

## THE NORTH DEVON CREMATORIUM

M. ISAAC,  
Secretary,  
(01271) 374428

S. HEARSE,  
Treasurer,

M. DRUMMOND  
Crematorium Manager,  
Old Torrington Road,  
Barnstaple,  
Devon.  
Tel: (01271) 345431

### NORTH DEVON CREMATORIUM JOINT COMMITTEE

A meeting of the above Committee will be held at the Crematorium, Barnstaple on **FRIDAY 20<sup>th</sup> OCTOBER 2017 AT 2.30 p.m.**

Members: Representing North Devon Council

*Councillors Mrs Barker, Edgell, Harrison, Jones, Lane, Moores and Yabsley (Chairman).*

Representing Torridge District Council

Councillors Dezart, A. Inch, S Inch, Langmead (Vice Chairman) and Pennington.

### AGENDA

1. Apologies for Absence.
2. To approve as a correct record the minutes of the meeting held on 4<sup>th</sup> August 2017 (attached).
  - (a) Matters Arising
3. Items brought forward which, in the opinion of the Chairman, should be considered by the meeting as a matter of urgency.
4. Declarations of Interest.
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

### **PART 'A'**

6. Larkbear Planning Application. Jean Watkins, NDC Planning Officer to attend
7. Upper Car Park – Phase 2 Snagging Update. Andrew Wilson NDC to report
8. Crematorium Matters. Report by the Crematorium Manager (attached)

9. Performance Monitoring Report – Quarter 2 2017/18. Report by Treasurer (attached).

***PART 'B' (Confidential/Restricted Information)***

Nil

**NOTE:** Local Government (Access to Information) Act 1985

In addition to any document specifically mentioned, reports included in this Agenda will have been prepared with reference to any or all of the following:

1. All relevant statutory provisions.
2. All relevant Government circulars and ministerial advice.
3. All relevant adopted policies of the Council.
4. Capital Works Programme.
5. Current Estimates.
6. Standing Orders
7. Consultants' opinion and advice.
8. Published works relevant to the subject of the report.

## NORTH DEVON COUNCIL

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held in the Barum Room at the Brynsworthy Centre, Barnstaple on Friday 4<sup>th</sup> August 2017 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Jones and Yabsley (Chairman)

Representing Torridge District Council

Councillors Dezart, S.Inch, Johns, Langmead (Vice Chairman) and Pennington.

Also present Councillor T.Inch

Officers

Procurement and Service Delivery Manager, Secretary and Accountant

### (a) APOLOGIES

Apologies were received from Councillors Edgell, Harrison, Lane and Moores, Steve Hearse (Treasurer) and Mark Drummond (Crematorium Manager)

### (b) MINUTES

RESOLVED:

(i) That the minutes of the meeting held on 2<sup>nd</sup> June 2017 (previously circulated) be approved as a correct record and signed by the Chairman.

(ii) The following matter was raised:

Chapel Music System.

In answer to a question from Councillor Langmead it was stated that after evaluation the contract was awarded to Obitus and an installation date of 2nd October had been provisionally agreed.

It was hoped to arrange a demonstration for committee members and other interested parties during September (date to be confirmed).

### (c) DECLARATIONS OF INTEREST

Councillors T.Inch and Yabsley declared interests as Devon County Councillors.

## (d) CREMATORIUM MATTERS

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

### i) Staffing Matters

It was noted that the new technician had been commenced work.

### ii) Achievements

It was noted:

- A) That a new exit gate had been installed, replacing the rusty 1966 original gates and with the exception of the pedestrian gates all other gates would be locked at night
- B) That a removable (to allow very large vehicle access) safety barrier had been installed at the bottom of the new pedestrian ramp.
- C) That having reached the end of the existing contract, a new phone system had been installed with improved call-handling features (answerphone / recording / address book).

### iii) Crematorium Figures

The Cremation figures were noted.

### iv) Metals Charity Recycling Award

It was noted that the North Devon Cancer Care Centre Trust had been nominated for the next award process in line with the established rota.

### v) Legislation – Changes to Medical Referee Post: Update

It was noted that that following a visit to the Gloucester pilot site by the Crematorium Manager it was considered that the proposed implementation date of 2019/20 was not realistic.

There were 2 pilot styles being trialled, one based with District Councils and the other with the Coroners Office.

It was noted that the current Medical Referee was happy to continue with the existing arrangement until any changes were introduced.

vi) Grounds Improvement Update

It was noted:

- A) That the outstanding 2016/2017 works had now been completed (technicians office/washroom facilities).
- B) That some of the 2017/2018 elements had been completed, namely the Fencing of the woodland boundary, tree works & painters section flood prevention. The delay in the flood prevention work had been caused by issues with levels. Fortunately the redesign brought in works to deal with flooding near the Aspen flower tribute area and eliminated the problem there at no increase in costs. Significant rainfall after the works has proved the scheme to be very effective.
- c) That attention would now turn to the summerhouse and poet's path works

vii) Chapel Music System

It was noted that two tenders had been received. After evaluation the contract was awarded to Obitus and an installation date of 2nd October had been provisionally agreed.

