



## Public Document Pack

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, 5TH NOVEMBER, 2021 at 2.30 pm.**

(PLEASE NOTE: From the 7 May 2021, the law requires all councils to hold formal meetings in person. The council is also ensuring that all venues used are Covid secure and that all appropriate measures are put in place. There are a limited number of spaces available for members of the public to attend. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting [Taking part in meetings \(northdevon.gov.uk\)](http://northdevon.gov.uk))

Members of the North Devon Crematorium Joint Committee

#### **Representing North Devon Council**

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

#### **Representing Torridge District Council**

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

### **AGENDA**

1. Apologies for absence
2. To approve the correct record of the minutes of the meeting held on 6 August 2021 (Pages 5 - 8)  
(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 9 - 12)  
Report by Crematorium Manager (attached).

7. **Performance Monitoring Quarter 2 2021 to 2022** (Pages 13 - 14)  
Report by Treasurer (attached).
8. **To note that the next Crematorium Joint Committee meeting will be on Friday 4 February 2022 at 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



**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**

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



5<sup>th</sup> November 2021

## Crematorium Matters – Manager’s Report

### Covid Crisis Update

The Aspen Vestry has been re-opened providing changing facilities without access to staff only areas.

Singing is permitted and waiting rooms re-opened.

Services in excess of 200 people are permitted by allowing Aspen to be used (if booked) as an overflow.

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

### Achievements

A number of North Devon District Council meetings have taken place in the Rowan Chapel with webcasting to enable remote public access. This has proved very successful.

### Staffing Report

The part-time bereavement administrator post has been filled and the new staff member started on 11<sup>th</sup> October.

The lead gardener has resumed on a part-time basis. In light of the seasonal demands there is sufficient cover and the situation will be reviewed in the coming months.

### Metals Recycling Charity Award

The Over and Above (Cancer & Wellbeing Centre) has 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)**

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

## Garden Improvements

Rowan exit sails work commenced on 24<sup>th</sup> August to install concrete pads. Steel supports will be installed shortly and at that point the sails will be ordered.

## Larkbear Development – Traffic Management

The manager wrote to the Highways Department of Devon County Council on 16<sup>th</sup> September (copy attached – Appendix A) seeking involvement in the implementation phase as requested by the Joint Committee. As yet no formal response has been received.

Your ref:  
Our ref:  
Please ask for: Mark Drummond  
Tel: 01271 345431  
Email: mark.drummond@northdevon.gov.uk  
Date: 16 September 2021

Devon Highways  
Devon County Council  
Topsham Road  
Exeter  
EX2 4QD

Dear Sir/Madam,

**Re: Gratton Way/Old Torrington Road, Barnstaple**

I have been asked by the North Devon Crematorium Joint Committee to write following the HATOC decision to proceed with the Gratton Way bus gate move to Old Torrington Road.

It is recognised that the decision is final, but legitimate concerns remain and it is hoped that the implementation can be constructively reviewed in a way that maintains the decision and its benefits (particularly to residents), whilst mitigating the concerns for this long-standing and vital public service provided by North Devon and Torridge District Councils.

As it stands no consideration has been made for the Crematorium's operations and it is felt that some small adjustments in the implementation could mitigate the concerns without changing the decision. If implemented without adjustments the crematorium will incur additional costs (to provide a waiting area for any early funeral cortege) and clearly much greater risk of delays to services caused by the single access route.

As the manager of the site I have considerable understanding of local traffic issues as well as the likely impact on crematorium operations which affects thousands of residents every year. My previous role for 30-years as a Police Officer included highways liaison with London Boroughs should help to identify solutions. An illustration of this was my highlighting the omission of an emergency vehicle exemption in this proposal (and the current Gratton Way Order of 2000) which I note was amended for the HATOC meeting.

Please involve myself as the representative of the Councillors who form the Joint Committee in any further implementation considerations/discussions.

Yours sincerely,

Mark DRUMMOND  
Crematorium Manager

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## NORTH DEVON CREMATORIUM JOINT COMMITTEE

5<sup>th</sup> November 2021

### REPORT OF TREASURER

#### PERFORMANCE MONITORING QTR 2 2021/2022

#### 1. INTRODUCTION

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

#### 2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to September 2021/2022 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.

	<b>Original Budget 2021/22 £</b>	<b>Profiled Budget (Apr-Sep) £</b>	<b>Actual Apr-Sep £</b>	<b>Variance (under)/ over £</b>	<b>Projected Outturn £</b>	<b>Projected Outturn Variance £</b>
Premises	185,370	92,685	66,241	(26,444)	185,943	573
Transport	1,000	500	141	(359)	282	(718)
Supplies & Services	224,000	112,000	88,933	(23,067)	212,686	(11,314)
Central	316,430	158,215	152,479	(5,736)	309,179	(7,251)
Support/Employees						
<b>Total Expenditure</b>	<b>726,800</b>	<b>363,400</b>	<b>307,794</b>	<b>(55,606)</b>	<b>708,090</b>	<b>(18,710)</b>
Fees	1,147,700	573,850	533,306	(40,544)	1,107,156	(40,544)
Sales	90,680	45,340	40,508	(4,832)	85,848	(4,832)
Interest	650	325	107	(218)	213	(437)
CAMEO*	4,000	2,000	0	(2,000)	4,000	0
<b>Total Income</b>	<b>1,243,030</b>	<b>621,515</b>	<b>573,921</b>	<b>(47,594)</b>	<b>1,197,217</b>	<b>(45,813)</b>
<b>Cont to Equip Replacement Res</b>	<b>100,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>
<b>Distribution NDC</b>	<b>249,740</b>	<b>124,870</b>	<b>124,870</b>	<b>0</b>	<b>249,740</b>	<b>0</b>
<b>Distribution TDC</b>	<b>166,490</b>	<b>83,245</b>	<b>83,245</b>	<b>0</b>	<b>166,490</b>	<b>0</b>
<b>Surplus / (Deficit)</b>	<b>0</b>	<b>0</b>	<b>8,012</b>	<b>8,012</b>	<b>(27,103)</b>	<b>(27,103)</b>

\* Crematoria Abatement of Mercury Emissions Organisation

3.3. Qtr 2 is showing expenditure £55,606 under the profiled budget and income is £47,594 lower than the profiled budget giving a total net variance of £8,012 surplus. The projections for the year are predicting expenditure £18,710 under budget and income £45,813 lower than budget producing a net variance of £27,103 deficit.

# Agenda Item 7

## 3.4. The main budget variances are discussed below:

3.4.1. **Premises** – Spend in Qtr 2 is significantly under budget due to lower maintenance spend. However, it is expected to be virtually on budget for the full year.

3.4.2. **Supplies & Services** – The Qtr 2 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 the reduced number of services in Qtrs 1&2, and some annual invoices.

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 £27,102. This can be funded from either the Capital Funding Reserve or reducing the in year contribution to the Equipment Replacement Reserve. 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:

	<b>Capital Funding Reserve</b>	<b>Equipment Replacement Reserve</b>	<b>General Reserve</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Balance 31 <sup>st</sup> March 2021	384,267	495,480	100,000
Contribution 2021/22	0	100,000	0
<b>Projected Balance 31<sup>st</sup> March 2022</b>	<b>384,267</b>	<b>595,480</b>	<b>100,000</b>

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 £27,102.

Mark Knight  
**25<sup>th</sup> October 2021**