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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, 2ND AUGUST, 2024 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 Andrews, Cottle-Hunkin, Gubb, Harding and Inch (Chair)

AGENDA

1. Apologies for absence
2. To approve the correct record of the minutes of the meeting held on 7th June 2024 (attached) (Pages 5 - 8)
 - (a) Matters Arising
3. Items brought forward which, in the opinion of the Chair, should be considered by the meeting as a matter of urgency.
4. Declarations of Interest

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 Qtr 1 2024/2025** (Pages 11 - 14)
Report by Treasurer (attached)
8. **To note that the next Crematorium Joint Committee meeting will be on Friday 1st November 2024 at 2.30pm**

PART 'B' (CONFIDENTIAL RESTRICTED INFORMATION)

Nil

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

25.07.24

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.



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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.
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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.

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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, 7th June, 2024 at 2.30 pm

PRESENT: Representing North Devon Council

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

Representing Torridge District Council

Councillors Johns (sub for Cottle-Hunkin), Gubb, Harding and Inch (Chair)

Officers

Bereavement (Crematorium) Manager and Head of Customer Focus, Crematorium Manager, Treasurer, Secretary and Accountant.

1. **APPOINTMENT OF CHAIR 2024/25 (TORRIDGE DISTRICT COUNCIL MEMBER)**

RESOLVED that Councillor Inch 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 Councillor Denton and Trainee Crematorium Manager.

3. **APPOINTMENT OF VICE CHAIR 2024/25 (NORTH DEVON COUNCIL MEMBER)**

RESOLVED that Councillor Walker 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 2 FEBRUARY 2024**

RESOLVED that the minutes of the meeting held on 2nd February 2024 (previously circulated) be approved as a correct record and signed by the Chairman.

5. MATTERS ARISING

There were no matters arising.

6. ITEMS BROUGHT FORWARD BY THE CHAIR

There were no items of urgency.

7. DECLARATIONS OF INTEREST

There were no declarations of interest declared.

8. CREMATORIUM MATTERS

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

i) Trainee Manager: Update

It was noted that new Trainee Manager had been appointed following interview on 1st March 2024. Jo Teasdale from North Devon Council was the successful candidate and she started on 1st April.

ii) Crematorium Figures- (excluding NVF)

The Cremation figures were noted. It was also noted that there were 35 direct cremation in May.

iii) Phase B Works (Garage Store/Memorial Room)

There were a few final invoices yet to be received but the project was essentially 'on-budget'

iv) Crematorium Solar Panels

It was noted that the consultant who we had hoped to use to assist with the design/costing of the solar panels at the crematorium was unable to assist due to workload. Enquiries were in hand to identify another local alternative.

v) Metals Recycling Charity Award

It was noted:

That Cruse had been nominated for the second 2023 award (due approx. July 2024) and Children's Hospice SW had been submitted for the first 2024 nomination (Due December 2024).

Rota for subsequent awards:

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

The Crematorium Manager tabled photos of the new Bereavement Suite at North Devon Hospital that had been supported by a metals recycling grant award. He reported that he and Councillor Walker had visited the suite.

The Committee recorded its thanks to the bereavement team and others that had delivered an excellent facility.

vi) Maintenance Costs

It was noted that an unexpected failure in the heat management system for the abatement equipment (to remove pollutants) prevented cremations for over two days in April. As a result, a single cremation was transferred to another crematorium with the knowledge and consent of the family as they needed certainty on the collection day for the ashes due to them being taken on a flight.

The cost of this repair and part replacements was approximately £17,500.

In addition, on the recommendation of the manufacturer, the filters in the same abatement equipment were replaced after 12-years use as part of preventative maintenance at a cost of £33,000.

Both works were outside the normal maintenance budget expectations and would be funded from the reserve fund.

vii) Utility Costs

It was noted that the gas and electricity were provided through the Crown Commercial Service, a Trading Fund and an Executive Agency of the Cabinet Office, which pooled local authorities to provide best value when procuring.

This had not entirely mitigated the extremely high charges businesses had incurred, resulting in some exceptionally high utility bills, particularly for gas.

Fortunately, from 1st April the gas charges had reduced to a third of their previous level and were now set for 12-months.

9. OUTTURN REPORT 2023/24

The Joint Committee considered a report by the Treasurer (previously circulated) regarding the outturn for 2023/2024.

RESOLVED:

- i) That the outturn report be noted
- ii) That the 2023/24 surplus of £129,232 be allocated to reserves as follows:
£69,232 surplus transferred to the Equipment Replacement Reserve (some additional equipment costs would be incurred in 2024/25) and £60,000 to the Budget Management Reserve (to provide protection for the increased utility costs).

Agenda Item 2

North Devon Crematorium Joint Committee - 7 June 2024

- iii) That the reserves and balances as outlined in paragraph 5.1 of the report be approved.

10. TO NOTE THAT THE NEXT CREMATORIUM JOINT COMMITTEE MEETING WILL BE ON FRIDAY 2ND AUGUST 2024 AT 2:30 PM

It was noted that the next meeting would be on Friday 2nd August 2024 at 2.30 p.m.

