

NORTH DEVON COUNCIL

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held at the Crematorium, Barnstaple on Friday 2nd June 2017 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Jones, Lane and Yabsley

Representing Torridge District Council

Councillors Dezart, Johns and Langmead

Officers

Crematorium Manager, Treasurer, Secretary and Accountant

(a) APPOINTMENT OF CHAIRMAN 2017/18

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

Councillor Yabsley thanked Councillor S. Inch for his work as Chairman of the Crematorium Joint Committee over the past two years.

(b) APOLOGIES

Apologies were received from Councillors Edgell, Harrison, S. Inch, T.Inch and Moores

(c) APPOINTMENT OF VICE CHAIRMAN 2017/18

RESOLVED, that Councillor Langmead be appointed Vice Chairman of the Joint Committee.

It was noted however, that appointments to Committees had not been finalised at TDC due to a pending by-Election due to be held on 8 June 2017. This may result in the need for re-appointment of Vice Chairman at the next Committee Meeting should there be any change to those members from TDC appointed to serve on the North Devon Joint Crematorium Committee.

(d) MINUTES

RESOLVED:

- (i) That the minutes of the meeting held on 10th February 2017 (previously circulated) be approved as a correct record and signed by the Chairman.
- (ii) There were no matters arising.

(e) DECLARATIONS OF INTEREST

There were no declarations of interest announced.

(f) CREMATORIUM MATTERS

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

i) Staffing Matters

It was noted that a new technician had been recruited and was due to commence employment on 5th June and was an experienced cremation technician with another Council.

ii) Achievements

It was noted:

- A) That the new book of remembrance cabinet had been installed and that it had been manufactured by a Bideford craftsman to an exceptional standard and at a cost less than half the nearest competitor.
- B) That the step repairs, grit path replacements, perimeter flood works, perimeter tree works, an enlargement of the Rowan flower area, staff wash facilities and two new pedestrian access paths had been completed.

iii) Crematorium Figures

The Cremation figures were noted.

iv) Metals Charity Recycling Award

It was noted a cheque for £5,000 to the Children's Hospice Southwest would be presented by the Chairman and that the next charity on the rota was, North Devon Cancer Care Centre Trust who would be nominated as soon as the next award process was received.

v) Legislation – Changes to Medical Referee Post: Update

It was noted that the process had been put back a further 12 months, possibly 24 months. A visit to one of the pilot schemes (Gloucester) was being planned with a medical referee and hopefully other local authority crematorium managers.

vi) Grounds Improvement Working Group

It was noted that the drainage works from the 2016/17 period had been delayed due to the need to undertake some repair work to the existing surface water system before the final phase could be completed. The final works had been agreed.

vii) Chapel Music System

It was noted that the tender for the music system had been placed on the portal on 12th May with a submission deadline date of 16th June. The tender award date was anticipated as 3rd July with implementation on 4th September.

viii) Larkbear Development

The Crematorium Manager reported that the planning application to develop Larkbear had been re-submitted.

He stated that the amended Transport Plan did not make any reference to the Crematorium and that the Committees concerns should be re-submitted as the Crematorium was a major service provider in the area.

The Committee agreed that their concerns should be re-submitted to NDC Planning Department and also direct to the DCC Highway Planning Officers.

It was also agreed that a s106 contribution to the Crematorium should be explored as part of the application and the open space area adjoining the development safeguarded.

ix) Other Matters

Councillor Lane asked what was the current capacity of the cremators, due to the gradual increase in cremations over the years.

The Crematorium Manager stated that if the numbers increased to 2,000 – 2,200 longer cremation hours would need to be considered. If the numbers increased to 2,500 a third cremator may be required.

The Treasurer stated that funds would need to be set aside in future to replace the cremators

Councillor Lane also asked that the Crematorium Manager provide a projection of on-going maintenance costs and a forward plan to include improvements to the car park

(g) OUTTURN 2016/17

The Joint Committee considered a report by the Treasurer (previously circulated) regarding the outturn 2016/17.

RESOLVED:

- (A) That that the Outturn Report 2016/17 be noted and the level or Working Balance be maintained at £100,000.
- (B) That funds be set aside from the balance in the Capital Funding Reserve to carry out the refurbishment works for Phase B identified in the committee report of 5th August 2016.
- (C) That the un-earmarked balance in the Capital Funding Reserve of £76,945 be distributed to the two constituent authorities, £46,167 to North Devon and £30,778 to Torridge.

The Committee recorded its thanks to the Crematorium Manager and Officers for their support and guidance in taking the Crematorium forward.

Chairman

The meeting ended at 3.12 p.m.