

**Friday 5<sup>th</sup> August 2022**

## **Crematorium Matters – Manager’s Report**

### **Staffing Matters**

Bereavement Administrator - not appointed following interviews, to be re-advertised.

### **Metals Recycling Charity Award**

Families in Grief have been awarded £12,000 under the latest award.

At the time of writing nominations have not been sought for the next (December 2022). North Devon Hospice are currently the next anticipated nominee.

The current rota is shown below:

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

All ‘reserve list previous charities’, previously on the award rota, have been written to seeking re-application strongly evidencing their bereavement support.

Re-applications have been received from (copies attached for consideration):

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

### **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	110E
<b>Aug</b>	117	100	109	114	120	106	118	118	116	
<b>Sept</b>	107	122	127	121	127	106	114	121	131	
<b>Oct</b>	98	125	140	127	137	132	129	120	119	
<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>	

## **Garden Improvements**

- Rowan Exit Sails: Installed

## **Damage to Crematorium**

A series of 3 incidents took 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 progress to cause any significant damage.

The use of anti-climb paint, additional security patrols, a roof alarm system and CCTV appear to have brought a stop to the incidents. Police enquiries are in hand. An insurance claim will be made in relation to the damage and the CCTV/prevention works will be paid through the normal site maintenance budget.

## **Larkbear Development – Traffic Management**

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

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

Attachments:

- Programme Tracker (proposed timescales).
- Elevations Plan of proposed building.

Following the Manager's update at the Joint Committee meeting on 4<sup>th</sup> February 2022 regarding the consultancy work and feasibility study, planning permission has been applied for. A copy of the 'Elevations Plan' is attached. It is 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 has been obtained it is intended to proceed in accordance with the Joint Committee's decision to proceed 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) amounts to £17,271 plus vat. It is asked that this be funded through the Phase B reserves.

To enable the tender timescales to be finalised (tender likely to complete before next meeting on 4<sup>th</sup> November as per programme tracker attached) approval is sought to proceed with awarding to the best value compliant tender subject to: the costs being within the budget (including fees and contingency costs).

## **S106 Funds – works in memorial gardens.**

The crematorium has access to some North Devon Council S106 funds (£39,703.60) which can be used *‘towards the purchase and layout of land to provide an extension to the memorial gardens and towards the improvement and refurbishment of the memorial gardens at the North Devon Crematorium’*. The funds are available to use until July 2024.

If approved, Phase B works will involve the demolition of the garages at the entrance. This area will require landscaping and it provides 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 wait for the service to start. An application has been submitted to release funds for garden improvements.

## **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’.