

NORTH DEVON COUNCIL

Minutes of a meeting of North Devon Crematorium Joint Committee held at Crematorium Meeting Room - North Devon Crematorium on Friday, 2nd August, 2024 at 2.30 pm

PRESENT: Representing North Devon Council:

Councillors Cann, Denton, P Leaver, Lovering, and Walker (Vice Chair)

Representing Torridge District Council:

Councillors Gubb, Harding, Inch (Chair) and Johns (substitute for Councillor Cottle-Hunkin).

Officers:

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

11. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Cottle-Hunkin, Haworth-Booth and Lovering.

12. TO APPROVE THE CORRECT RECORD OF THE MINUTES OF THE MEETING HELD ON 7TH JUNE 2024 (ATTACHED)

- (i) RESOLVED that the minutes of the meeting held on 7th June 2024 (previously circulated) be approved as a correct record and signed by the Chair.
- (ii) Matters Arising. There were no matters arising.

13. ITEMS BROUGHT FORWARD WHICH, IN THE OPINION OF THE CHAIR, SHOULD BE CONSIDERED BY THE MEETING AS A MATTER OF URGENCY.

There were no items of urgency.

14. DECLARATIONS OF INTEREST

There were no declarations of interest declared.

15. CREMATORIUM MATTERS

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

i) Crematorium Figures- (excluding NVF)

The Cremation figures were noted. The Crematorium Manager reported that there had been 125 cremations in July.

ii) Crematorium Solar Panels

It was noted that North Devon Council had now use Devon County Council's procurement service. They were being consulted to identify the best method to design/procure panels for the crematorium and other NDC sites.

iii) Metals Recycling Charity Award

It was noted:

That Cruse had been nominated for the second 2023 award (due July 2024) had been 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

iv) Service Over-Run Charge

It was noted that an incident had occurred recently where the actions of a funeral director had led to the chapel being unavailable for about 45 minutes after their service.

It was agreed that the use of the Service Over-Run charge (£295) be used in such circumstances and that an additional cleaning charge be applied if necessary.

It was noted that such charges would apply to the funeral directors and not the families.

The Committee recorded its thanks to the staff for dealing with the situation in a professional and efficient manner.

v) Other matters

The Crematorium Manager reported that the cleaning contract was out for tender and that a third quote was awaited for the works to the garden area.

He also reported that there was currently no statutory inspection regime in relation to the services provided by funeral directors. The Ministry for Justice had in light of recent national incidents issued guidance for local authority visits of funeral directors and he would be attending such visits in the North Devon area.

vi) Service Improvement Plan

The Committee noted that a Service Improvement Plan which had been undertaken by the Trainee Crematorium Manager and had been consulted on with the Crematorium Team had been completed. The copies of the document for information and comment would be emailed to all Members.

16. PERFORMANCE MONITORING QTR 1 2024/2025

The Joint Committee noted a report by the Treasurer (previously circulated) regarding the performance for quarter 1 April to June 2024-2025.

17. TO NOTE THAT THE NEXT CREMATORIUM JOINT COMMITTEE MEETING WILL BE ON FRIDAY 1ST NOVEMBER 2024 AT 2.30PM

It was noted that the next meeting would be on Friday 1st November 2024 @ 2.30 p.m.

Chair

The meeting ended at 2.55 pm