

**NORTH DEVON COUNCIL**

Minutes of a meeting of North Devon Crematorium Joint Committee held at Crematorium Meeting Room - North Devon Crematorium on Friday, 4th November, 2022 at 2.30 pm

PRESENT: Representing North Devon District Council

Councillors Bulled, Davis, Y. Gubb, Lovering, Phillips and  
Officers:

Representing Torridge District Council

Councillors Christie, J. Gubb and Hurley.

Officers

Crematorium Manager, Secretary, Treasurer and Accountant.

**16. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Cann, Inch and Pennington and J. Mann – Head of Housing, Planning and Health.

**17. TO APPROVE THE CORRECT RECORD OF THE MINUTES OF THE MEETING HELD ON 5TH AUGUST 2022 (ATTACHED)**

- (i) RESOLVED that the minutes of the meeting held on 5<sup>th</sup> August 2022 (previously circulated) be approved as a correct record and signed by the Chairman.
- (ii) Matters Arising. There were no matters arising.

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

There were no items of urgency.

**19. DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

**20. TO AGREE THE AGENDA BETWEEN PART 'A' AND PART 'B' (CONFIDENTIAL RESTRICTED INFORMATION)**

**21. CREMATORIUM MATTERS**

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

i) Metals Recycling Charity Award

It was noted:

That nominations had just been sought for the next award with nominations required by 17<sup>th</sup> March 2023, suggesting that one 'round' had been deleted. It was unclear if this would affect the amount of the next award. North Devon Hospice were currently the next anticipated nominee in line with the current rota:

North Devon Hospice  
Cruse  
Children's Hospice SW  
Families in Grief

The Crematorium Manager reported that 2 charities could now be nominated and the grant funding split between the two nominated charities.

The Committee noted that Over and Above had responded to the Joint Committee's request for more detail regarding their application to be considered for an award under the scheme.

It was agreed that:

- a) The Over and Above refurbishment of the family facility element of the mortuary facilities project at North Devon District Hospital be added to the list of nominees and be the next nominated project.

Councillor Lovering declared an interest in the above matter as she worked at the North Devon District Hospital and abstained from voting.

ii) Request To Fund Litter Bin

The Crematorium Manager reported following the request by NDC Councillor Knight that North Devon Council had agreed to fund a new litter bin, the location to be dependent upon the new road layout.

iii) Crematorium Figures

The Cremation figures were noted.

iv) Vandalism Damage

It was noted that the Devon & Cornwall Police had indicated that two suspects were to be interviewed but no arrests made to date. A loss assessor was reviewing the damage repair costs with a view to seeking an insurance settlement.

v) Phase B Works (Garage/Memorial Room)

It was noted that the deadline for tender submissions had been extended by 2 weeks. It was intended to make a decision by end of November with a view to works commencing by the end of January 2023.

vi) Christmas Working

It was noted that the crematorium would remain open for services except for weekends and Bank Holidays

ix) Medical Referee

It was noted that the National implementation of the Medical Examiner role had been set for 1<sup>st</sup> April 2023, eliminating the Medical Referee Role except for an as yet unspecified period of time on a consulting basis to iron out any 'teething' issues. The process for authorisation of Cremations had not yet been announced but it was anticipated the role would fall to the Crematorium Manager/Registrar.

x) Organist

The Crematorium Manager reported that a one off 8% increase (£20.50 per service) payment had been awarded to the Organist. The current contract ended in February 2024.

**22. PERFORMANCE MONITORING QUARTER 2 2022-2023**

The Joint Committee noted a report by the Treasurer (previously circulated) regarding the performance for quarter 2 April to September 2022/2023.

**23. PROPOSED DATES OF FUTURE MEETINGS**

RESOLVED that the following dates for 2023/2024 be agreed:

Friday 9<sup>th</sup> June 2023 @ 2.30 p.m.  
Friday 4<sup>th</sup> August 2023 @ 2.30 p.m.  
Friday 3<sup>rd</sup> November 2023 @ 2.30 p.m.  
Friday 2<sup>nd</sup> February 2024 @ 2.30 p.m.

**24. TO NOTE THAT THE NEXT CREMATORIUM JOINT COMMITTEE MEETING WILL BE ON FRIDAY 3RD FEBRUARY 2023 @ 2:30PM**

It was noted that the next meeting would be on Friday 3<sup>rd</sup> February 2023 @ 2.30 p.m.

Chair

The meeting ended at 3.00 pm

