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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 in the North Devon Crematorium on **FRIDAY, 9TH AUGUST, 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. Apologies for absence
2. To approve the correct record of the minutes of the meeting held on 5th July 2019 (attached). (Pages 5 - 8)
 - (a) Matters arising.
3. Items brought forward by the Chairman
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 - 12)
Report by the Crematorium Manager (attached).
7. **Performance Monitoring Quarter 1 2019/20.** (Pages 13 - 14)
Report by the Treasurer (attached).

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



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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.
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NORTH DEVON COUNCIL

Minutes of a meeting of North Devon Crematorium Joint Committee held at Crematorium Meeting Room - North Devon Crematorium on Friday, 5th July, 2019 at 2.30 pm

PRESENT: Members:

TDC Councillors Christie, J Gubb, Harding, Inch and Pennington.

NDC Councillors Bulled, Cann, Davis, Lovering, Phillips and Walker.

Officers:

Head of Operational Services, Bereavement (Crematorium)
Manager, Treasurer, Secretary and Accountant.

1. APPOINTMENT OF CHAIRMAN 2019/20 (TORRIDGE DISTRICT COUNCIL MEMBER)

RESOLVED that Councillor Inch be appointed Chairman of the Joint Committee until re-appointments are made in the next municipal year.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Y Gubb.

3. APPOINTMENT OF VICE CHAIRMAN 2019/20 (NORTH DEVON COUNCIL MEMBER)

RESOLVED that Councillor Mrs Cann be appointed Vice Chairman of the Joint Committee until re-appointments are made in the next municipal year

4. TO APPROVE THE CORRECT RECORD OF THE MINUTES OF THE MEETING HELD ON 15TH FEBRUARY 2019

- (i) RESOLVED that the minutes of the meeting held on 15th February 2019 (previously circulated) be approved as a correct record and signed by the Chairman.
- (ii) Matters Arising – There were no matters arising.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. CREMATORIUM MATTERS

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

i) Achievements

It was noted:

- That the Aspen refurbishment had been completed and had attracted significant positive comment.
- That a 40m run of fencing had been installed to edge the upper car-park along its boundary with the crematorium owned field. This had masked the field and had restored the deer-protection.
- That replacement window's had been ordered for the 'customer-facing' windows in the bungalow. Several were failing and the replacements would be more closely match the new buildings.
- That the new resin path had been installed along Authors and Royals sections providing a flood-free path that was much easier to walk along and for use with a wheelchair or buggy.
- That three beehives had been installed in safe areas following a risk assessment. One has been located in the field, one on the flat roof near the Aspen exit with the third also soon to be located in the field
- That a fabric cover, for the catafalques had been custom-made by a local supplier. This was intended to cover the rollers when a small coffin was presented to improve the presentation.
- That an auger had been purchased to improve the ability to bury ashes respectfully whilst reducing the rate at which burial space was consumed.
- That the web site required improving. A Professional Photographer was to be used to take photographs of the gardens and staff to be included on the website and Cremations forms would also be able to be downloaded and filled in and submitted electronically
- That following a trial period cordless equipment ie a mower/trimmer etc had been purchased that would be less noise intrusive.

ii) Staffing

It was noted:

- That an additional occasional organist had been recruited to provide more resilience.
- That the full-time administrator who had been in place since 8th April had been released. The position would be re- advertised.
- That the additional part-time gardener had been in post since 15th April.

iii) Metals Recycling Charity Award

It was noted that CRUSE had been awarded a £8,000 donation and that Children's Hospice had been nominated for the next award in the normal order of nominations.

The current rota was 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

vi) Crematorium Figures

The Cremation figures were noted.

7. OUTTURN 2018/19

The Joint Committee considered a report by the Treasurer (previously circulated) regarding the Outturn 2018/19.

RESOLVED:

- (A) That that the Outturn Report 2018/19 be noted.
- (B) That the reserves and balances outlined in paragraph 3.4 be approved
- (C) That the Crematorium Manager review the equipment replacement reserve allocation
- (D) That the Crematorium Manager investigate the provision of solar panels/and any other renewal energy sources for the Crematorium

8. DATES OF FUTURE MEETINGS

The following dates for future meetings were noted:

Friday 9 August 2019 @ 2.30 p.m.
Friday 8 November 2019 @ 2.30 p.m.

Friday 7 February 2020 @ 2.30 p.m.

Chairman

The meeting ended at 3.18 pm

9th August 2019

Crematorium Matters – Manager’s Report

Update from Previous Meeting

North Devon Council is currently evaluating the benefits of solar panels on several buildings. The crematorium will be considered as part of this process. The Joint Committee will be updated as the process develops.

The current cremator equipment company have been asked to provide estimates for life expectancy and replacement costs of the key equipment to enable a review of the level of the existing fund being built (currently at £100,000 a year).

The figures will be based on total replacement as it is unclear whether a process of progressive upgrading or a radical replacement of all equipment (a different manufacturer or entirely different ‘cremation’ process) are the most likely course of action in the future.

Staffing

The bereavement administrator post has been advertised and the selection for interview process will have been completed by the date of this meeting. Interviews will be completed later this month (probably 20th August).

Metals Recycling Charity Award

The existing rota has remained unchanged since 2015 and 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

Awards have progressively increased over the last 5 years from about £4,500 to £8,000 at least twice a year.

The committee are asked to consider two additional charities (as the next in the rota) to reflect two areas that are strongly bereavement associated but not currently reflected in the range of charities.

1. The North Devon Hospital ‘**Over and Above**’ charity’s aim is to raise funds for a new Bereavement Suite on the labour ward in which to care for women and their families who experience a loss.

The loss of a baby at any gestation or age is a devastating experience. The aim is to be able to facilitate the birth and immediate postnatal period and potentially provide counselling in a room dedicated to this process.

