

North Devon Crematorium Joint Committee

A meeting of the above Committee will be held at the Crematorium, Barnstaple on

Friday, 5 November 2021 at 2.30 pm

Members: Representing North Devon Council

Councillors Bulled, Cann, Davis, Gubb, Lovering, Phillips and Walker (Chair)

Representing Torridge District Council

Councillors Christie, Gubb, Harding, A. Inch (Chair) and Pennington.

AGENDA

1. Apologies for Absence.
2. To approve as a correct record the minutes of the meeting held on 6th August 2021
 - 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. Crematorium Matters
To receive the report of the Crematorium Manager
7. Performance Monitoring Quarter 2 2021/2022
To receive the report of the Treasurer
8. To note that the next Crematorium Joint Committee meeting will be on Friday 4th February 2022 @ 2.30 p.m.

PART 'B' (Confidential/Restricted Information)

Nil

Agenda Item 2

NORTH DEVON COUNCIL

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held at the Crematorium on Friday 6 August 2021 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Bulled, Davis, Y. Gubb, Phillips and Walker (Chair).

Representing Torridge District Council

Councillors Christie, J. Gubb (Vice Chair), Hurley and Pennington.

Officers

Crematorium Manager, Treasurer, Secretary and Accountant.

(a) APOLOGIES

Apologies were received from Councillors Cann, Inch and Lovering.

(b) MINUTES

- (i) RESOLVED that the minutes of the meeting held on 11th June 2021 (previously circulated) be approved as a correct record and signed by the Chairman.
- (ii) Matters Arising.

Councillor Christie stated that as Vice Chair of Torridge District Council he was, due its constitution unable to be Vice Chair of any other Committee and therefore had to step down as Vice Chair of the Joint Committee.

It was RESOLVED that Councillor J. Gubb be appointed Vice Chair of the Joint Committee until re-appointments are made in the next municipal year.

(c) DECLARATIONS OF INTEREST

There were no declarations of interest declared.

(d) CREMATORIUM MATTERS

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

i) Covid Crisis Update

It was noted:

That the lifting of many restrictions on July 19th resulted in an increase of capacity to 162 (normally 252) with 'two-tier' seating to allow mourners to opt for a 2-metre spaced row of seats. Face coverings remained a requirement and singing was not permitted (except for pre-arranged profession/amateur singers). The Aspen chapel remained closed together with waiting rooms and the vestry.

The national and local situation would be closely monitored to establish whether any changes in restrictions (increase or relax) were appropriate.

ii) Achievements

It was noted:

That video access control had been introduced at the main reception to allow 'drop-in' appointments whilst retaining control over the number of visitors.

Following an offer to both North Devon and Torridge to host council meetings in a Covid19 secure setting with webcasting for the public, North Devon had used the facility twice producing an additional income stream.

iii) Staffing

It was noted:

That the part-time bereavement administrator post had been approved for advertising as an internal and external (North Devon & Torridge) vacancy.

iv) Metals Recycling Charity Award

It was noted:

That Over and Above (Cancer & Wellbeing Centre) had been proposed for the next award (due December 2021).

Subsequent nomination list:

Families in Grief

North Devon Children's Holiday Foundation

North Devon Hospice

Cruse

Children's Hospice SW

Over and Above (North Devon Hospital – Maternity Unit Bereavement Suite)

Clarity

Calvert Trust

Over and Above (Cancer & Wellbeing Centre)

That no further additions to be considered prior to February 2022.

v) Crematorium Figures

The Cremation figures were noted.

It was also noted that the recently issued National Crematorium Figures showed that the East Devon Crematorium had a large increase in cremation figures but that this was due to the Crematorium being privately owned by Co-Op and undertaking direct cremations in house.

vi) Garden Improvements 2020/21

It was noted:

That the Bulk material fencing had been completed.

That the additional gardener support had been brought in due to a team member absence. This amounted to 2.5 days a week.

That the Rowan exit sails work were due to commence 24th August (install concrete pads and steel supports). The Sails would be ordered and installed once the final measurements had been confirmed (services may require steel supports to be moved slightly). The Aspen Chapel would be used during the works with a reduced capacity of 45 (service users advised with over 28 days notice).

vii) Larkbear Development – Traffic Management

It was noted that written representation to the traffic order to remove the existing bus gate in Gratton Way and replace it with a new bus gate in Old Torrington Road had been made to DCC.

