

## **NORTH DEVON COUNCIL**

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held at the Crematorium, Barnstaple on Friday 10<sup>th</sup> February 2017 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Harrison, Jones, Moores and Yabsley

Representing Torridge District Council

Councillors S.Inch (Chairman), Johns and Langmead

Officers

Procurement and Service Delivery Manager, Crematorium  
Manager, Treasurer, Secretary and Accountant

### **(a) APOLOGIES**

Apologies were received from Councillors Dezart, Edgell, T.Inch and Lane.

### **(b) MINUTES**

RESOLVED:

- (a) That the minutes of the meeting held on 18<sup>th</sup> November 2016 (previously circulated) be approved as a correct record and signed by the Chairman.
- (b) Minute (e) The Treasurer reported that the limit imposed by the Committee of £250 per item on the business debit card would be imposed as a management limit as the bank had advised that it could not impose limits on debit cards.

### **(c) DECLARATIONS OF INTEREST**

There were no declarations of interest announced.

### **(d) CREMATORIUM MATTERS**

The Joint Committee considered a report by the Crematorium Manager (previously circulated).

#### **Staffing Issues**

The Joint Committee noted that the new technician had resigned. The post had been advertised on 4th January with interviews conducted on the 23rd

January. No interviewee had been selected and the recruitment process would continue.

### Achievements

The Joint Committee noted the following:

- a) That the 6-months 'snagging' for the Rowan Chapel had almost been completed. The upper car-park ramp area had not yet been resolved but it was likely the area would be tarmacked to provide a long-term resolution.
- b) Safety improvement: That additional lighting had been installed at the pedestrian access by the office as there were frequent out-of-hours visits to drop off papers as the area was very dark.
- c) Improved facility: A small hydraulic bier had been ordered. This would enable the safe and dignified handling of coffins up to 50 stone between the hearse and chapel. It would also facilitate the safe handling of coffins with only two persons present, particularly useful when families had made their own arrangements, without access to professional bearers. At present the charging bier was used for large coffins which and was inappropriately coloured, very large, noisy and undignified to use.

### Crematorium Figures

The Cremation figures were noted.

### Metals Charity Recycling Award

It was noted:

- a) That the Chairman had presented a cheque for £4,337 to CRUSE and the next charity on the rota was the Children's Hospice Southwest, whose nomination had been submitted.
- b) That representations had been received from 4 separate charities asking to be added to the nomination rota.

Survivors of Bereavement By Suicide – Exeter Branch; Make A Wish – South West & Wales; Marie Curie – South West and Winston's Wish.

It was agreed that although all the organisations were worthy causes they be not added to the list as the Joint Committee wished to support organisations based in North Devon

### Legislation – Changes to Medical Referee Post

The Committee noted that an initial meeting had taken place between the Crematorium Manager and Mr. Luscombe at the North Devon District Hospital who had confirmed that they anticipated being able to provide accommodation for the post which would allow the essential access to medical records and a 24-hour staffed telephone system.

### Grounds Improvement Working Group

The Committee noted that the Grounds Improvement Working Group had agreed the 2016/2017 works which would be commencing shortly and be completed before April.

The working group had also met to review the proposed works for 2017/18, (essentially path works in the circle area, safety improvements to garden steps and a new summerhouse structure).

### **(e) PROPOSED MEMORIAL GARDEN IMPROVEMENTS 2017**

The Joint Committee considered and endorsed a report by the Crematorium Manager (previously circulated) regarding the costings and improvements to the Memorial Garden to be carried out in 2017.

### **(f) CREMATORIUM MUSIC/WEB CASTING SERVICE**

The Joint Committee considered a report by the Crematorium Manager (previously circulated) regarding the future provision of music and other available technological benefits at the Crematorium.

RESOLVED that Option 3 outlined in the report to use services of a specialist music/video/webcast/record service be agreed as the most economic and sustainable option to provide an improved customer service for both the family and Funeral Directors.

### **(g) PERFORMANCE MONITORING REPORT – QUARTER 3 2016/17**

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance for April to December 2016/17

### **(h) 2017/18 BUDGET, FEES AND CHARGES**

RESOLVED on consideration of a report by the Treasurer (previously circulated) regarding the budget and charges 2017/18.

RESOLVED:

- (i) That the 2017/18 Estimates as set out in the report be approved subject as amended by minute (h) (ii) below

- (ii) That the basic Cremation charge for 2017/18 be increased by £10 to £640 and that the increase in income be allocated to the Capital Works Reserve for the acquisition of additional land to extend the Crematorium.
- (iii) That the fees and charges for 2017/18 as detailed in paragraph 6.3 of the report and appendix 2 be approved subject as amended by minute (h) (ii) above.
- (iv) That the distribution of surpluses of £270,840 to the constituent authorities: £162,504 to North Devon Council and £108,336 to Torrington District Council be approved.
- (v) That the budgeted distribution of surpluses of £334,880 or 2017/18 as set out in paragraph 7.1 be noted
- (vi) That the transfer of £100,000 to the equipment replacement reserve be approved.

**(i) CHAIRMANS REMARKS**

Councillor S Inch recorded his thanks to Officers for their support during his 2 years Chairmanship of the Joint Committee.

Councillors thanked Councillor Inch for his Chairmanship and hard work.

Chairman

The meeting ended at 3.42 p.m.