This crematorium frequently provides funeral services at no cost to parents who have lost a baby during pregnancy. This charity's work is clearly bereavement based and reflects well on the importance our service places on supporting parents in these circumstances. Acceptance of this charity onto the rota is recommended.

2. **CLARITY** is a 'North Devon only' mental health charity with centres in Barnstaple and Torrington providing services and support to people experiencing mental health and emotional issues (including bereavement through suicide support). It is staffed entirely by volunteers (including professional therapists). They aim to help people before they harm themselves or others as well as post-bereavement support.

Their spectrum of services, dedicated team of volunteers and specific North-Devon based centres (both boroughs) makes them a strong candidate for support through the metals recycling scheme. Acceptance of this charity onto the rota is also recommended.

Cremation Figures

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
April	125	109	102	161	125	139	163	117	150	121
May	90	111	123	117	135	118	126	138	136	137
June	103	129	116	102	123	143	125	129	127	127
July	99	107	111	121	106	111	126	142	133	
Aug	83	116	106	117	100	109	114	120	106	
Sept	111	88	104	107	122	127	121	127	106	
Oct	97	102	101	98	125	140	127	137	132	
Nov	115	116	129	96	120	108	157	135	127	
Dec	107	88	100	98	120	128	123	131	119	
Jan	169	143	159	164	142	131	158	182	169	
Feb	140	127	121	116	154	136	137	175	143	
Mar	117	132	144	127	157	151	162	164	145	
Total	1356	1368	1416	1424	1529	1541	1639	1697	1593	

Note: 2018/2019 figures adjusted slightly from last report.

Children's Funeral Fund for England

North Devon Crematorium (together with all local funeral directors) currently follow the industry norm practice of not charging for funeral services relating to a child up to and including the age of 17. Typically this has included extended services at no cost.

From 23rd July 2019 a Ministry of Justice scheme becomes available enabling Parents/Crematoria/Burial Authorities/Funeral Directors to reclaim the funeral costs relating to children prior to their 18th birthday, but not 'pre-term babies'. The number of child & stillborn funerals (cremation) a year is stable at about 7 a year.

This raises the issue of whether to claim the new MoJ payment or to continue to provide the service without charge and without claiming from the new payment MoJ.

There are three obvious choices:

1. Claim the MoJ fee for all service up to the age of 17.
2. Never claim the MoJ fee.
3. Charge the Funeral Director for services to enable them to claim under the MoJ scheme.

It is recommended that the basic cremation fee & medical referee fee be claimed in all cases (option 1) with additional services which are supplied (such as extended services, professional video services etc.) not being claimed or charged.

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NORTH DEVON CREMATORIUM JOINT COMMITTEE

9th August 2019

REPORT OF TREASURER

PERFORMANCE MONITORING QTR 1 2019/2020

1. INTRODUCTION

1.1. This report presents the financial performance information for April to June 2019/2020.

2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to June 2019/2020 be noted.

3. REPORT

3.1. A summary of the Expenditure and Income for the period April to June is shown below together with the Original and Profiled Estimates. Also shown is the projected outturn and projected outturn variance.

3.2.

	Original Budget 2019/20	Profiled Budget (Apr-Jun)	Actual Apr-Jun	Variance (under)/ over	Projected Outturn	Projected Outturn Variance
	£	£	£	£	£	£
Premises	259,710	64,928	44,736	(20,192)	264,520	4,810
Transport	1,000	250	278	28	1,000	0
Supplies & Services	174,060	43,515	43,664	149	173,057	(1,003)
Central Support/Employees	303,050	75,763	74,139	(1,624)	294,879	(8,171)
Total Expenditure	737,820	184,456	162,817	(21,639)	733,456	(4,364)
Fees	1,076,480	269,120	276,470	7,350	1,105,880	29,400
Sales	100,270	25,068	21,452	(3,616)	85,806	(14,464)
Interest	3,750	938	1,082	144	4,328	578
CAMEO*	5,000	1,250	0	(1,250)	5,000	0
Total Income	1,185,500	296,376	299,004	2,628	1,201,014	15,514
Cont to Equip Replacement Res	100,000	25,000	25,000	0	100,000	0
Distribution NDC	208,608	52,152	52,152	0	208,608	0
Distribution TDC	139,072	34,768	34,768	0	139,072	0
Surplus	0	0	24,267	24,267	19,878	19,878

* Crematoria Abatement of Mercury Emissions Organisation

3.3. Qtr 1 is showing expenditure £21,639 under the profiled budget and income is £2,628 higher than the profiled budget giving a total net variance of £24,267 increased surplus. The projections for the year are predicting expenditure £4,364 under budget and income £15,514 higher than budget producing a net variance of £19,878 increased surplus.

3.4. The main budget variances are discussed below:

- 3.4.1. Premises – Profiled budget underspends relate to grounds, buildings and plant repairs and maintenance. These underspends (which include a hearth replacement to one of the cremators) are likely to be utilised during the remaining quarters. Full year projections are showing premises costs higher than budget. This is due to increases in utility costs, electricity and gas.
- 3.4.2. Central Support/Employees – The profiled and projected full year under spend relates to the delay in filling the vacant admin post.
- 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.
- 3.4.4. The receipt from CAMEO has not yet been received for 2019/20 but it is anticipated that the budgeted £5,000 will be received.
- 3.4.5. If the projected outturn is achieved there will be an additional surplus of £19,878. However, the figures are based on Qtr 1 and projected for the full year.

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 2019	341,478	300,000	100,000
Contribution 2019/20	0	100,000	0
Projected Balance 31st March 2020	341,478	400,000	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 additional surplus identified in 3.2 above of £19,878.

Mark Knight
26th July 2019