However, the North Devon Highways and Traffic Orders Committee meeting held on 7th July had voted that the scheme proceed unchanged.

Once implemented, the bus gate would move from the Gratton Way junction to Old Torrington Road itself where it would be enforced by camera. Consequently, all Crematorium traffic would have to use the Gratton Way Industrial Estate route together with the new estate traffic.

It was agreed that the Crematorium Manager re-iterate the views previously expressed by the Joint Committee to the North Devon Highways and Traffic Orders Committee for reconsideration.

(g) PERFORMANCE QUARTER 1 2021/2022

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance for Quarter 1 April to June 2021/2022

(h) DATES OF FUTURE MEETINGS

It was noted that the next meeting would be on Friday 5th November 2021 @ 2.30 p.m.

(i) COUNCILLOR INCH

The Joint Committee requested that its wishes be sent to Councillor Inch for a speedy recovery.

Chairman

The meeting ended at 3.52 p.m.

Agenda Item 6

5th November 2021

Crematorium Matters – Manager’s Report

Covid Crisis Update

The Aspen Vestry has been re-opened providing changing facilities without access to staff only areas.

Singing is permitted and waiting rooms re-opened.

Services in excess of 200 people are permitted by allowing Aspen to be used (if booked) as an overflow.

The national and local situation will be closely monitored to establish whether any changes in restrictions (increase or relax) are appropriate.

Achievements

A number of North Devon District Council meetings have taken place in the Rowan Chapel with webcasting to enable remote public access. This has proved very successful.

Staffing Report

The part-time bereavement administrator post has been filled and the new staff member started on 11th October.

The lead gardener has resumed on a part-time basis. In light of the seasonal demands there is sufficient cover and the situation will be reviewed in the coming months.

Metals Recycling Charity Award

The Over and Above (Cancer & Wellbeing Centre) has been proposed for the next award (due December 2021).

Subsequent nomination list:

Families in Grief

North Devon Children’s Holiday Foundation

North Devon Hospice

Cruse

Children’s Hospice SW

Over and Above (North Devon Hospital – Maternity Unit Bereavement Suite)

Clarity

Calvert Trust

Over and Above (Cancer & Wellbeing Centre)

No further additions to be considered prior to February 2022.

Cremation Figures

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
April	102	161	125	139	163	117	150	121	174	124
May	123	117	135	118	126	138	136	137	136	103
June	116	102	123	143	125	129	127	127	126	110
July	111	121	106	111	126	142	133	128	136	123
Aug	106	117	100	109	114	120	106	118	118	116
Sept	104	107	122	127	121	127	106	114	121	131
Oct	101	98	125	140	127	137	132	129	120	120E
Nov	129	96	120	108	157	135	127	115	149	
Dec	100	98	120	128	123	131	119	113	141	
Jan	159	164	142	131	158	182	169	147	176	
Feb	121	116	154	136	137	175	143	133	136	
Mar	144	127	157	151	162	164	145	143	141	
Total	1416	1424	1529	1541	1639	1697	1593	1525	1674	

Garden Improvements

Rowan exit sails work commenced on 24th August to install concrete pads. Steel supports will be installed shortly and at that point the sails will be ordered.

Larkbear Development – Traffic Management

The manager wrote to the Highways Department of Devon County Council on 16th September (copy attached) seeking involvement in the implementation phase as requested by the Joint Committee. As yet no formal response has been received.

Your ref:
Our ref:
Please ask for: Mark Drummond
Tel: 01271 345431
Email: mark.drummond@northdevon.gov.uk
Date: 16 September 2021

Devon Highways
Devon County Council
Topsham Road
Exeter
EX2 4QD

Dear Sir/Madam,

Re: Gratton Way/Old Torrington Road, Barnstaple

I have been asked by the North Devon Crematorium Joint Committee to write following the HATOC decision to proceed with the Gratton Way bus gate move to Old Torrington Road.

It is recognised that the decision is final, but legitimate concerns remain and it is hoped that the implementation can be constructively reviewed in a way that maintains the decision and its benefits (particularly to residents), whilst mitigating the concerns for this long-standing and vital public service provided by North Devon and Torridge District Councils.

