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North Devon Council
Brynsworthy Environment Centre
Barnstaple
North Devon EX31 3NP

K. Miles
Chief Executive.

NORTH DEVON CREMATORIUM JOINT COMMITTEE

A meeting of the North Devon Crematorium Joint Committee will be held as a Virtual – Online meeting on **FRIDAY, 6TH NOVEMBER, 2020 at 2.30 pm.**

Representing North Devon Council

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

Representing Torridge District Council

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

AGENDA

1. Apologies for absence
2. To approve the correct record of the minutes of the meeting held on 7th August 2020 (Pages 5 - 8)
(attached)
3. Items brought forward which, in the opinion of the Chair, 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** (Pages 9 - 10)
Report by the Crematorium Manager, (attached)
7. **Performance Monitoring Q2 2020/2021** (Pages 11 - 12)
Report by Treasurer, (attached)
8. **Proposed dates of future meetings 2021/2022**
Recommended that the following dates be agreed:

Friday 11th June 2021 @ 2.30 pm
Friday 6th August 2021 @ 2.30 pm
Friday 5th November 2020 @ 2.30 pm

Friday 4th February 2022 @ 2.30 pm

9. **To note that the next virtual Crematorium Joint meeting will be on Friday 5th February 2021 at 2.30 pm**

PART 'B' (CONFIDENTIAL RESTRICTED INFORMATION)

Nil

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

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 protocol on recording/filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place and a reminder will be issued at the commencement of virtual meetings.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off. In a virtual meeting the public will be excluded from the meeting while in Part B.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity. Public contributions to virtual meetings will be recorded, unless, at the Chair's discretion, recording is deemed inappropriate in accordance with point 2 above.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

Notes for guidance:

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

Meeting Etiquette Reminder for Members

Members are reminded to:

- Join the meeting at least 10-15 minutes prior to the commencement to ensure that the meeting starts on time.
- Behave as you would in a formal committee setting.
- Address Councillors and officers by their full names.
- Do not have Members of your household in the same room.
- Be aware of what is in screen shot.
- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- The only person on video will be the Chair and the one other person speaking.
- Only use the Chat function to register that you wish to speak or to move or second a motion.

Virtual attendance by members of the public

If members of the public wish to attend virtually, please contact Mr Martyn Isaac, ms.isaac@btinternet.com by 12pm on the Monday preceding the meeting.

NORTH DEVON COUNCIL

Minutes of a meeting of North Devon Crematorium Joint Committee held as a Virtual - Online meeting on Friday, 7th August, 2020 at 2.30 p.m.

PRESENT: Representing North Devon Council

Councillors Bulled, Cann (for minutes (40) to (43)), Y. Gubb, Lovering, and Phillips

Representing Torridge District Council

Councillors Christie, J. Gubb, Harding, Inch (Chairman) (for minute (43) only) and Pennington

Officers:

Treasurer, Secretary and Accountant.

37. APPOINTMENT OF CHAIR

In the absence of the Chairman and Vice Chairman, Councillor Christie was appointed to Chair the meeting.

38. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Davis and Inch (who would be late)

39. TO APPROVE THE CORRECT RECORD OF THE MINUTES OF THE MEETING HELD ON 19TH JUNE 2020 (ATTACHED)

(i) RESOLVED that the minutes of the meeting held on 19th June 2020 (previously circulated) be approved as a correct record and signed by the Chairman.

(ii) Matters Arising – There were no matters arising

The Vice Chairman Councillor Cann joined the meeting and took the Chair

40. DECLARATIONS OF INTEREST

There were no declarations of interest declared

41. CREMATORIUM MATTERS

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

i) Solar Panels

It was noted that due to the Covid 19 crisis there had been no developments

ii) Achievements

It was noted:

- a) That the Aspen Flower area had been completed and was available for use.
- b) That the crematorium now had five beehives, three of which were this year's swarm.

iii) Covid Crisis Update

It was noted:

- a) The crematorium had not had any cases for 4-weeks (report submitted 22.7.2020).
- b) That Government advice regarding places of worship did not relate to the crematorium but did trigger a review of risk assessments. This resulted in the retention of singing as it was recognised the measures and facilities were sufficient to manage the risk.
- c) That the situation was constantly monitored, and previous measures would be re-instated if necessary.
- d) That the current measures were likely to remain in place for the medium term and the Aspen Chapel would be unavailable until the next financial year.

iv) Metals Recycling Charity Award

It was noted that £10,000 had been awarded to Over and Above (maternity bereavement suite) and the cheque presented by the Chairman and Councillor Lovering on 22nd July. Clarity had been nominated for the next award (January 2021) as previously reported and the subsequent nomination list was:

Calvert Trust
Over and Above (Cancer & Wellbeing Centre)
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

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

v) Crematorium Figures

The Cremation figures were noted and that the average delay from death to service was currently 16 days.

vi) Garden Improvements 2020/21

It was noted that it was hoped to re-start the approved garden projects in the next few weeks as contractors resumed working.