The internet access for the system had been installed in both chapels in preparation.

It was hoped to arrange a demonstration for committee members and other interested parties during September (date to be confirmed).

viii) Larkbear Development

It was noted that notification had been received of a change to the road layout. The Gratton Way/Old Torrington Road junction had been redesigned from a staggered crossroads (which kept the new road through the woodland well away from the crematorium boundary) to a crossroads that brings the road close to the crematorium boundary. This would limit expansion into the woodland and increase traffic noise to a sensitive area of the gardens.

The representations made by the Crematorium Manager sought to move the road away from the Crematorium at the earliest possibility and to ensure a 2-route access to the site to minimise the risk of an event blocking access.

The Procurement and Service Delivery Manager reported that communication had been received from a resident in the area raising concerns at the Crematorium Managers representations as it was considered that to move the road away from the Crematorium would be more detrimental to residents (who lived there all year around) than mourners (who only attended for a short period). The resident was also not happy with the Crematorium being located on Old Torrington Road.

It was agreed:

- A) that a letter of representation highlighting additional concerns of the Joint Committee to those expressed by the Crematorium Manager be sent by the Vice Chairman of the Joint Committee (as the Chairman was a member of NDC Planning Committee) to the North Devon Planning Officer.
- B) that the North Devon Planning Officer be invited to attend the next Joint Committee meeting in October (or sooner if required) to outline in detail the application.

#### Upper Car Park

In answer to a question regarding the upper car park the Procurement and Service Delivery Manager stated that the repairs to the damaged areas were still on going. Holes had been dug and identified the area with an insufficient sub base.

The NDC Officer dealing with the matter was currently on sick leave.

The Council was seeking monies for the materials and labour for the remedial works to be undertaken by the Council.

It was agreed that the matter be put on the agenda for the next meeting.

#### (e) PERFORMANCE MONITORING REPORT – QUARTER 1 2017/18

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance for April to June 2017/18

#### Chairman

The meeting ended at 3.17 p.m.

20<sup>th</sup> October 2017

## Crematorium Matters – Manager’s Report

### Staffing Issues

The manager has been awarded the ICCM Diploma and Eikhoff medal for outstanding achievement in his studies.

### Achievements

Staff managed a service recently which was attended by about 800 mourners. The crematorium was chosen because of its facilities to deal with a large funeral and the careful preparations ensured the service went extremely well with minimal disruption to car-parks and the preceding/following services.

### Metals Recycling Charity Award

A cheque for £5,000 to the North Devon Cancer Care Centre Trust has been issued by the metals recycling scheme and the presentation date has been arranged as 11<sup>th</sup> October. The next charity to be submitted for an award will be Families in Grief.

The recent increase in awards has apparently been achieved through the increasing use of the scheme and the resulting efficiency savings of the operating company.

### Cremation Figures

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>April</b>	117	129	98	125	109	102	161	125	139	163	117
<b>May</b>	102	122	112	90	111	123	117	135	118	126	138
<b>June</b>	94	96	103	103	129	116	102	123	143	125	129
<b>July</b>	107	102	90	99	107	111	121	106	111	126	142
<b>Aug</b>	112	85	99	83	116	106	117	100	109	114	122
<b>Sept</b>	112	86	103	111	88	104	107	122	127	121	128
<b>Oct</b>	114	121	97	97	102	101	98	125	140	127	
<b>Nov</b>	105	105	115	115	116	129	96	120	108	157	
<b>Dec</b>	86	133	120	107	88	100	98	120	128	123	
<b>Jan</b>	155	164	141	169	143	159	164	142	131	158	
<b>Feb</b>	109	122	105	140	127	121	116	154	136	137	
<b>Mar</b>	94	114	114	117	132	144	127	157	151	162	
<b>Total</b>	<b>1307</b>	<b>1379</b>	<b>1297</b>	<b>1356</b>	<b>1368</b>	<b>1416</b>	<b>1424</b>	<b>1529</b>	<b>1541</b>	<b>1639</b>	

## **Medical Referee Post Update**

The Gloucester pilot scheme was visited together with Harry Waters, one of our Medical Referees. This is one of two pilots and it is operating as a commissioned service from the NHS (effectively being run by the Gloucester General Hospital Bereavement Office).

During the visit it was recognized that the geographical area that scheme covers is determined by the Coroner's area of responsibility, raising the possibility the authority likely to be responsible will be Devon County Council rather than each individual council.

This issue was raised with Dr Judith Bernstein (the Ministry of Justice lead for Coroners, Burials and Cremations). She indicated that there was no decision yet regarding how each area would be set up geographically and similarly no decision has been made about which authority would be responsible. She also indicated that the Brexit negotiations and recent tragedies at Grenfell and terrorist attacks at Westminster Bridge and Manchester Arena had been occupying her team with the result that the implementation has been delayed by an undetermined period – at least 2019.

## **Grounds Improvement Update**

The next phase of works (new 'summerhouse' structure and Poet's area border edging/paths) all require tenders in view of the expenditure. These are pending with a view to works completion early in the new-year.

