

## **NORTH DEVON COUNCIL**

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held at the Crematorium, Barnstaple on Friday 27<sup>th</sup> June 2014 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Mrs Chugg (Chairman), Mrs Gubb, Harrison, Mrs Haywood, Mrs Hunt and Worden.

Representing Torridge District Council

Councillors Inch, Johns (Vice Chairman) and Tisdale.

Officers

Procurement and Service Delivery Manager/Acting Registrar, Secretary and Accountant.

### **(a) APPOINTMENT OF CHAIRMAN 2014/15**

RESOLVED that Councillor Mrs Chugg be appointed Chairman of the Joint Committee until re-appointments are made in the next municipal year.

### **(b) APOLOGIES**

Apologies were received from Councillors Christie and Langmead and S. Hearse (Treasurer)

### **(c) APPOINTMENT OF VICE CHAIRMAN 2014/15**

RESOLVED that Councillor Johns be appointed Vice Chairman of the Joint Committee until re-appointments are made in the next municipal year.

### **(d) MINUTES**

RESOLVED that the minutes of the meeting held on 21<sup>st</sup> February 2014 (previously circulated) be approved as a correct record and signed by the Chairman.

### **(e) ITEMS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN AS A MATTER OF URGENCY**

The Chairman raised a matter of urgency regarding possible hold ups at the roundabout at the top of Sticklepath Hill and the subsequent delay of Hearses arriving late for services.

RESOLVED:

- (i) that a letter be sent to DCC requesting that the Crematorium Manager be allowed to operate the barrier opposite the Crematorium, to allow Hearses only, to access the Crematorium through the Roundswell Industrial Estate, to avoid hold ups at the roundabout at the top of Sticklepath Hill.
- (ii) that the matter also be requested to be considered at the next HATOC meeting.

**(f) DECLARATIONS OF INTEREST**

There were no declarations of interest announced.

**(g) CREMATORIUM MATTERS**

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

**Staffing Issues**

The Joint Committee noted that one of the Technical Officers at the Crematorium with management and dealing with bereaved people experience had been appointed as Crematorium Manager from 1<sup>st</sup> May. The vacant technical post had been advertised both externally and internally and three applicants had been interviewed with the successful candidate due to start on 1<sup>st</sup> July.

It was also noted that a part-time member of the office staff had tendered her resignation effective from 14<sup>th</sup> June and that position was currently vacant and the other part-time member of staff was nearing retirement age.

It was considered that a full time post should be advertised to replace the 2 part time posts for continuity of service and the additional cost equivalent to one part-time post (£10,485) for one year be partly offset by the savings offered by the likely 3-month vacancy (£2,270) and from any residue from the vacant Managers post and the reduced scale to budget for the balance of the year (£8,297)

RESOLVED that a full-time administration post for an 11 month period (until October 2015), renewable at the end of the 11 month period be advertised

**Achievements**

The Joint Committee noted the following:

- That the office reception had been completely redecorated, re-carpeted and benefited from the installation of storage and display cabinets.
- The technical staff access had been changed to reduce interruptions to visitors.

- The heating and insulation had been upgraded which should improve customer/staff comfort and reduce fuel usage.
- The Book of Remembrance room had been redecorated and re-carpeted making it a much more pleasant room to visit. The memorial tree was now mounted on the wall.
- The gardeners' shed now had a small kitchenette which would be much warmer in winter and provide simple facilities to make a drink and wash hands. This improvement was for the welfare of the gardening staff and prevented the necessity for them to disturb customers to access facilities.
- A test purchase of locally sourced grit for the path had been successful and it was anticipated this would be used on a rolling process of improvements to the paths
- A large delivery of locally sourced green mulch had again proved successful at improving the visual appearance of the beds whilst improving the soil and combating weeds.
- The fire/intruder alarm works were close to being completed.
- Tenders were being sought for the Chapel refurbishment/exit improvements and enhanced disabled access to the garden/flower room.

### Alternative Memorials

The Joint Committee noted the various options for memorialisation at the Crematorium.

### Cremator Equipment Servicing

The Joint Committee noted the three options for the ongoing servicing /repair of the Cremators.

The Joint Committee noted that whilst not risk free option 3 (Annual Pay as you go) offered the best chance of low costs.

RESOLVED that:

- i) Option 3 (Annual Pay as you go) be approved for the ongoing servicing/repairs of the Cremators.
- ii) That the setting up of a 'sinking fund' for major repairs, breakdown or refractory work of the brickwork to the Cremators be considered at a future meeting once the works to the Chapel have been completed.

### Crematorium Figures

The Cremation figures were noted.

### Crematoria Abatement of Mercury Emissions Organisation

The Joint Committee noted the CAMEO scheme and that there was an expected payment of about £15,000 to North Devon that had not been included in the budget.

### Recycling Metals: Charity Presentation

The Chairman reported that she had presented a cheque for £4,411 to the Children's Hospice.

### **(h) OUTTURN 2013/14**

The Joint Committee considered a report by the Treasurer (previously circulated) regarding the Outturn 2013/14.

RESOLVED:

- i) That the Statement of Accounts contained in Appendix 1 be approved and the return signed and dated by the Chairman of the committee.
- ii) That the Annual Governance Statement contained in Appendix 2 be approved and the return signed and dated by the Chairman of the committee.

It was noted that Item 5 had a "no" response, this had been identified in the ICCM independent review and should be addressed in the near future.

It was also noted that there were risk assessment documents for both the cremation operation and the office but these documents needed to be updated.

- iii) That the level of Working Balance be maintained at £100,000.

### **(i) DATES OF FUTURE MEETINGS**

The Chairman stated that she wished to change the date of the August meeting. It was agreed to e mail Councillors with an alternative date following consultation with the Chairman.

Further to a question raised by Councillor Tisdale it was agreed to find out if Councillor Community Grants could be used towards funding Memorials in the Children's Garden and also to contact the Barnstaple Bridge Trust and Bideford Bridge Trust to ask if they would grant aid such Memorials.

Chairman

The meeting ended at 3.25 p.m.