

## **NORTH DEVON CREMATORIUM JOINT COMMITTEE**

A meeting of the above Committee will be held at the Crematorium, Barnstaple on **FRIDAY 4<sup>th</sup> NOVEMBER 2022 AT 2.30 p.m.**

Members: Representing North Devon Council

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

Representing Torridge District Council

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

### **AGENDA**

1. Apologies for Absence
2. To approve as a correct record the minutes of the meeting held on 5th August 2022 (attached). (Pages 3 - 6)
  - (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. Report by the Crematorium Manager (attached) (Pages 7 - 8)
7. Performance Monitoring Quarter 2 2022/2023. Report by Treasurer (attached) (Pages 9 - 12)
8. Proposed Dates of Future meetings 2023/2024  
Recommended that the following dates be agreed:

Friday 9<sup>th</sup> June 2023 @ 2.30 p.m.

Friday 4<sup>th</sup> August 2023 @ 2.30 p.m.

Friday 3<sup>rd</sup> November 2023 @ 2.30 p.m.

Friday 2<sup>nd</sup> February 2024 @ 2.30 p.m.

9. To note that the next Crematorium Joint Committee meeting will be on Friday 3rd February 2023 @ 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 5<sup>th</sup> August 2022 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Bulled, Cann, Y. Gubb and Walker (Chair)

Representing Torridge District Council

Councillors Christie, J. Gubb and Pennington.

Officers

Crematorium Manager, Secretary, Treasurer, Accountant and J. Mann – Head of Housing, Planning and Health.

Also Present: T. Cunningham - Consultant

### **(a) APOLOGIES**

Apologies were received from Councillors Davis, Hurley, Inch and Lovering.

### **(b) MINUTES**

- (i) RESOLVED that the minutes of the meeting held on 10<sup>th</sup> June 2022 (previously circulated) be approved as a correct record and signed by the Chairman.
- (ii) Matters Arising. There were no matters arising.

### **(c) ITEMS BROUGHT FORWARD WHICH IN THE OPINION OF THE CHAIR SHOULD BE CONSIDERED AS A MATTER OF URGENCY**

There were no items of urgency.

### **(d) DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

### **(e) CREMATORIUM MATTERS**

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

#### **i) Staffing Matters**

It was noted that no appointment had been made to the Bereavement

Administrator post following interviews and would be re-advertised.

ii) Metals Recycling Charity Award

It was noted:

That Families in Grief had been awarded £12,000 and that North Devon Hospice were currently the next anticipated nominee.

All 'reserve list charities', previously on the award rota, had been written to seeking re-application requiring strong evidence of their bereavement support.

The current rota was:

North Devon Hospice  
Cruse  
Children's Hospice SW  
Families in Grief

Re-applications had been received from:

- Children's Holiday Foundation
- Over and Above –bereavement support unit.

It was agreed that:

- a) That no additions be made to the existing rota list.
- b) That further information/clarity be sought regarding the Over and above Bereavement support unit project.

iii) Crematorium Figures

The Cremation figures were noted.

iv) Garden Improvements

It was noted that the Rowan Exit Sails had been installed.

v) Damage to Crematorium

It was noted that 3 incidents had taken place over the space of 10 days which involved 5 skylights being broken, significant damage to the roof and an attempt to break into the gardener's shed – well over £20,000 of damage in total. A further incident a few days later did not cause any significant damage. The use of anti-climb paint, additional security patrols, a roof alarm system and CCTV had brought a stop to the incidents. Police enquiries were in hand. An insurance claim would be made in relation to the damage and the CCTV/prevention works would be paid for from site maintenance budget.

The Committee recorded its thanks to the resident who contacted the Police.

vi) Larkbear Development – Traffic Management

It was noted that the Gratton Way/Old Torrington Road Bus Gate had been referred back to the North Devon Highways and Traffic Orders Committee on 27<sup>th</sup> June 2022. It was decided to implement the bus gate move as originally advertised, meaning all traffic to and from the crematorium would be via Gratton Way once the order was implemented. The timescales for implementation were not known.

vii) Phase B works (garage store/memorial room)

It was noted that following the Manager's update at the Joint Committee meeting on 4<sup>th</sup> February 2022 regarding the consultancy work and feasibility study, a planning application had been submitted. A copy of the 'Elevations Plan' had been previously circulated. It was proposed to include a 'hearse lay-by' at the entrance in light of the Larkbear Development bus gate decision, though this may result in the loss of a single disabled bay.

