

**NORTH DEVON COUNCIL**

Minutes of a meeting of North Devon Crematorium Joint Committee held at Crematorium Meeting Room - North Devon Crematorium on Friday, 6th August, 2021 at 2.30 pm

PRESENT: Representing North Devon Council

Councillors Bulled, Davis, Y.Gubb, Phillips and Walker (Chair)

Representing Torridge District Council

Councillors Christie, J. Gubb, Hurley and Pennington

Officers:

Bereavement (Crematorium) Manager, Accountant, Treasurer and Secretary

**9. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Cann, Inch and Lovering.

**10. TO APPROVE THE CORRECT RECORD OF THE MINUTES OF THE MEETING HELD ON 11 JUNE 2021**

RESOLVED that the minutes of the meeting held on 11<sup>th</sup> June 2021 (previously circulated) be approved as a correct record and signed by the Chairman.

**11. ITEMS BROUGHT FORWARD BY THE CHAIR**

Matters Arising.

Councillor Christie stated that as Vice Chair of Torridge District Council he was, due its constitution, unable to be Vice Chair of any other Committee and, therefore, had to step down as Vice Chair of the Joint Committee.

It was RESOLVED that Councillor J. Gubb be appointed Vice Chair of the Joint Committee until re-appointments were made in the next municipal year.

**12. DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

**13. CREMATORIUM MATTERS**

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

i) Covid Crisis Update

It was noted:

That the lifting of many restrictions on July 19<sup>th</sup> resulted in an increase of capacity to 162 (normally 252) with 'two-tier' seating to allow mourners to opt for a 2-metre spaced row of seats. Face coverings remained a requirement and singing was not permitted (except for pre-arranged profession/amateur singers). The Aspen chapel remained closed together with waiting rooms and the vestry.

The national and local situation would be closely monitored to establish whether any changes in restrictions (increase or relax) were appropriate.

ii) Achievements

It was noted:

That video access control had been introduced at the main reception to allow 'drop-in' appointments whilst retaining control over the number of visitors.

Following an offer to both North Devon and Torrington to host council meetings in a Covid19 secure setting with webcasting for the public, North Devon had used the facility twice producing an additional income stream.

iii) Staffing

It was noted:

That the part-time bereavement administrator post had been approved for Advertising as an internal and external (North Devon & Torrington) vacancy.

iv) Metals Recycling Charity Award

It was noted:

That Over and Above (Cancer & Wellbeing Centre) had been proposed for the next award (due December 2021).

Subsequent nomination list:

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

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

v) Crematorium Figures

The Cremation figures were noted.

It was also noted that the recently issued National Crematorium Figures showed that the East Devon Crematorium had a large increase in cremation figures but that this was due to the Crematorium being privately owned by Co-Op and undertaking direct cremations in house.

vi) Garden Improvements 2020/21

It was noted:

That the Bulk material fencing had been completed.

That the additional gardener support had been brought in due to a team Member's absence. This amounted to 2.5 days a week.

That the Rowan exit sails work were due to commence 24<sup>th</sup> August (install concrete pads and steel supports). The Sails would be ordered and installed once the final measurements had been confirmed (services may require steel supports to be moved slightly). The Aspen Chapel would be used during the works with a reduced capacity of 45 (service users advised with over 28 days- notice).

vii) Larkbear Development – Traffic Management

It was noted that written representation to the traffic order to remove the existing bus gate in Gratton Way and replace it with a new bus gate in Old Torrington Road had been made to DCC.

However, the North Devon Highways and Traffic Orders Committee meeting held on 7<sup>th</sup> July had voted that the scheme proceed unchanged.

Once implemented, the bus gate would move from the Gratton Way junction to Old Torrington Road itself where it would be enforced by camera. Consequently, all Crematorium traffic would have to use the Gratton Way Industrial Estate route together with the new estate traffic.

It was agreed that the Crematorium Manager re-iterate the views previously expressed by the Joint Committee to the North Devon Highways and Traffic Orders Committee for reconsideration.

**14. PERFORMANCE MONITORING QUARTER 1 2021/2022**

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance for Quarter 1 April to June 2021/2022.

**15. TO NOTE THAT THE NEXT CREMATORIUM JOINT COMMITTEE MEETING WILL BE ON FRIDAY 5TH NOVEMBER 2021 AT 2.30 PM**

It was noted that the next meeting would be on Friday 5<sup>th</sup> November 2021 at 2.30 p.m.

**Councillor Inch**

The Joint Committee requested that its wishes be sent to Councillor Inch for a speedy recovery.

Chair

The meeting ended at 3.52 pm