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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, 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 7th June 2024 @ 2.30 p.m.
Friday 2nd August 2024 @ 2.30 p.m.
Friday 1st November 2024 @ 2.30 p.m.
Friday 7th 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 or the Communications Team on **01271 388278**, email communications@northdevon.gov.uk.

NORTH DEVON COUNCIL

Minutes of a meeting of North Devon Crematorium Joint Committee held at Crematorium Meeting Room - North Devon Crematorium on Friday, 4th August, 2023 at 2.30 pm

PRESENT: Members:

Councillor Inch (Chair)

Councillors Cann, Christie, Gubb, Johns and Renshaw

Officers:

Head of Planning, Housing and Health, Bereavement (Crematorium) Manager, Treasurer, Senior Accountant and Customer Feedback and Service Improvement Officer

10. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Denton, Harding, Haworth-Booth, Leaver, Lovering and Walker.

11. TO APPROVE THE CORRECT RECORD OF THE MINUTES OF THE MEETING HELD ON 9TH JUNE 2023

- (i) RESOLVED that the minutes of the meeting held on 9th June 2023 (previously circulated) be approved as a correct record and signed by the Chairman.
- (ii) Matters Arising. There were no matters arising.

12. ITEMS BROUGHT FORWARD BY THE CHAIR

There were no items of urgency.

13. DECLARATIONS OF INTEREST

There were no declarations of interest declared.

14. CREMATORIUM MATTERS

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

- i) Metals Recycling Charity Award

It was noted:

That North Devon Hospice had been nominated for the next award (probably December 2023) and that Cruse would be the next nomination in line with the current rota.

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

ii) Crematorium Figures

The Cremation figures were noted. The actual figure for July was 139.

iii) Phase B Works (Garage/Memorial Room)

It was noted that the works were underway and anticipated to be completed in October 2023.

iv) Direct Cremations

It was noted that the cremation numbers for the 4-months of operation were:

Direct Cremations	2022	2023
April	12	24
May	6	23
June	5	20
July	6	17
Total	29	84

v) Additional Projects

It was noted:

- A) That Public Wi-Fi access should be completed by 14th August 2023
- B) That the installation of a hot drink and snack machine had been installed in the Aspen waiting room. There was no ongoing costs or maintenance requirements for the crematorium.

vi) Road Works

It was noted that the Gratton Way route was now the only access route to the crematorium. Old Torrington Road was closed on 18th July and re-opening to buses only on 14th August.

Currently the new (permanent) access route was only signed with diversion signs pending the existing road signs being changed by 14th August.

vii) Road Frontage - Hedging

Councillor Renshaw suggested that hedging could be put along the road frontage of the Crematorium to help obscure the Industrial site opposite.

RESOLVED that the Crematorium Manager investigate and report to the next Joint Committee meeting.

15. PERFORMANCE MONITORING QUARTER 1 2023/2024

The Joint Committee noted a report by the Treasurer (previously circulated) regarding the performance for quarter 1 April to June 2023/2024.

16. TO NOTE THAT THE NEXT CREMATORIUM JOINT COMMITTEE MEETING WILL BE ON FRIDAY 3RD NOVEMBER 2023 @ 2.30 P.M

It was noted that the next meeting would be on Friday 3rd November 2023 @ 2.30 p.m.

Chair

The meeting ended at 2.50 pm

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Friday 3rd November 2023

Crematorium Matters – Manager’s Report

Metals Recycling Charity Award

North Devon Hospice has been nominated for the next award. Rota for subsequent awards:

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

Cremation Figures (excluding NVF)

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
April	122	137	161	114	146	119	172	122	132	149
May	133	114	123	136	131	137	131	100	146	153
June	119	141	124	125	125	120	124	108	131	128
July	103	105	123	138	129	125	135	122	110	138
Aug	100	106	112	120	105	122	116	111	133	132
Sept	117	123	118	124	103	111	119	129	136	134
Oct	122	137	125	133	130	125	117	119	119	132E
Nov	116	104	153	132	125	113	145	130	132	
Dec	117	123	122	130	116	113	139	125	134	
Jan	142	131	152	179	165	144	172	140	178	
Feb	149	131	135	171	143	130	132	119	174	
Mar	156	150	160	160	137	136	139	157	171	
Total	1496	1502	1608	1662	1555	1495	1641	1482	1696	966E

Phase B Works (Garage Store/Memorial Room)

The building works are expected to be complete by 27th October and the full works by 10th November.

Direct Cremations

Direct Cremations	April 2022 – March 2023	April 2023 – September 2024
Total	59	115

Crematorium Organist

The contract ends on 4th February 2024 and is being re-tendered (3-year + 2-year option).

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North Devon Crematorium Joint Committee

Report Date: 3rd November 2023

Topic: Crematorium Performance Monitoring Qtr 2 2023/2024

Report by: Treasurer

1. INTRODUCTION

1.1. This report presents the financial performance information for April to September 2023/24.

2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to September 2023/2024 be noted.