Once planning consent had been obtained it was intended to proceed in accordance with the Joint Committee's decision to tender on the basis of the 'minimum car-park works' option (c).

To date, expenditure (consultancy fees relating to design, feasibility, planning application, ground suitability assessment works and reinstatement) amounted to £17,271 plus vat.

To enable the tender timescales to be finalised (tender likely to completed before next meeting on 4<sup>th</sup> November as per programme tracker (previously circulated) approval was sought to proceed to award the contract to the best value compliant tender subject to the costs being within the budget (including fees and contingency costs).

It was agreed:

- A) That the expenditure on consultancy fees relating to design, feasibility, planning application, ground suitability assessment works and reinstatement of £17,271 plus vat be funded through the Phase B Reserves.
- B) That authority be delegated to the Crematorium Manager to award the contract to the best value compliant tender subject to the costs being within the budget (including fees and contingency costs).

viii) s106 Memorial Garden Works

It was noted that the crematorium had access to some North Devon Council S106 funds (£39,703.60) which could be used *'towards the purchase and layout of land to provide an extension to the memorial gardens and improvement and refurbishment of the memorial gardens at the North Devon Crematorium'*. The funds were available to use until July 2024.

If approved, Phase B works would involve the demolition of the garages at the entrance. This area would require landscaping and provided the opportunity to create an outside waiting area as well as improving the visual appearance as visitors arrive. Such works could provide seating, cover from inclement weather and perhaps a water feature to create a welcoming space for visitors whilst they waited for the service to start. An application had been submitted to release funds for garden improvements.

ix) Medical Referee

It was noted that the National implementation of the Medical Examiner role had been set for 1<sup>st</sup> April 2023, eliminating the Medical Referee Role. The Medical Referee role would, however, continue for an unspecified period on a consulting basis to iron out any 'teething issues'

**(f) PERFORMANCE MONITORING REPORT QUARTER 1 2022/2023**

The Joint Committee noted a report by the Treasurer (previously circulated) regarding the performance for quarter 1 April to June 2022/2023.

It was stated that in order to reduce electricity costs the provision of solar panels and battery storage should be investigated.

The Treasurer stated that there was a Government Public Sector Decarbonisation Grant Scheme to encourage energy efficiency and the decarbonisation of gas heating systems in public buildings.

**(g) DATES OF FUTURE MEETINGS**

It was noted that the next meeting would be on Friday 4<sup>th</sup> November 2022 @ 2.30 p.m.

Chairman

The meeting ended at 3.18 p.m.

# Agenda Item 6

Friday 4<sup>th</sup> November 2022

## Crematorium Matters – Manager’s Report

### Metals Recycling Charity Award

Nominations have just been sought for the next award with nominations required by 17<sup>th</sup> March 2023, suggesting one ‘round’ has been deleted. It is unclear if this will affect the amount of the next award. North Devon Hospice are currently the next anticipated nominee in line with the current rota:

**North Devon Hospice**  
**Cruse**  
**Children’s Hospice SW**  
**Families in Grief**

Over and Above have responded to the Joint Committee’s request for more detail regarding their application to be considered for an award under the scheme:

*“In Spring/Summer 2023 North Devon District Hospital is undertaking a major £800k redevelopment to its 20+ year old mortuary facilities which includes a family facility. We would like to ask ICCM members to support us with the refurbishment of this family facility element which is now very outdated. This element has been costed at approximately £20,000 plus around £4,500 towards furniture, soft furnishings, crockery and utensils, literature and signage.*

*657 people passed away at North Devon District Hospital and South Molton Community Hospital (almost 13 deaths per week) in 2021 and the team in the bereavement suite offer support to those families, which includes offering advice and guidance sensitively to relatives and friends to help them through the forthcoming days and weeks of their bereavement offering practical and consolation support at both North Devon District Hospital in Barnstaple and South Molton Community Hospital.*

*Bereavement can be a very distressing time in the lives of families and friends and it is important that we help the families come to terms with their loss in a quiet, comfortable and caring surrounding with a friendly face and a cup of tea. The team also offer wide support and information answering any questions the family may have on arranging the funeral, the medical examiner service, post mortem examinations, tissue donation, hospital chaplaincy and pastoral care, registering the death, how to let people know about the death, stopping junk mail to the recently deceased, probate and legal advice and so much more.*

