committee who shall preside at that meeting

## 9. Voting

- 9.1 Every question at a meeting of the Joint Committee shall be decided by a majority vote of those Members present and in the case of an equality of votes the person presiding at the meeting shall have a second and casting vote
- 9.2 Except where a requisition is made under the next paragraph 9.3, the method of voting at meetings of the Joint Committee shall be by show of hands
- 9.3 If a requisition for a recorded vote is made by any Member present before a vote is taken on any question or motion, the voting shall be recorded so as to show whether each Member present voted for or against that question or motion or abstained from voting

## 10. Minutes

- 10.1 The Clerk shall be responsible for keeping a record of attendance and a record of the business transacted at every meeting of the Joint Committee and the minute book shall be submitted to, and signed at the next following meeting
- 10.2 The person presiding at the next following meeting referred to in paragraph 10.1 shall put the question that the minutes be approved as a correct record of the previous meeting
- 10.3 No discussion shall take place upon the minutes, except upon their accuracy. If no question is raised as to the accuracy or if it is raised then as soon as it is disposed of, the person presiding shall sign the minutes
- 10.4 Copies of the minutes of every meeting of the Joint Committee and any sub-committee thereof shall as soon as possible after each meeting be sent by the Clerk to the Chief Executive of each Authority and each Chief Executive shall submit a copy of the minutes to the appropriate committee of his Council for consideration at the next meeting thereof, subject to proper notice in accordance with that Council's standing orders
- 10.5 If any matter or decision arising from the minutes of the Joint Committee is referred by a committee of either Authority to the Joint Committee, it shall be reconsidered in the light of the committee's reference and reasons by the Joint Committee at the next Joint Committee meeting of which proper notice of the matter can be given and the Joint Committee's decision after such reconsideration shall be final

## 11. Sub-Committees

- 11.1 The Joint Committee may from time to time appoint sub-committees for any general or special purposes in connection with their powers and functions. Any sub-committee so appointed shall consist only of Members but shall include at least one Member from each Authority

11.2 The Joint Committee shall at the time of appointing any sub-committee resolve what shall be the terms of reference of that sub-committee

## 12. Vacancies

No act or proceeding of the Joint Committee shall be questioned on account of any vacancy or on account of any defect in the appointment of any Member

## 13. Capital Expenditure

13.1 If the Joint Committee shall at any time require to incur capital expenditure for

13.1.1 the acquisition of property;

13.1.2 the construction of works; or

13.1.3 any other capital purposes in connection with its powers

then (unless the Joint Committee shall in their discretion decide to delay such expenditure out of revenue) the Authorities shall, either pay such sums in equal shares to the Joint Committee at such times as the Joint Committee shall direct, or if the Joint Committee so decides and subject to any necessary statutory or other consents, borrow the sum required in equal shares on the terms and conditions prescribed or approved by the Joint Committee

13.2 The Joint Committee shall from time to time pay the amounts of all interests and all instalments of principal or other payments that become due under any loan raised pursuant to paragraph 13.1 above

## 14. Revenue Expenditure

14.1 All expenses incurred by the Joint Committee out of income in any financial year shall be borne equally by the Authorities

14.2 The Joint Committee may require each Authority to pay to the Joint Committee on 1 April or such other date as the Authorities may determine in each financial year such sum as the Joint Committee might estimate as half of the expected deficit for that financial year

14.3 As soon as possible after the end of any financial year the Joint Committee shall calculate the exact net revenue expenditure for the preceding year and shall make the appropriate adjustment of the payments already made by each Authority

14.4 The Joint Committee may use or carry forward part or all of any profit or surplus made in any financial year for the purpose of



- 14.4.1 paying debts
- 14.4.2 meeting contingencies or
- 14.4.3 meeting future expenses

But any amount of such profit or surplus not so applied shall be returned to the Authorities in equal shares

15. Interest on sums due

Any sum properly payable by either of the Authorities to the Joint Committee whether of a capital or revenue nature, which is not paid by the due date shall be liable to interest at the base lending rate of the Barclays Bank plc until such time as the sum due is paid in full

16. Appointment of Officers

- 16.1 (a) The Clerk shall be the Chief Executive of Broxtowe
- (b) The Treasurer shall be the Deputy Chief Executive of Broxtowe
- (c) Erewash shall appoint a Liaison Officer to the Joint Committee and the Chief Executive of Erewash shall notify and keep notified the Clerk of the person appointed by Erewash to the post

16.2 The Joint Committee shall appoint and pay such employees as it deems necessary to provide equip maintain and manage the Crematorium and all services and duties ancillary thereto and required to be provided by virtue of this agreement or by statute and such employees shall be enabled to join any pension scheme which employees of Broxtowe are entitled to join by virtue of their individual contracts of employment