Chair

The meeting ended at 2.49 pm

Friday 2nd August 2024

Crematorium Matters – Manager’s Report

Cremation Figures (excluding NVF)

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
April	137	161	114	146	119	172	122	132	149	137
May	114	123	136	131	137	131	100	146	153	158
June	141	124	125	125	120	124	108	131	128	111
July	105	123	138	129	125	135	122	110	138	
Aug	106	112	120	105	122	116	111	133	132	
Sept	123	118	124	103	111	119	129	136	134	
Oct	137	125	133	130	125	117	119	119	129	
Nov	104	153	132	125	113	145	130	132	135	
Dec	123	122	130	116	113	139	125	134	131	
Jan	131	152	179	165	144	172	140	178	154	
Feb	131	135	171	143	130	132	119	174	149	
Mar	150	160	160	137	136	139	157	171	140	
Total	1502	1608	1662	1555	1495	1641	1482	1696	1672	

Crematorium Solar Panels

North Devon Council now use Devon County Council’s procurement service. They are being consulted to identify the best method to design/procure panels for the crematorium and other NDC sites.

Metals Recycling Charity Award

As previous report - Cruse was nominated for the second 2023 award (due July 2024 but now delayed, with a second award request expected before end of year).

Rota for subsequent awards:

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

Service Over-Run Charge

An incident occurred recently where the actions of a funeral director led to a chapel being unavailable for about 45 minutes after their service. The view of the Joint Committee is sought regarding the use of the Service Over-Run charge (£295) in wider circumstances than currently.

Agenda Item 6

The Service Improvement Plan has been completed by Jo Teasdale and was consulted on with the Crematorium Team. Copies will be provided at the meeting.



North Devon Crematorium Joint Committee

Report Date: 2nd August 2024

Topic: Crematorium Performance Monitoring Qtr 1 2024/2025

Report by: Treasurer

1. INTRODUCTION

1.1. This report presents the financial performance information for April to June 2024/25.

2. RECOMMENDATIONS

2.1. It is recommended that the performance for April to June 2024/2025 be noted.

3. REASONS FOR RECOMMENDATIONS

3.1. To inform Members of the financial performance for April to June 2024/2025.

4. REPORT

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

	Original Budget 2024/25	Profiled Budget (Apr-Jun)	Actual Apr-Jun	Variance (Under) / over	Projected Outturn	Projected Outturn Variance
	£	£	£	£	£	£
Premises	286,520	71,630	92,972	21,342	326,600	40,080
Transport	500	125	106	(19)	423	(77)
Supplies and Services	234,080	58,520	76,659	18,139	254,367	20,287
Support & Employees	406,300	101,575	99,151	(2,424)	401,269	(5,031)
Total Expenditure	927,400	231,850	268,888	37,038	982,659	55,259
Fees & Charges	1,335,050	333,763	337,951	4,188	1,351,804	16,754
Sales	79,680	19,920	23,150	3,230	92,601	12,921
Interest	26,400	6,600	6,066	(534)	24,265	(2,135)
CAMEO*	2,500	625	0	(625)	2,500	0
Miscellaneous	0	0	0	0	0	0
Total Income	1,443,630	360,908	367,167	6,259	1,471,170	27,540
Cont Equip Replace Res	100,000	25,000	25,000	0	100,000	0
Applied Equip Replace Res	0	0	0	0	(50,000)	(50,000)
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	(30,779)	(30,779)	22,281	22,281

*Crematoria Abatement of Mercury Emissions Organisation



- 4.2. Qtr 1 is showing expenditure £37,038 over the profiled budget and income is £6,259 higher than profiled budget giving a total net variance of £30,779 deficit. The projections for the year are predicting expenditure £55,259 over budget and income £27,540 higher than budget, also £50,000 is being utilised from the Equipment Replacement Reserve, producing a net variance of £22,281 surplus.
- 4.3. **Premises** – Spend in Qtr 1 and the projection for the year is over budget. The overspend relates primarily to additional costs that have been necessary for repairs to the abatement equipment. This has been partly reduced by the gas invoices being lower than anticipated. The additional plant costs will be funded from the Equipment Replacement Reserve.
- 4.4. **Supplies and Services** – The overspend relates to higher music system costs and non recoverable VAT on the additional plant repairs.
- 4.5. **Central Support / Employees** – The underspend relates to a member of staff reducing to part time.
- 4.6. **Income** – Fees and charges are slightly higher than budget. Memorial sales are also higher than budget.
- 4.7. The receipt from CAMEO has not yet been received for 2024/25 but it is anticipated that the budgeted £2,500 will be received.
- 4.8. If the projected outturn does materialise there will be a surplus of £22,281.

5. RESOURCE IMPLICATIONS

5.1. 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 24	7,411	864,712	102,461	146,000
Contribution in year	0	100,000	0	0
Applied from Reserve 2024/25	0	(50,000)	0	0
Closing Balance 31st March 25	7,411	914,712	102,461	146,000

5.2. The Capital Funding Reserve was set up to accumulate funds for capital projects at the Crematorium. £7,411 is the residual balance from the Phase B project (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, cremator re-lining and major repairs 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 2024/25.

The Working Balance will remain at £146,000. This is at a suitable level taking into account the financial risks associated with operating the Crematorium.

6. EQUALITIES ASSESSMENT

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

7. ENVIRONMENTAL ASSESSMENT

7.1. 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.

8. CONSTITUTIONAL CONTEXT

8.1. The North Devon Council and Torridge District Council Joint Crematorium Committee Agreement.

9. STATEMENT OF CONFIDENTIALITY

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

10. BACKGROUND PAPERS

None.

11. CORPORATE PRIORITIES

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



12. 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 22nd July 2024