*In the longer term, the Bereavement Suite team also wants to access additional bereavement courses funded through “Over and Above” to enable them to support the family beyond that which the NHS can provide funding for. If this would permit our retention on a permanent basis we are confident that we would be able to allocate any funds specifically towards bereavement projects”*

### Request To Fund Litter Bin

Councillor David Knight (Roundswell Ward) has emailed the following request: *‘There is a continuous problem of littering outside the Crematorium and in the immediate area opposite and I believe a bin in this position would give the public the opportunity to change their behaviour.*

*Please could the Crematorium committee consider funding the installation of a bin and facilitate the collections.'*

I have previously indicated a willingness to site a bin but without commitment to funding installation or collections as there is no suggestion that the crematorium is the source of the litter.

## **Cremation Figures**

	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>April</b>	161	125	139	163	117	150	121	174	124	133
<b>May</b>	117	135	118	126	138	136	137	136	103	146
<b>June</b>	102	123	143	125	129	127	127	126	110	134
<b>July</b>	121	106	111	126	142	133	128	136	123	110
<b>Aug</b>	117	100	109	114	120	106	118	118	116	133
<b>Sept</b>	107	122	127	121	127	106	114	121	131	138
<b>Oct</b>	98	125	140	127	137	132	129	120	119	124E
<b>Nov</b>	96	120	108	157	135	127	115	149	131	
<b>Dec</b>	98	120	128	123	131	119	113	141	128	
<b>Jan</b>	164	142	131	158	182	169	147	176	140	
<b>Feb</b>	116	154	136	137	175	143	133	136	123	
<b>Mar</b>	127	157	151	162	164	145	143	141	159	
<b>Total</b>	<b>1424</b>	<b>1529</b>	<b>1541</b>	<b>1639</b>	<b>1697</b>	<b>1593</b>	<b>1525</b>	<b>1674</b>	<b>1507</b>	

## **Damage to Crematorium**

Devon & Cornwall Police have indicated that two suspects are to be interviewed. A loss assessor is reviewing the damage repair costs with a view to seeking an insurance settlement.

## **Phase B Works (Garage Store/Memorial Room)**

The deadline for tender submissions is 31<sup>st</sup> October. It is intended to make a decision by 15<sup>th</sup> November with a view to works commencing by the end of January 2023.

## **Christmas Working**

The crematorium will remain open for services except for weekends and Bank Holidays.

## **Medical Referee**

National implementation of the Medical Examiner role has been set for 1<sup>st</sup> April 2023, eliminating the Medical Referee Role save for an as yet unspecified period of retaining the post in a consulting basis to iron out any 'teething issues'. The process for authorisation of Cremations has not yet been announced but it is anticipated the role will fall to the Crematorium Manager/Registrar.

# Agenda Item 7



## North Devon Crematorium Joint Committee

Report Date: 4<sup>th</sup> November 2022

### Topic: Crematorium Performance Monitoring Qtr 2 2022/2023

Report by: Treasurer

#### 1. INTRODUCTION

1.1. This report presents the financial performance information for April to September 2022/23.

#### 2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to September 2022/23 be noted.

#### 3. REASONS FOR RECOMMENDATIONS

3.1. To inform Members of the financial performance for April to September 2022/23.

#### 4. REPORT

4.1. A summary of the revenue expenditure and income for the period April to September is shown below together with the original and profiled budgets. Also shown is the projected outturn and projected outturn variance.

	Original Budget 2022/23	Profiled Budget (Apr-Sep)	Actual (Apr-Sep)	Variance (Under) / Over	Projected Outturn	Projected Outturn Variance
	£	£	£	£	£	£
Premises	188,370	94,185	119,101	24,916	251,708	63,338
Transport	750	375	90	(285)	358	(392)
Supplies & Services	215,500	107,750	86,306	(21,444)	218,690	3,190
Support & Employees	332,130	166,065	153,910	(12,155)	331,641	(489)
<b>Total Expenditure</b>	<b>736,750</b>	<b>368,375</b>	<b>359,407</b>	<b>(8,968)</b>	<b>802,397</b>	<b>65,647</b>
Fees & Charges	1,163,150	581,575	627,969	46,394	1,209,544	46,394
Sales	85,680	42,840	35,641	(7,199)	71,283	(14,397)
Bank Interest	650	325	484	159	969	319
CAMEO*	3,500	1,750	0	(1,750)	3,500	0
<b>Total Income</b>	<b>1,252,980</b>	<b>626,490</b>	<b>664,094</b>	<b>37,604</b>	<b>1,285,296</b>	<b>32,316</b>
Equip Replace 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
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>46,572</b>	<b>46,572</b>	<b>(33,331)</b>	<b>(33,331)</b>