16.3 The functions of the Joint Committee shall be dealt with by Broxtowe officers in accordance with the attached Schedule. For the avoidance of doubt the identified officers shall include officers succeeding to the named officers' responsibilities on any re-organisation

17. Accounts

17.1 The Treasurer shall keep accounts of all moneys received by and all expenditure of the Joint Committee as may be required for the purposes of Part 8 of the Local Government Act 1972

17.2 As soon as practicable after the end of the Financial Year the Joint Committee shall send to each Authority a full report of the operations of the Joint committee during the last financial year and a copy of the accounts therefor

17.3 Broxtowe will carry out an annual audit of the accounts and the Joint Committee will provide a copy of the report thereof to each of the Authorities as soon as practicably possible after receipt of the same

## 18. Performance of Agreement

18.1 The Authorities shall at all times take all or any action as may be necessary for giving full effect to this agreement and every provision and obligation contained herein and any decision made by the Joint Committee pursuant hereto

18.2 Each Authority shall bear its own costs for the negotiation preparation completion and stamping of this agreement

18.3 If either Authority shall fail to carry out any necessary act required to be taken pursuant to paragraph 18.1 above, the other may implement any reasonable measures necessary to give effect to this agreement or any proper decision of the Joint Committee and the reasonable costs thereof shall be recoverable as a debt from the Authority which so failed to act

## 19. Termination

19.1 If the Authorities or either of them shall wish to determine this agreement or make any alterations to the terms hereof then in default of agreement between the Authorities the matter shall be referred to arbitration in accordance with paragraph 20 below

## 20. Arbitration

Any dispute between the Authorities under or arising out of this agreement shall be referred to a single arbitrator to be agreed upon by the Authorities or in default of agreement to be nominated by the Secretary of State for Communities and Local Government or such other Government Minister as shall be appropriate in accordance with and subject to the provision of [The Arbitration Acts 1950 and 1979] or any statutory modification or re-enactment of them for the time being in force

## 21. Complaints

Any complaint received by the Joint Committee or either or both of the Authorities relating to the Crematorium or any officer employed thereat or to the performance of functions under this agreement shall be dealt with in the first instance in accordance with Broxtowe's formal complaints procedure and if the complaint is not resolved as a result of that process or if a complaint is received from the Local Government Ombudsman by the Monitoring Officer

## 22. Notices

Notices under this agreement shall be in writing and except where otherwise specifically provided herein delivered or dispatched by first class post to the Principal Office of the Authority or the Principal Office of the Authority by whom the Clerk is employed as the case may be. A notice given by first class post is deemed to be given and received three days after it is dispatched

23. General

The Contracts (Rights of Third Authorities) Act 1999 shall not apply to this agreement

**EXECUTED** by the Authorities as a Deed the day and year first before written

**SEALED AS A DEED** by )

**BROXTOWE BOROUGH COUNCIL** )

In the presence of: )

Mayor

Duly Authorised Officer

**SEALED AS A DEED** by )

**EREWASH BOROUGH COUNCIL** )

In the presence of: )

Mayor

Duly Authorised Officer

## **SCHEDULE**

(Functions of the Joint Committee dealt with by Broxtowe Officers)

Meetings: agenda and minutes (Chief Executive)	Clerk
Governance: standing orders, complaints, monitoring officer	Monitoring Officer (Director of Legal and Planning Services)
Finance: treasurer, financial regulations, budgets, accounts, insurance, audit, medium-term financial strategy, risk management	Treasurer (Deputy Chief Executive)
Head of Paid Service: officer liaison on all crematorium matters and overall management control, service delivery plan, performance management	Clerk (Chief Executive)
Conditions of service, employee relations, establishment, payroll, employee appeals and consultation, recruitment and training, health and safety, IT development and maintenance	Clerk (Chief Executive)
Public relations: press releases, Communications	Clerk (Chief Executive)
Legal services: freedom of information, legal advice, bad debts	Director of Legal and Planning Services
Buildings & Land: estates, assets, contracts & leases, architect, surveyor, developer of grounds	Director of Legal and Planning
Environment: noise, pollution (monitoring and control)	Director of Housing, Leisure & Property Services
Cremations: specialist professional and statutory advice on cremation administration, procedures, rules and regulations, liaison with users	Crematorium Manager
Funeral services supervision, interments and ancillary activities	Crematorium Manager
Building grounds maintenance, supervision and security	Crematorium Manager

Income and expenditure control  
within financial regulations

Crematorium Manager

DRAFT

**DATED \_\_\_\_\_ 2016**

**B E T W E E N**

**BROXTOWE BOROUGH COUNCIL**

**and**

**EREWASH BOROUGH COUNCIL**

**A G R E E M E N T**

**Relating to Joint Use Arrangements  
for Bramcote Crematorium,  
Bramcote in the County of  
Nottingham**

*Bramcote Bereavement Services/Draft Joint  
Committee Agreement 2016*