The cover for the Rowan exit would be reviewed, as the long-term use of the chapel made the work difficult, unless weekend working could be secured.

vii) Larkbear Development – Traffic Management

It was noted:

- a) That the Crematorium Manager had reported concerns regarding the traffic measures to the NDC Policy Development Committee on 16th July. A strong view had been expressed that a 2-route access to the crematorium must be maintained, at all times as the single-route via Gratton Way was untenable.

It had been suggested that a time of day restriction on Old Torrington Road would minimise rush-hour traffic whilst allowing mourners and the hearse access during the day. The proposed access to the link road, which was some years from fruition, would create a second route and allow a review of the Old Torrington Road route.

- b) That the small strip of land needed by Devon County Council for the proposed pavement widening in the vicinity of the crematorium site was available to sell or transfer to their ownership once they applied.

viii) Christmas/New Year

It was noted that subject to any pandemic developments it was expected to close on Christmas and New Year's Eves

42. PERFORMANCE MONITORING QUARTER 1 2020/21.

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance for Quarter 1 April to June 2020/2021.

The Chairman, Councillor Inch joined the meeting and took the Chair

The Committee again expressed its thanks to the Crematorium Manager and staff for their continued work during the current difficult times.

43. DATES OF FUTURE MEETINGS

The following dates for future meetings were noted:

Friday 6th November 2020 at 2.30 p.m.

Friday 5th February 2021 at 2.30 p.m.

Chair

The meeting ended at 2.55 pm

6th November 2020

Crematorium Matters – Manager’s Report

Update from Previous Minutes

Solar Panels

Staff changes within the North Devon Council surveyor’s department may exacerbate the covid delays in investigating this and other projects.

Covid Crisis Update

The number of mourners is now set at 30 (statutory limit) which is unlikely to change in the near future.

Post-funeral events are limited to 15 people with a local decision that a maximum of 6 people are allowed for a witnessed burial of ashes (restrictions due to narrow paths).

Government legislation in early October allowed a person confirmed as having the Covid19 virus to travel to attend the funeral of a close relative. Following legal advice and having consulted with the Joint Committee chair, it was decided to decline access to the crematorium as it severely breached the entire safety regime of the site and placed the staff and elderly mourners in particular at great risk.

Screens have been added to the lectern and stand-alone (family eulogy) microphone to enhance the protection afforded by the current 2-metre distancing.

Some internal staff distancing measures have also been introduced (additional computer, moving a shared printer, an additional rest room) to ensure that in the event a staff member tests positive the entire team would not be required to self-isolate.

Currently any second wave is expected to peak in January/February but the projected ‘reasonable worst case’ projections are comfortably within the crematorium’s capacity.

The crematorium has not had any Covid related funerals for over 18 weeks (report submitted end October 2020).

Achievements

An entire site/building survey is being conducted in mid-November for the first time since 1966. This will assist with any future works.

Metals Recycling Charity Award

Clarity has been nominated for the next award (January 2021) as previously reported.

Subsequent nomination list:

Calvert Trust
Over and Above (Cancer & Wellbeing Centre)
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**

No further additions to be considered prior to February 2022.

Cremation Figures

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Previous 5 Year Average
April	109	102	161	125	139	163	117	150	121	176	138
May	111	123	117	135	118	126	138	136	137	136	131
June	129	116	102	123	143	125	129	127	127	130	130
July	107	111	121	106	111	126	142	133	128	136	128
Aug	116	106	117	100	109	114	120	106	118	118	113
Sept	88	104	107	122	127	121	127	106	114	121	119
Oct	102	101	98	125	140	127	137	132	129	121	133
Nov	116	129	96	120	108	157	135	127	115		128
Dec	88	100	98	120	128	123	131	119	113		123
Jan	143	159	164	142	131	158	182	169	147		157
Feb	127	121	116	154	136	137	175	143	133		145
Mar	132	144	127	157	151	162	164	145	143		153
Total	1368	1416	1424	1529	1541	1639	1697	1593	1525		1599

The current number of services for the last 12 months is within the variance range of the previous 5 years (position 3/5).

