

NORTH DEVON COUNCIL

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held at the Crematorium, Barnstaple on Friday 6th November 2015 at 2.30 p.m.

Present: Representing North Devon Council

Councillors Harrison, Jones, Lane and Yabsley (Vice Chairman).

Representing Torridge District Council

Councillors Inch (Chairman), Johns and Langmead.

Officers

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

(a) APOLOGIES

Apologies were received from Councillors Mrs Barker, Edgell and Luggar

(b) MINUTES

RESOLVED that the minutes of the meeting held on 7th August 2015 (previously circulated) be approved as a correct record and signed by the Chairman.

Councillor Johns stated that he had given his apologies for the meeting to the office but that they had not been passed onto the Committee.

(c) DECLARATIONS OF INTEREST

There were no declarations of interest announced.

(d) ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIRMAN SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY

i) Staffing Issues

The Procurement and Service Delivery Manager Informed the Joint Committee that a part time member of staff had retired and a full time bereavement officer had resigned.

The temporary administration officer had been appointed full time within North Devon Council establishment and an existing Member of staff appointed to the Cemetery/Bereavement Officer post.

The aforementioned departures/ appointments meant that there was a vacant administration post at the Crematorium.

All procurement procedures and budget provision was in place and the post would be advertised internally within both District Councils.

ii) Press Release

Mair Smith, NDC Press Officer attended for this item.

The Joint Committee stated that the press release should include reference to the following:

Thanks to all families and funeral directors and the workforce for their patience and acceptance of the ongoing work.

That the project to enhance the services provided at the Crematorium and being delivered at no extra cost to the Council Tax Payers of North Devon or Torridge.

Praise for the contractor SW Highways and the Joint Committees pleasure at the progress to date.

It was agreed that the Press Officer would circulate a draft press release.

(e) CREMATORIUM MATTERS

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

Achievements

The Joint Committee noted the following:

That the Philips Memorial Hall had been redecorated and the holders for the leather plaques reduced in size to improve the ratio of blank spaces to dedications.

That 250 new plastic vases had been ordered for the floral tribute room and it was hoped to phase out the myriad of different designs as this type of vase was safe (won't smash if dropped) and would sit comfortably on the new style of racking hoped to be installed.

That a new worktop and bin stall had been ordered to improve the flower preparation area in the floral tribute room as they were becoming a source of concern to visitors.

Crematorium Figures

The Cremation figures were noted.

Annual Emissions Testing

That the annual emissions testing had been conducted in September and the equipment passed.

Metals Recycling Charity Award

That a cheque totalling £4321 had been received from the ICCM Metals Recycling Scheme for the Children's Holiday Foundation North Devon and it was hoped to arrange for the Chairman to present the cheque shortly.

It was agreed that the existing rota be continued and the next two nominations would be: North Devon Hospice and CRUSE

Christmas Working

It was agreed that normal services be operated on Monday 21st December to Wednesday 23rd December and Tuesday 29th December to Thursday 31st December and closed for services on Christmas Eve.

CAMEO Mercury Abatement Payment

The Joint Committee noted that a payment of £11,259.54 had been received from CAMEO for mercury abatement.

(f) CREMATORIUM 5 YEAR MAINTENANCE PLAN

The Joint Committee considered a report by the Crematorium Manager (previously circulated) regarding a 5 year maintenance plan.

RESOLVED that a working group be appointed consisting of the Chairman and Councillors Langmead and Yabsley to consider risk assessments in relation to health and safety issues and disabled provision and prepare a priority schedule of works for consideration by the Joint Committee.

(g) CREMATORIUM 5 YEAR MEMORIAL GARDEN PLAN

The Joint Committee considered a report by the Crematorium Manager (previously circulated) regarding a 5 year memorial garden plan.

RESOLVED that a working group be appointed consisting of the Chairman and Councillors Langmead and Yabsley to consider risk assessments in relation to health and safety issues and disabled provision and prepare a priority schedule of works for consideration by the Joint Committee.

(h) PROJECT UPDATE

The Joint Committee noted an update report on the Phase 2 Extension Project (copies tabled) by Andrew Wilson, NDC Surveyor.

It was noted that:

The construction works were progressing well and South West Highways were predicting that they were slightly ahead of schedule.

A meeting had been held with funeral directors who had given only positive feedback. There had been no significant complaints of noise or site conditions from members of the public and the project was on budget.

The Joint Committee noted an impression of the changed image for the new memorial hall Catafalque doors

(i) PERFORMANCE MONITORING QUARTER 2 2015/16

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance in quarter 2 (April – September) 2015/16.

(i) EXTERNAL AUDIT CERTIFICATE AND OPINION & INTERNAL AUDIT REPORT

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the external auditor certificate and opinion report 2014/15 and the internal auditor report..

It was agreed that the risk register be reviewed on a regular basis.

Chairman

The meeting ended at 3.39 p.m.