

NORTH DEVON COUNCIL

Minutes of a meeting of the NORTH DEVON CREMATORIUM JOINT COMMITTEE held at the Crematorium, Barnstaple on Friday 5th August 2016 at 2.30 p.m.

Present: Representing North Devon District Council

Councillors Edgell, Jones, Lane, Moores and Yabsley

Representing Torridge District Council

Councillors Dezart, S.Inch (Chairman) and Langmead

Officers

Procurement and Service Delivery Manager, Treasurer,
Secretary and Accountant

(a) APOLOGIES

Apologies were received from Councillors Harrison and Johns and the Crematorium Manager,

(b) MINUTES

RESOLVED, that the minutes of the meeting held on 24th June 2016 (previously circulated) be approved as a correct record and signed by the Chairman.

(c) DECLARATIONS OF INTEREST

There were no declarations of interest announced.

(d) CREMATORIUM MATTERS

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

Staffing Issues

The Joint Committee noted the following:

That the new Crematoria Technician had commenced work on 25 July bringing the establishment up to full strength.

Achievements

The Joint Committee noted the following:

- (i) That the flower room railings had been completed, providing proper disabled access to the room and gardens.
- (ii) That work had been completed to create new areas for the burial of ashes with an implementation date of 1st October anticipated. This would provide a long-term solution to the concerns about space in the current area and ensure that ashes remained undisturbed.
- (iii) That the overhanging trees on the perimeter of the grounds were within the site boundary despite being outside the fence. They presented a risk of falling branches and prevention of light from reaching boundary memorial plants reducing their vigour for growth. Works were imminent to remove the overhanging branches and remove several trees to reduce the impact. Future garden maintenance would incorporate annual works to maintain the area.

Crematorium Figures

The Cremation figures were noted.

It was also noted that the latest annual cremation figures from the Cremation Society of Great Britain (2014) showed that there are nine crematoria in Devon and Cornwall. North Devon Crematorium was the only crematorium not to experience a reduction in cremation services.

Metals Charity Recycling Award

It was noted that CRUSE had been nominated for the next ICCM metals recycling charity award. The next charity on the rota would be the Children's Hospice

Grounds Improvement Working Group

The Joint Committee noted the approved ground improvement works would be going out to tender shortly as one tender for work to start hopefully in September/October for the following:

1. Cremator area wash facilities (H&S)
2. Two areas of flooding prevention (Top Section Corner & Rembrandt)
3. Crazy paving replacement (H&S & Disabled Access)
4. Disabled ramp from upper car-park (Disabled access)
5. Path from upper car-park to Authors/Royals (Disabled Access)

The external water supply improvements works would start next week

In answer to a question regarding the Car Park the Procurement and Service Delivery Manager stated that South West Highways (SWH) had been requested to test the substructure of the car park as a whole to ensure its quality. The repair to the damaged area would now be a bitumen surface with the price difference being paid from the project. If the remaining area was not to the required standard SWH would have to reinstate it fully.

Dedication of Rowan Chapel

The Joint Committee noted that the Crematorium Manager was to meet Rev Maddie Bray to discuss the dedication service for the Rowan Chapel.

(e) CAPITAL PROJECTS FOR CREMATORIUM

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

RESOLVED:

- (i) That the Building work proposals A and B be approved and be in two phases and that proposal A commence in year 2017/ 2018.
- (ii) That the content of phase A in 2017/2018 be approved to significantly upgrade the original Chapel (Aspen) to the same standard of facilities of the Rowan Chapel, incorporating works to integrate the aesthetics of the two buildings.
- (iii) That the consideration of the commencement of proposal B to replace the existing garage/memorial hall block to create significantly improved visitor facilities (remembrance hall, rest area and on-site storage) be deferred until the next financial year.
- (iv) That the distribution of the balance in the Crematorium Capital Requirements Reserve be considered at the end of the financial year when the financial position of the Crematorium is known.

(f) PERFORMANCE MONITORING REPORT – QUARTER 1 2016/17

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance for April to June 2016/17

Chairman

The meeting ended at 3.45 p.m.