

NORTH DEVON COUNCIL

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held at the Crematorium, Barnstaple on Friday 5th February 2016 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Edgell, Harrison, Jones and Lane

Representing Torridge District Council

Councillors Inch (Chairman), Johns, Langmead and Le Maistre

Officers

Crematorium Manager, Treasurer, Secretary and Accountant

(a) APOLOGIES

Apologies were received from Councillors Moores and Yabsley and Martin Williams.

(b) MINUTES

RESOLVED that the minutes of the meeting held on 6th November 2015 (previously circulated) be approved as a correct record and signed by the Chairman.

Councillor Le Maistre 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) ITEM BROUGHT FORWARD BY THE CHAIRMAN AS A MATTER OF URGENCY: FORMAL OPENING OF THE NEW CHAPEL

Mair Smith, NDC Press Officer attended for this item.

The Crematorium Manager reported that the new chapel was near completion and hopefully operational by the second week of March and sought Members views as to how to unveil the new chapel to the public.

RESOLVED:

- i) That the Chairman be authorised to formally open the new chapel

- ii) That the Chairmen and Leaders of both authorities be formally invited to attend the formal opening.
- iii) That Councillors Mrs Chugg (previous Chairperson) and Mrs Gubb, NDC be formally invited to attend.
- iv) That an open invitation to the opening be given to all North Devon and Torridge District Council members.
- v) That the undertakers and clergy be invited to attend
- vi) That the opening take place as soon as practical following completion.

(e) CREMATORIUM MATTERS

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

Staffing Issues

The Joint Committee noted the following:

That the vacant bereavement administrator post had been advertised internally within both Councils and that the post had been filled internally from within the crematorium by a member of the technical staff. This in turn created a vacancy for a technician which had also been advertised internally within both Councils. This post had now been filled and the Crematorium would be back to full staffing levels within a month.

It was also reported that a former colleague who had retired in October had just started working on a voluntary basis for two days a week and was undertaking the vital task of back-feeding old paper records into computer system.

Achievements

The Joint Committee noted the following:

That both Bideford and Barnstaple photography clubs had agreed to show a selection of their pictures in the two waiting rooms using picture frames purchased by the crematorium. These pictures of local interest should benefit the waiting mourners considerably.

That an oak platform had been commissioned locally to allow small coffins to be placed on the catafalque to improve presentation.

Crematorium Figures

The Cremation figures were noted.

Metals Charity Recycling Award

It was noted that last year the scheme as a whole had donated £350,000 to charities in the UK. The latest nomination had been requested for the first award of 2016 and in accordance with previous committee decisions the nomination had been submitted for the North Devon Hospice.

Grounds Improvement Working Group

The Crematorium Manager reported that the working group had met and identified the worse risk areas and that the Health and Safety and disabled access issues should be undertaken as soon as possible.

(f) PHASE 2 PROJECT UPDATE

The Joint Committee noted a project update report (tabled) by the Procurement and Service Delivery Manager.

The Crematorium Manager reported that due to the Oak flooring failing the manufacturers quality control test and an alternative had needed to be sourced and the completion date had therefore been delayed by 3/4 days to 23/24 February.

He also reported that in order to complete the works to the car park there would be a ½ day closure on 18 February and a full day closure on 19 February.

(g) PERFORMANCE MONITORING QUARTER 3 2015/16

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance in quarter 3 (April – December) 2015/16.

(h) 2016/17 BUDGET, FEES AND CHARGES

RESOLVED on consideration of a report by the Treasurer (previously circulated) regarding the budget and charges 2016/17.

RESOLVED:

- (i) That the 2015/16 Probable outturn and 2016/17 Estimates as set out in the report be approved
- (ii) That the basic Cremation charge be increased by £10 to £630.
- (iii) That the distribution of surpluses of £100,000 to the constituent authorities: £60,000 to North Devon Council and £40,000 to Torridge District Council be approved.
- (iv) That the transfer of £359,148 to the earmarked capital reserve be approved.

Chairman

The meeting ended at 3.32 p.m.