## **Chapel Music System**

The music system will have been running for over 2 weeks at the time of the meeting. A period of 'dual-running' the old and new systems will be drawing to an end. A full update will be given at the meeting and the opportunity for the Committee to see the system in operation (from Funeral Director booking a service to delivery in-chapel).



# NORTH DEVON CREMATORIUM JOINT COMMITTEE

20<sup>th</sup> October 2017

## REPORT OF TREASURER

### PERFORMANCE MONITORING QTR 2 2017/2018

#### 1. INTRODUCTION

1.1. This report presents the financial performance information for April to September 2017/2018.

#### 2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to September 2017/2018 be noted.

#### 3. REPORT

3.1. A summary of the Expenditure and Income for the period April to September is shown below together with the Original and Profiled Estimates. Also shown is the projected outturn and projected outturn variance.

#### 3.2.

	<b>Original Budget 2017/18</b>	<b>Profiled Budget (Apr-Sep)</b>	<b>Actual Apr-Sep</b>	<b>Variance (under)/over</b>	<b>Projected Outturn</b>	<b>Projected Outturn Variance</b>
	£	£	£	£	£	£
Premises	214,080	107,040	75,682	(31,358)	206,736	(7,344)
Transport	1,000	500	384	(116)	768	(232)
Supplies & Services	159,080	79,540	78,721	(819)	170,433	11,353
Central Support/Employees	262,210	131,105	125,453	(5,652)	257,628	(4,582)
<b>Total Expenditure</b>	<b>636,370</b>	<b>318,185</b>	<b>280,240</b>	<b>(37,945)</b>	<b>635,565</b>	<b>(805)</b>
Fees	992,700	496,350	503,892	7,542	1,007,785	15,085
Sales	79,150	39,575	44,959	5,384	89,918	10,768
Interest	1,750	875	330	(545)	659	(1,091)
CAMEO*	12,000	6,000	6,000	0	12,000	0
Miscellaneous	650	325	148	(177)	296	(354)
<b>Total Income</b>	<b>1,086,250</b>	<b>543,125</b>	<b>555,329</b>	<b>12,204</b>	<b>1,110,658</b>	<b>24,408</b>
<b>Cont to Earmarked Reserve</b>	<b>15,000</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>	<b>15,000</b>	<b>0</b>
<b>Cont to Equip Replacement Res</b>	<b>100,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>
<b>Distribution NDC</b>	<b>200,928</b>	<b>100,464</b>	<b>100,464</b>	<b>0</b>	<b>200,928</b>	<b>0</b>
<b>Distribution TDC</b>	<b>133,952</b>	<b>66,976</b>	<b>66,976</b>	<b>0</b>	<b>133,952</b>	<b>0</b>
<b>Surplus</b>	<b>0</b>	<b>0</b>	<b>50,149</b>	<b>50,149</b>	<b>25,213</b>	<b>25,213</b>

\* Crematoria Abatement of Mercury Emissions Organisation

3.3. Qtr 2 is showing expenditure £37,945 under the profiled budget and income is £12,204 higher than the profiled budget giving a total net variance of £50,149 increased surplus. The projections for the year are predicting expenditure £805 under budget and income £24,408 over budget producing a net variance of £25,213 increased surplus.

**3.4.** The main budget variances are discussed below:

- 3.4.1. Premises – Profiled budget underspends relate to grounds and plant repairs and maintenance. These underspends are likely to be utilised during the remaining quarters. There is also an underspend on the rates budget.
- 3.4.2. Supplies & Services – The profiled budget includes an overspend on irrecoverable vat and an underspend on the new music system. The projected full year overspend relates to the irrecoverable vat on the increased maintenance costs incurred on the repairs to the grounds and buildings.
- 3.4.3. Central Support/Employees – The underspend relates to the delay in filling the vacant Crematorium Technician post. This post has now been filled.
- 3.4.4. Income – Income from cremation fees and memorial sales is higher than the profiled budget and full year projected budget. The budget for 2017/18 for cremation fees was increased from 1,400 cremations p.a. to 1,500 cremations p.a.
- 3.4.5. The receipt from CAMEO has not yet been received for 2017/18 but it is anticipated that the budgeted £12,000 will be received.
- 3.4.6. If the projected outturn is achieved there will be an additional surplus of £25,213.

**3.5.** Reserves and balances. The current amounts held by the joint crematorium committee and projected balances are:

	<b>Capital Funding Reserve</b>	<b>Equipment Replacement Reserve</b>	<b>General Reserve</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Balance 31 <sup>st</sup> March 2017	435,945	100,000	100,000
Distributed 2017/18	(76,945)		
Budgeted spend Phase A	(143,000)		
Residual Phase 2 costs	(30,000)		
Contribution 2017/18	15,000	100,000	0
<b>Projected Balance 31<sup>st</sup> March 2017</b>	<b>201,000</b>	<b>200,000</b>	<b>100,000</b>

Mark Knight  
4<sup>th</sup> October 2017