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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 Crematorium Meeting Room - North Devon Crematorium on **FRIDAY, 6TH AUGUST, 2021 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 (Chair)

Representing Torridge District Council

Councillors Christie (Vice-Chair), Gubb, Hurley, Inch and Pennington

AGENDA

1. Apologies for absence
2. To approve the correct record of the minutes of the meeting held on 11 June 2021 (Pages 5 - 10)
(attached)
3. Items brought forward by the Chair
4. Declarations of Interest
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information)

PART 'A'

6. **Crematorium Matters** (Pages 11 - 12)
Report by the Crematorium Manager (attached)
7. **Performance Monitoring Quarter 1 2021/2022** (Pages 13 - 14)
Report by Treasurer (attached)
8. **To note that the next Crematorium Joint Committee meeting will be on Friday 5th November 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**

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, 11th June, 2021 at 2.30 pm

PRESENT: Representing North Devon Council

Councillors Bulled, Cann, Lovering, Phillips and Walker (Chair)

Representing Torridge District Council

Councillors Christie (Vice Chair), J. Gubb and Hurley

Officers

Crematorium Manager, Treasurer, Secretary and Accountant

1. **APPOINTMENT OF CHAIRMAN 2021/22 (NORTH DEVON COUNCIL MEMBER)**

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

2. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Davis and Y. Gubb.

3. **APPOINTMENT OF VICE CHAIRMAN 2021/22 (TORRIDGE DC MEMBER)**

RESOLVED that Councillor Christie be appointed Vice Chair 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 5TH FEBRUARY 2021**

(i) RESOLVED that the minutes of the meeting held on 5th February 2021 (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 declared.

6. CREMATORIUM MATTERS.

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

i) Covid Crisis Update

It was noted:

That on 17th May the number of mourners permitted was increased to 50 following the removal of the legislated 30-limit and a risk assessment of the chapel.

On June 21st it was anticipated that all legal & social distancing restrictions/requirements would be lifted. To help the transition, initially only the Rowan Chapel would be in use.

If that were the case, seating would probably increase to 160 which retained slightly enhanced spacing. Use of on-screen hymn lyrics would be retained to reduce need for staff to touch shared items as would hand sanitizing equipment in all mourner and staff facilities. All other restrictions would be lifted. The seating capacity would be reviewed once any winter spike in Covid-19 had been considered.

ii) Achievements

It was noted:

That an electrostatic sprayer had been deployed after each service since early March (kills viruses within 1 minute). This reduced the need for staff to manually wipe surfaces and enhanced coverage.

That the following software enhancements for service users had been purchased & were awaiting implementation:

- Public access to search for service dates/times via the internet (not private services).
- Automatic email confirmation of service bookings/changes to Funeral Directors.

That a shipping container had been rented (on-site) to cover storage shortage pending the re-building of garages.

iii) Staffing

It was noted:

That the second temporary part-time gardener post had been in place for over 2-years which afforded full employment protection rights to the current staff-member, the Lead Gardener was on long term sick leave due to personal family issues and the part-time Bereavement Administrator had also retired.

The Crematorium Manager stated that there was leeway within the budget to buy in additional staffing services if required to cover the staff shortfall.

It was agreed:

- A) That, the aforementioned temporary part-time gardener post be made a permanent post and the position advertised.
- B) That the Committees condolences be sent to the Lead Gardener.
- C) That the part-time Bereavement Administrator position be advertised.

iv) Metals Recycling Charity Award

It was noted:

That Clarity had been awarded £10,000 (paid direct December 2020). The 'formal cheque presentation' had not yet taken place and that the Calvert Trust (Exmoor) had been proposed for the next award (due June 2021).

The subsequent nomination list was:

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
Calvert Trust

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

v) Crematorium Figures

The Cremation figures were noted.

vi) Garden Improvements 2020/21

It was noted:

That the car-park hedge had been laid aesthetically and with regard to its future maintenance. It was an enhancement and enabled the provision of a footpath by DCC to serve the 200 new homes adjacent to the crematorium.

The bulk materials area in the carpark was about to be fenced off and hidden from view.

The Rowan exit sails were still pending due to contractor workload.

vii) Larkbear Development – Traffic Management

It was noted that 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 published. The only exemptions currently confirmed were for buses/PSVs and bicycles. Enforcement was expected to be by camera. This would require all vehicular traffic, including the funeral cortege, to approach via the Roundswell/Sainsbury mini roundabout/Gratton Way Industrial Estate. The consultation period ended on 17th June 2021.

RESOLVED that the Joint Committee formally object to the proposal on the following grounds:

- Congestion. The effective closure of Old Torrington Road to all vehicles except buses will cause serious congestion in Gratton Way. All other vehicles, including funeral traffic will have to use Gratton Way and with increased use of the Crematorium, provision of over 200 additional homes at the end of Old Torrington Road and the Larbear Development and new Lidl store will cause chaos. An accident in this area particularly at the mini-roundabout, would potentially close off access to a large area including the Crematorium.
- Access through an Industrial Estate for a funeral procession was unacceptable.
- Concerns re-enforcement with the potential for mourners innocently being caught on the camera enforced bus gate.

It was agreed that to mitigate the problems consideration should be given to:

- Construction traffic use only Gratton Way route.
- That the bus gate be either removed and Gratton Way re-opened to create the 2-way route access for residents and the crematorium OR
- The bus gate is moved with significant exemptions and/or reduced hours of operation together with the simultaneous implementation of either the Cedar traffic lights or the Roundswell additional lanes proposed schemes.

7. OUTTURN 2020/21.

The Joint Committee considered a report by the Treasurer (previously circulated) regarding the outturn figures for 2020/2021.

