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

M. Mansell, BSc (Hons),
F.C.P.F.A.
Chief Executive.

NORTH DEVON CREMATORIUM JOINT COMMITTEE

A meeting of the North Devon Crematorium Joint Committee will be held in the Crematorium Meeting Room - North Devon Crematorium on **FRIDAY, 5TH JULY, 2019 at 2.30 pm.**

Members of the North Devon Crematorium Joint Committee

Representing North Devon Council

Councillors Bulled, Cann, Davis, Gubb, Lovering, Phillips and Walker

Representing Torridge District Council

Councillors Gubb, Harding, A. Inch and Pennington (1 Vacancy)

AGENDA

1. Appointment of Chairman 2019/20 (Torridge District Council Member)
2. Apologies for absence
3. Appointment of Vice Chairman 2019/20 (North Devon Council Member)
4. To approve the correct record of the minutes of the meeting held on 15th February 2019
5. Items brought forward by the Chairman
6. Declarations of Interest
7. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information)

PART 'A'

8. **Crematorium Matters** (Pages 5 - 6)
Report by the Crematorium Manager (attached)
9. **Outturn 2018/19** (Pages 7 - 8)
Report by Treasurer (attached)
10. **Dates of Future Meetings**

To note the following dates previously agreed:

Friday 9th August 2019 @ 2.30 p.m.

Friday 8th November 2019 @ 2.30 p.m.

Friday 7th February 2020 @ 2.30 p.m.

PART 'B' (CONFIDENTIAL RESTRICTED INFORMATION)

Nil.

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

Date Not Specified



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.
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.
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.
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**.

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5th July 2019

Crematorium Matters – Manager’s Report

Achievements

- The Aspen refurbishment has been completed and attracted significant positive comment.
- A 40m run of fencing has been installed to edge the upper car-park along its boundary with the crematorium owned field. This masks the field and has restored the deer-protection.
- Replacement windows have been ordered for the ‘customer-facing’ windows in the bungalow. Several were failing and the replacements will also more closely match the new buildings.
- The new resin path has been installed along Authors and Royals sections providing a flood-free path that is much easier to walk along or use a wheelchair or buggy.
- Three beehives have been installed in safe areas following a risk assessment. Two are in the field and one on the flat roof near the Aspen exit.
- A fabric cover for the catafalques has been custom-made by a local supplier. This is intended to cover the rollers when a small coffin is presented to improve the presentation (less harsh).
- An auger has been purchased to improve the ability to bury ashes respectfully whilst reducing the rate at which burial space is consumed.

Staffing

- Organist – an additional occasional organist has been recruited to provide more resilience.
- The full-time administrator has been in place since 8th April.
- The additional part-time gardener has been in post since 15th April.

Metals Recycling Charity Award

CRUSE have been awarded £8,000 as the second award this year.

Children’s Hospice is scheduled to the next award subject to any additions the committee may agree.

Agenda Item 8

The current rota is as follows:

Families in Grief
North Devon Children's Holiday Foundation
North Devon Hospice
Cruse
Children's Hospice SW
North Devon Cancer Care Centre Trust

Cremation Figures

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
April	129	98	125	109	102	161	125	139	163	117	161
May	122	112	90	111	123	117	135	118	126	138	136
June	96	103	103	129	116	102	123	143	125	129	127
July	102	90	99	107	111	121	106	111	126	142	133
Aug	85	99	83	116	106	117	100	109	114	120	106
Sept	86	103	111	88	104	107	122	127	121	127	106
Oct	121	97	97	102	101	98	125	140	127	137	132
Nov	105	115	115	116	129	96	120	108	157	135	127
Dec	133	120	107	88	100	98	120	128	123	131	119
Jan	164	141	169	143	159	164	142	131	158	182	169
Feb	122	105	140	127	121	116	154	136	137	175	153
Mar	114	114	117	132	144	127	157	151	162	164	145
Total	1379	1297	1356	1368	1416	1424	1529	1541	1639	1697	1614

NORTH DEVON CREMATORIUM JOINT COMMITTEE

5th July 2019

REPORT OF TREASURER

OUTTURN 2018/2019

1. INTRODUCTION

1.1. This report presents the Outturn figures for the financial year 2018/19.

2. RECOMMENDATION

2.1. It is recommended that the Outturn Report 2018/19 be noted.

2.2. It is recommended that the Reserves and Balances contained in 3.4 be approved.

3. REPORT

3.1. A summary of the revenue expenditure and Income for the year is shown below together with the original budget and forecast as at 31st December. The actual for 2017/18 is also shown for information.

3.2.

	2017/18 Actual £	2018/19 Original Budget £	2018/19 Forecast as at 31 st December £	2018/19 Actual £
Premises	204,801	210,200	217,165	225,975
Transport	772	1,000	764	695
Supplies & Services	178,009	181,810	161,738	157,387
Central Support & Employees	254,289	272,620	264,641	264,294
Total Expenditure	637,871	665,630	644,308	648,351
Fees & Charges	1,100,285	1,055,200	1,074,927	1,091,602
Sales	99,397	100,610	90,886	90,934
Interest	483	500	2,362	2,354
CAMEO*	7,771	7,000	6,344	6,344
Miscellaneous	132	0	305	1,161
Total Income	1,208,068	1,163,310	1,174,824	1,192,395
Cont Earmark Reserve	15,000	30,000	30,000	30,000
Cont Equipment Replacement	100,000	100,000	100,000	100,000
Distribution NDC	200,928	220,608	220,608	220,608
Distribution TDC	133,952	147,072	147,072	147,072
Additional Surplus	120,319	0	32,836	46,364

* Crematoria Abatement of Mercury Emissions Organisation

Agenda Item 9

There was capital expenditure of £229,205 during 2018/19.

- 3.3. The expenditure is £4k higher than the forecast at December but is lower than the original budget.

The income received was £17k higher than the forecast at December due to the higher number of cremation's in the final quarter of 2018/19.

The net effect of the expenditure and income variances identified above is an extra £13k surplus above that reported at December giving an additional surplus of £46k. This has been placed into the Capital Funding Earmarked Reserve.

- 3.4. Reserves and Balances

	Capital Funding Reserve	Equipment Replacement Reserve	General Reserve
	£	£	£
Opening Balance 1 st April 18	494,319	200,000	100,000
Spend in year	(229,205)	0	0
Contribution in year	30,000	100,000	0
Additional Surplus	46,364	0	0
Closing Balance 31 st March 19	<u>341,478</u>	<u>300,000</u>	<u>100,000</u>

The Capital Funding Reserve was set up to accumulate funds for the phase 1 and phase 2 redevelopment and refurbishment of the crematorium.

The Aspen chapel refurbishment was completed in March 2019 and although not all the costs have been paid they have been accrued in the 2018/19 accounts.

There are still some residual costs outstanding from the phase 2 capital scheme the Rowan chapel build. £27,000 has been accrued in the 2018/19 accounts and it is estimated this will be sufficient to cover the outstanding costs.

The balance remaining in the Capital Funding Reserve can be used to fund the Phase B project, demolishing the garage/memorial hall and re-build.

The Equipment Replacement Reserve was set up to start to build up funds to replace the cremators and filtration equipment at the end of their useful life.

The working balance has been maintained at £100,000, which is the level recommended taking account of the financial risks associated with operating the crematorium.

Mark Knight
10th June 2019