\*Crematoria Abatement of Mercury Emissions Organisation



- 4.2. Qtr 2 is showing expenditure £8,968 under the profiled budget and income is £37,604 higher than profiled budget giving a total net variance of £46,572 surplus. The projections for the year are predicting expenditure £65,647 over budget and income £32,316 higher than budget producing a net variance of £33,331 deficit (£30,530 deficit reported Qtr 1).
- 4.3. **Premises** – Spend in Qtr 2 and projected full year are both higher than budget and this is due to the increase utility costs, which has been reported at previous Joint Committee meetings. This is predominantly gas but also electricity costs. We have signed up to a new gas contract which has reduced the ongoing costs but they are still significantly over budget.
- 4.4. **Supplies and Services** – The underspend for Qtr 2 relates to various underspends and the timings of paying some annual invoices.
- 4.5. **Central Support/ Employees** – The Qtr 2 underspend relates to a member of staff reducing to part time and the timing of filling a vacancy. Also the 2022/23 pay settlement has not yet been paid. The full year underspend will be reduced by the use of agency staff to cover the part time officer and the pay award being paid.
- 4.6. **Income** – Fees and charges are showing increased income, due to the higher number of services in Qtr 1. Memorial sales is lower than the budget.
- 4.7. The receipt from CAMEO has not yet been received for 2022/23 but it is anticipated that the budgeted £3,500 will be received.
- 4.8. If the projected outturn does materialise there will be a deficit of £33,331. Whilst closing the accounts for 2021/22 £42,461 was placed into a Budget Management Reserve which will be available to fund the deficit.
- 4.9. It was mentioned at previous Joint Committee meeting's that we may need to increase the cremation fee mid year to mitigate the increase in the fuel prices. As mentioned above we don't feel we need to at this stage. But if energy prices remain at the current levels the fee will need to increase for 2023/24 budget.

## 5. RESOURCE IMPLICATIONS

5.1. Reserves & Balances. The current amounts held by the Joint Crematorium Committee and projected balances are:

	Capital Funding Reserve	Equipment Replacement Reserve	Budget Management Reserve	General Reserve
	£	£	£	£
Opening Balance 1 <sup>st</sup> April 22	384,267	595,480	42,461	100,000
Contribution in year	0	100,000	0	0
2022/23 Revenue Deficit	0	0	(33,331)	0
<b>Closing Balance 31<sup>st</sup> March 23</b>	<b>384,267</b>	<b>695,480</b>	<b>9,130</b>	<b>100,000</b>

5.2. The Capital Funding Reserve was set up to accumulate funds for capital projects at the Crematorium. The balance will be available for Phase B (Garage/Memorial Hall).

The Equipment Replacement Reserve was set up to build up funds to replace the cremators and filtration equipment at the end of their useful life, and also to provide the funding for hearth replacements and cremator re-lining when required. It is anticipated that there will be sufficient funds available when required but this will be continually monitored.

The Budget Management Reserve was created last year and the funds will be available to help mitigate some of the increased utility costs in 2022/23.

The Working Balance has been maintained at £100,000, which is the level recommended taking into account of the financial risks associated with operating the Crematorium.

## 6. EQUALITIES ASSESSMENT

6.1. There are no equality implications anticipated as a result of this report. An Equality Impact Assessment has been completed



## **7. ENVIRONMENTAL ASSESSMENT**

7.1. There are not any environmental implications as a result of this report, as the purpose of this report is to update members of the financial activity of the North Devon Crematorium Joint Committee for the 2022/2023 financial year.

## **8. CONSTITUTIONAL CONTEXT**

8.1. The North Devon Council and Torridge District Council Joint Crematorium Committee Agreement.

## **9. STATEMENT OF CONFIDENTIALITY**

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

## **10. BACKGROUND PAPERS**

None.

## **11. CORPORATE PRIORITIES**

The North Devon Council and Torridge District Council Corporate Priorities have been considered in the drafting of the report.

## **12. STATEMENT OF INTERNAL ADVICE**

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Author Mark Knight Crematorium Accountant; Date 21<sup>st</sup> October 2022