RESOLVED:

- i) That the Outturn report 2020/21 be noted.
- ii) That the reserves and balances outlined in paragraph 3.4 of the report be approved.

8. DATE AND TIME OF NEXT MEETING.

It was noted that the next meeting would be on Friday 6th August 2021 at 2.30 p.m.

Chair

The meeting ended at 3.20 pm

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August 6th 2021

Crematorium Matters – Manager’s Report

Covid Crisis Update

The lifting of many restrictions on July 19th 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 remain a requirement and singing has not been permitted (except for pre-arranged profession/amateur singers). Aspen chapel remains closed together with waiting rooms and the vestry.

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

Achievements

Video access control introduced at main reception to allow ‘drop-in’ appointments whilst retaining control over the number of visitors.

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

Staffing Report

The part-time bereavement administrator post has been approved for advertising as an internal (North Devon & Torridge) vacancy.

Metals Recycling Charity Award

The Over and Above (Cancer & Wellbeing Centre) has been proposed for the next award (due June 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)

No further additions to be considered prior to February 2022.

Cremation Figures

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
April	102	161	125	139	163	117	150	121	174	124
May	123	117	135	118	126	138	136	137	136	103
June	116	102	123	143	125	129	127	127	126	110
July	111	121	106	111	126	142	133	128	136	123
Aug	106	117	100	109	114	120	106	118	118	
Sept	104	107	122	127	121	127	106	114	121	
Oct	101	98	125	140	127	137	132	129	120	
Nov	129	96	120	108	157	135	127	115	149	
Dec	100	98	120	128	123	131	119	113	141	
Jan	159	164	142	131	158	182	169	147	176	
Feb	121	116	154	136	137	175	143	133	136	
Mar	144	127	157	151	162	164	145	143	141	
Total	1416	1424	1529	1541	1639	1697	1593	1525	1674	

Garden Improvements

Bulk material fencing complete.

Additional gardener support has been brought in due to a team member absence. This amount to 2.5 days a week.

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

Larkbear Development – Traffic Management

Written representations objecting to the proposals were made by the manager as requested by the Joint Committee.

The North Devon Highways and Traffic Orders Committee meeting held on 7th July voted that the scheme proceed unchanged.

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

NORTH DEVON CREMATORIUM JOINT COMMITTEE

6th August 2021

REPORT OF TREASURER

PERFORMANCE MONITORING QTR 1 2021/2022

1. INTRODUCTION

1.1. This report presents the financial performance information for April to June 2021/2022.

2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to June 2021/2022 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 2021/22	Profiled Budget (Apr-Jun)	Actual Apr-Jun	Variance (under)/over	Projected Outturn	Projected Outturn Variance
	£	£	£	£	£	£
Premises	185,370	46,342	22,754	(23,588)	184,068	(1,302)
Transport	1,000	250	83	(167)	333	(667)
Supplies & Services	224,000	56,000	45,241	(10,759)	220,851	(3,149)
Central	316,430	79,108	76,848	(2,260)	313,466	(2,964)
Support/Employees						
Total Expenditure	726,800	181,700	144,926	(36,774)	718,718	(8,082)
Fees	1,147,700	286,925	248,952	(37,973)	1,109,727	(37,973)
Sales	90,680	22,670	18,243	(4,427)	86,253	(4,427)
Interest	650	163	51	(112)	206	(444)
CAMEO*	4,000	1,000	0	(1,000)	4,000	0
Total Income	1,243,030	310,758	267,246	(43,512)	1,200,186	(42,844)
Cont to Equip Replacement Res	100,000	25,000	25,000	0	100,000	0
Distribution NDC	249,740	62,435	62,435	0	249,740	0
Distribution TDC	166,490	41,623	41,623	0	166,490	0
Surplus / (Deficit)	0	0	(6,738)	(6,738)	(34,762)	(34,762)

* Crematoria Abatement of Mercury Emissions Organisation

3.3. Qtr 1 is showing expenditure £36,774 under the profiled budget and income is £43,512 lower than the profiled budget giving a total net variance of £6,738 deficit. The projections for the year are predicting expenditure £8,082 under budget and income £42,844 lower than budget producing a net variance of £34,762 deficit.

Agenda Item 7

3.4. The main budget variances are discussed below:

3.4.1. **Premises** – Spend in Qtr 1 is significantly under budget due to very little maintenance spend in the quarter and some year end accruals where the invoices are still outstanding. However, it is expected to be virtually on budget for the full year.

3.4.2. **Supplies & Services** – The Qtr 1 underspend relates to various budget underspends including Organist Fees, Medical Referees, printing and Computer Software. However, it is expected that these underspends will be reduced as some of it relates to the reduced number of services in Qtr 1 and some relate to timings of paying.

3.4.3. **Central Support/Employees** – The underspends relate to timing differences of filling vacant posts.

3.4.4. **Income** – Income from cremation fees is lower than the profiled budget and full year projection due to the reduced number of services. Income from memorial sales is also lower than the profiled budget and the full year projection. Interest receivable is lower due to the low interest rates.

3.4.5. The receipt from CAMEO has not yet been received for 2021/22 but it is anticipated that the budgeted £4,000 will be received.

3.4.6. If the projected outturn does materialise there will be a deficit of £34,762. This can be funded from either the Capital Funding Reserve or reducing the in year contribution to the Equipment Replacement Reserve. It is still relatively early in the year and this will be reviewed throughout the 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 2021	384,267	495,480	100,000
Contribution 2021/22	0	100,000	0
Projected Balance 31st March 2022	384,267	595,480	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 £34,762.

Mark Knight
26th July 2021