3. REASONS FOR RECOMMENDATIONS

3.1. To inform Members of the financial performance for April to Sept 2023/2024.

4. REPORT

4.1. A summary of the revenue expenditure and income for the period April to September is shown below together with the original and profiled budgets. Also shown is the projected outturn and projected outturn variance.

	Original Budget 2023/24	Profiled Budget (Apr-Sep)	Actual Apr-Sep	Variance (Under) / over	Projected Outturn	Projected Outturn Variance
Premises	249,010	124,505	97,062	(27,443)	255,207	6,197
Supplies and Services	211,980	105,990	95,200	(10,790)	226,744	14,764
Total Expenditure	828,100	414,050	366,116	(47,934)	830,415	2,315
Sales	79,680	39,840	40,503	663	80,343	663
CAMEO*	3,000	1,500	0	(1,500)	3,000	0
Total Income	1,344,330	672,165	712,946	40,781	1,393,980	49,650
Cont Equip Replace Res	100,000	50,000	50,000	0	100,000	0
Distribution NDC	249,740	124,870	124,870	0	249,740	0
Distribution TDC	166,490	83,245	83,245	0	166,490	0
Surplus/(Deficit)	0	0	88,715	88,715	47,335	47,335

*Crematoria Abatement of Mercury Emissions Organisation



- 4.2. Qtr 2 is showing expenditure £47,934 under the profiled budget and income is £40,781 higher than profiled budget giving a total net variance of £88,715 surplus. The projections for the year are predicting expenditure £2,315 over budget and income £49,650 higher than budget producing a net variance of £47,335 surplus.
- 4.3. **Premises** – Spend in Qtr 2 is under budget but the projected full year is over budget by £6,197. The Qtr 2 underspend relates to not all payments for the utilities and cleaning have been made. However, the projected overspend for the year relates to an increase in the electricity costs over and above the increase to the budget and an increase in the cost of business rates due to the rateable value re-set in April 2023.
- 4.4. **Supplies and Services** – The underspend for Qtr 2 relates to various underspends and the timings of paying some annual invoices. The projected overspend for the year relates primarily to the costs of medical referee's. When setting the budget it was expected that the process would change from 1st April 2023 whereby the responsibility would be transferred to the NHS, but this has been delayed. We did, however, leave a residual budget for costs incurred by the Crematorium during the transfer.
- 4.5. **Central Support / Employees** – The underspend relates to a member of staff reducing to part time. Also included is the effect of the reduction in hours of the Manager, this saving needs to offset some of the additional costs expected in 2024/25.
- 4.6. **Income** – Fees and charges are showing increased income, due to the higher number of services. The interest received on the Crematorium bank accounts is higher than the budget due to the increase in interest rates since the budget was set.
- 4.7. The receipt from CAMEO has not yet been received for 2023/24 but it is anticipated that the budgeted £3,000 will be received.
- 4.8. If the projected outturn does materialise there will be a surplus of £47,335

5. CAPITAL SPEND

5.1. The capital project Phase B (Garage/Memorial Hall) is well under way and the following costs have been incurred to date (inclusive of VAT):

2022/23	£16,590
2023/24	£294,045
Total	£310,635



6. RESOURCE IMPLICATIONS

6.1. Reserves & Balances. The current amounts held by the Joint Crematorium Committee and projected balances are:

	Capital Funding Reserve	Equipment Replacement Reserve	Budget Management Reserve	General Reserve
	£	£	£	£
Opening Balance 1 st April 23	483,492	695,480	42,461	146,000
Contribution in year	0	100,000	0	0
Applied from Reserve 2023/24	(483,492)	0	0	0
Closing Balance 31st March 24	0	795,480	42,461	146,000

6.2. The Capital Funding Reserve was set up to accumulate funds for capital projects at the Crematorium. The balance is available for Phase B (Garage/Memorial Hall).

The Equipment Replacement Reserve was set up to build up funds to replace the cremators and filtration equipment at the end of their useful life, and also to provide the funding for hearth replacements and cremator re-lining when required. It is anticipated that there will be sufficient funds available when required but this will be continually monitored.

The Budget Management Reserve was created in 2021/22 and the funds are available to help mitigate any increased costs in 2023/24 due to utilities, rates or medical referee's.

The Working Balance was increased to £146,000 last year, and it is anticipated it will remain at this level. This is at a suitable level taking into account the financial risks associated with operating the Crematorium.

7. EQUALITIES ASSESSMENT

7.1. There are no equality implications anticipated as a result of this report. An Equality Impact Assessment has been completed



8. ENVIRONMENTAL ASSESSMENT

8.1. There are not any environmental implications as a result of this report, as the purpose of this report is to update members of the financial activity of the North Devon Crematorium Joint Committee for the 2023/2024 financial year.

9. CONSTITUTIONAL CONTEXT

9.1. The North Devon Council and Torrige District Council Joint Crematorium Committee Agreement.

10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

11. BACKGROUND PAPERS

None.

12. CORPORATE PRIORITIES

The North Devon Council and Torrige District Council Corporate Priorities have been considered in the drafting of the report.

13. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Author Mark Knight Crematorium Accountant; Date 19th October 2023