Garden Improvements 2020/21

The path works will be commenced in week 3 of November. Half of the hedge removal works have been undertaken and the fencing works arranged.

Larkbear Development – Traffic Management

Traffic order is being drafted but the road layout/restrictions associated with it are not known. Once published the manager will report to members of the Joint Committee and engage in formal consultation process. The interests of mourners attending a service and the importance of the site as a local residents’ resource will be uppermost in any representations.

NORTH DEVON CREMATORIUM JOINT COMMITTEE

6th November 2020

REPORT OF TREASURER

PERFORMANCE MONITORING QTR 2 2020/2021

1. INTRODUCTION

1.1. This report presents the financial performance information for April to September 2020/2021.

2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to September 2020/2021 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 2020/21 £	Profiled Budget (Apr-Sep) £	Actual Apr-Sep £	Variance (under)/ over £	Projected Outturn £	Projected Outturn Variance £
Premises	285,740	142,870	131,111	(11,759)	286,364	624
Transport	1,000	500	258	(242)	517	(483)
Supplies & Services	188,630	94,315	114,467	20,152	203,305	14,675
Central	310,540	155,270	154,858	(412)	310,644	104
Support/Employees						
Total Expenditure	785,910	392,955	400,694	7,739	800,830	14,920
Fees	1,121,890	560,945	584,559	23,614	1,145,504	23,614
Sales	99,180	49,590	44,735	(4,855)	89,469	(9,711)
Interest	4,000	2,000	329	(1,671)	658	(3,342)
CAMEO*	4,000	2,000	0	(2,000)	4,000	0
Total Income	1,229,070	614,535	629,623	15,088	1,239,631	10,561
Cont to Equip	95,480	47,740	47,740	0	95,480	0
Replacement Res						
Distribution NDC	208,608	104,304	104,304	0	208,608	0
Distribution TDC	139,072	69,536	69,536	0	139,072	0
Surplus / (Deficit)	0	0	7,349	7,349	(4,359)	(4,359)

* Crematoria Abatement of Mercury Emissions Organisation

3.3. Qtr 2 is showing expenditure £7,739 over the profiled budget and income is £15,088 higher than the profiled budget giving a total net variance of £7,349 surplus. The projections for the year are predicting expenditure £14,920 over budget and income £10,561 higher than budget producing a net variance of £4,359 deficit.

Agenda Item 7

3.4. The main budget variances are discussed below:

- 3.4.1. **Premises** – The profiled spend is £11,759 under budget but it is expected to be virtually on budget for the full year. However, the actual figures for Apr-Sep include underspend on grounds repairs and maintenance as very little work has been completed on the 2020/21 maintenance programme but this is partly offset by the costs for the 2nd Cremator re-lining.
- 3.4.2. **Supplies & Services** – The Qtr 2 overspend of £20,152 relates, primarily, to Non Recoverable Vat and Music/Web system. The Non Recoverable Vat relates to the 2 cremator re-linings. Although the cost of one was in last year's accounts and the other in this year, they were both paid in 2020/21 and the Vat gets accounted for when payment is made. The Music/Web system is that we pay an annual service charge in April for the year and then monthly payments. Also we have been providing more web services which has increased the monthly charges.
- 3.4.3. **Income** – Income from cremation fees is higher than the profiled budget and full year projection. However, income from memorial sales is lower than the profiled budget and the full year projection. Interest receivable is lower due to the low interest rates.
- 3.4.4. The receipt from CAMEO has not yet been received for 2020/21 but it is anticipated that the budgeted £4,000 will be received.
- 3.4.5. If the projected outturn does materialise there will be a deficit of £4,358. This can be funded from either the Capital Funding Reserve or reducing the in year contribution to the Equipment Replacement Reserve. This is, however, a relatively small variance and some of the assumptions and projections can vary.

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 2020	333,246	400,000	100,000
Contribution 2020/21	0	95,480	0
Projected Balance 31st March 2021	333,246	495,480	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 £4,359.

Mark Knight
21st October 2020