As it stands no consideration has been made for the Crematorium's operations and it is felt that some small adjustments in the implementation could mitigate the concerns without changing the decision. If implemented without adjustments the crematorium will incur additional costs (to provide a waiting area for any early funeral cortege) and clearly much greater risk of delays to services caused by the single access route.

As the manager of the site I have considerable understanding of local traffic issues as well as the likely impact on crematorium operations which affects thousands of residents every year. My previous role for 30-years as a Police Officer included highways liaison with London Boroughs should help to identify solutions. An illustration of this was my highlighting the omission of an emergency vehicle exemption in this proposal (and the current Gratton Way Order of 2000) which I note was amended for the HATOC meeting.

Please involve myself as the representative of the Councillors who form the Joint Committee in any further implementation considerations/discussions.

Yours sincerely,

Mark DRUMMOND
Crematorium Manager

NORTH DEVON CREMATORIUM JOINT COMMITTEE

5th November 2021

REPORT OF TREASURER

PERFORMANCE MONITORING QTR 2 2021/2022

1. INTRODUCTION

1.1. This report presents the financial performance information for April to September 2021/2022.

2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to September 2021/2022 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.

	Original Budget 2021/22 £	Profiled Budget (Apr-Sep) £	Actual Apr-Sep £	Variance (under)/ over £	Projected Outturn £	Projected Outturn Variance £
Premises	185,370	92,685	66,241	(26,444)	185,943	573
Transport	1,000	500	141	(359)	282	(718)
Supplies & Services	224,000	112,000	88,933	(23,067)	212,686	(11,314)
Central	316,430	158,215	152,479	(5,736)	309,179	(7,251)
Support/Employees						
Total Expenditure	726,800	363,400	307,794	(55,606)	708,090	(18,710)
Fees	1,147,700	573,850	533,306	(40,544)	1,107,156	(40,544)
Sales	90,680	45,340	40,508	(4,832)	85,848	(4,832)
Interest	650	325	107	(218)	213	(437)
CAMEO*	4,000	2,000	0	(2,000)	4,000	0
Total Income	1,243,030	621,515	573,921	(47,594)	1,197,217	(45,813)
Cont to Equip Replacement Res	100,000	50,000	50,000	0	100,000	0
Distribution NDC	249,740	124,870	124,870	0	249,740	0
Distribution TDC	166,490	83,245	83,245	0	166,490	0
Surplus / (Deficit)	0	0	8,012	8,012	(27,103)	(27,103)

* Crematoria Abatement of Mercury Emissions Organisation

3.3. Qtr 2 is showing expenditure £55,606 under the profiled budget and income is £47,594 lower than the profiled budget giving a total net variance of £8,012 surplus. The projections for the year are predicting expenditure £18,710 under budget and income £45,813 lower than budget producing a net variance of £27,103 deficit.

3.4. The main budget variances are discussed below:

3.4.1. **Premises** – Spend in Qtr 2 is significantly under budget due to lower maintenance spend. However, it is expected to be virtually on budget for the full year.

3.4.2. **Supplies & Services** – The Qtr 2 underspend relates to various budget underspends including Organist Fees, Medical Referees, printing and Computer Software. However, it is expected that these underspends will be reduced as some of it relates the reduced number of services in Qtrs 1&2, and some annual invoices.

3.4.3. **Central Support/Employees** – The underspends relate to timing differences of filling vacant posts.

3.4.4. **Income** – Income from cremation fees is lower than the profiled budget and full year projection due to the reduced number of services. Income from memorial sales is also lower than the profiled budget and the full year projection. Interest receivable is lower due to the low interest rates.

3.4.5. The receipt from CAMEO has not yet been received for 2021/22 but it is anticipated that the budgeted £4,000 will be received.

3.4.6. If the projected outturn does materialise there will be a deficit of £27,102. This can be funded from either the Capital Funding Reserve or reducing the in year contribution to the Equipment Replacement Reserve. This will be reviewed throughout the year.

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

	Capital Funding Reserve	Equipment Replacement Reserve	General Reserve
	£	£	£
Balance 31 st March 2021	384,267	495,480	100,000
Contribution 2021/22	0	100,000	0
Projected Balance 31st March 2022	384,267	595,480	100,000

The balance in the Capital Funding Reserve will be available for the Phase B project, demolishing the garage/memorial hall.

These reserve figures do not include the projected deficit identified in 3.2 above of £27,102.

Mark Knight
25th October 2021