



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, 3RD NOVEMBER, 2023 at 2.30 pm.**

Members of the North Devon Crematorium Joint Committee

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

Councillors Cann, Denton, Haworth-Booth, P Leaver, Lovering, Renshaw and Walker (Vice-Chair)

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

Councillors Christie, Gubb, Harding, Inch (Chair) and Johns

### **AGENDA**

1. Apologies for absence
2. To approve the correct record of the minutes of the meeting held on 4 August 2023 (Pages 5 - 8)
  - (a) Matters Arising
3. Items brought forward by the Chair
4. Declarations of Interest

Declarations of Interests. (Please telephone the Corporate and Community Services team to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called. A declaration of interest under the Code of Conduct will be a Disclosable Pecuniary Interest, an Other Registrable Interest or a Non-Registrable Interest. If the item directly relates to your interest you must declare the interest and leave the room for the item, save in the case of Other Registrable Interests or Non-Registrable Interests where you may first speak on the item as a member of the public if provision has been made for the public to speak. If the matter does not directly relate to your interest but still affects it then you must consider whether you are affected to a greater extent than most people and whether a reasonable person would consider your judgement to be clouded, if you are then you must leave the room for the item (although you may speak as a member of the public if provision has been made for the public to speak) or, if you are not, then you can declare the interest but still take part).

5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information)

### **PART 'A'**

6. **Crematorium Matters** (Pages 9 - 10)  
Report by the Crematorium Manager (attached)
7. **Performance Monitoring Quarter 2 2023/2024** (Pages 11 - 14)  
Report by the Treasurer (attached)
8. **Proposed Dates of Future Meetings 2024/2025**  
Recommended that the following dates be agreed:  
  
Friday 7<sup>th</sup> June 2024 @ 2.30 p.m.  
Friday 2<sup>nd</sup> August 2024 @ 2.30 p.m.  
Friday 1<sup>st</sup> November 2024 @ 2.30 p.m.  
Friday 7<sup>th</sup> February 2025 @ 2.30 p.m.
9. **To note that the next Crematorium Joint Committee meeting will be on Friday 2nd February 2024 @ 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**

26.10.23



## **North Devon Council protocol on recording/filming at Council meetings**

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. Members of the public that attend meetings must be aware that these meetings are open to the public and so therefore both individuals and the Council itself have the right to record the meeting. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chair of the meeting will make sure any request not to be filmed is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chair 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.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person recording should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be filmed. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be filmed must advise the Chair at the earliest opportunity to allow them to be directed to an area in the room where they will not be caught on camera. Subject to paragraphs 1, 2 and 3 above, audio recordings shall be permitted at all times during public meetings.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

### **Notes for guidance:**

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email [memberservices@northdevon.gov.uk](mailto:memberservices@northdevon.gov.uk) or the Communications Team on **01271 388278**, email [communications@northdevon.gov.uk](mailto:communications@northdevon.gov.uk).

