

**NORTH DEVON COUNCIL**

Minutes of a meeting of North Devon Crematorium Joint Committee held at Crematorium Meeting Room - North Devon Crematorium on Friday, 5th July, 2019 at 2.30 pm

PRESENT: Members:

TDC Councillors Christie, J Gubb, Harding, Inch and Pennington.

NDC Councillors Bulled, Cann, Davis, Lovering, Phillips and Walker.

Officers:

Head of Operational Services, Bereavement (Crematorium)  
Manager, Treasurer, Secretary and Accountant.

**1. APPOINTMENT OF CHAIRMAN 2019/20 (TORRIDGE DISTRICT COUNCIL MEMBER)**

RESOLVED that Councillor Inch be appointed Chairman of the Joint Committee until re-appointments are made in the next municipal year.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Y Gubb.

**3. APPOINTMENT OF VICE CHAIRMAN 2019/20 (NORTH DEVON COUNCIL MEMBER)**

RESOLVED that Councillor Mrs Cann be appointed Vice Chairman 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 15TH FEBRUARY 2019**

- (i) RESOLVED that the minutes of the meeting held on 15<sup>th</sup> February 2019 (previously circulated) be approved as a correct record and signed by the Chairman.
- (ii) Matters Arising – There were no matters arising.

**5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6. CREMATORIUM MATTERS**

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

**i) Achievements**

It was noted:

- That the Aspen refurbishment had been completed and had attracted significant positive comment.
- That a 40m run of fencing had been installed to edge the upper car-park along its boundary with the crematorium owned field. This had masked the field and had restored the deer-protection.
- That replacement window's had been ordered for the 'customer-facing' windows in the bungalow. Several were failing and the replacements would be more closely match the new buildings.
- That the new resin path had been installed along Authors and Royals sections providing a flood-free path that was much easier to walk along and for use with a wheelchair or buggy.
- That three beehives had been installed in safe areas following a risk assessment. One has been located in the field, one on the flat roof near the Aspen exit with the third also soon to be located in the field
- That a fabric cover, for the catafalques had been custom-made by a local supplier. This was intended to cover the rollers when a small coffin was presented to improve the presentation.
- That an auger had been purchased to improve the ability to bury ashes respectfully whilst reducing the rate at which burial space was consumed.
- That the web site required improving. A Professional Photographer was to be used to take photographs of the gardens and staff to be included on the website and Cremations forms would also be able to be downloaded and filled in and submitted electronically
- That following a trial period cordless equipment ie a mower/trimmer etc had been purchased that would be less noise intrusive.

**ii) Staffing**

It was noted:

- That an additional occasional organist had been recruited to provide more resilience.
- That the full-time administrator who had been in place since 8<sup>th</sup> April had been released. The position would be re- advertised.
- That the additional part-time gardener had been in post since 15<sup>th</sup> April.

iii) Metals Recycling Charity Award

It was noted that CRUSE had been awarded a £8,000 donation and that Children's Hospice had been nominated for the next award in the normal order of nominations.

The current rota was as follows:

Families in Grief  
North Devon Children's Holiday Foundation  
North Devon Hospice  
Cruse  
Children's Hospice SW  
North Devon Cancer Care Centre Trust

vi) Crematorium Figures

The Cremation figures were noted.

**7. OUTTURN 2018/19**

The Joint Committee considered a report by the Treasurer (previously circulated) regarding the Outturn 2018/19.

RESOLVED:

- (A) That that the Outturn Report 2018/19 be noted.
- (B) That the reserves and balances outlined in paragraph 3.4 be approved
- (C) That the Crematorium Manager review the equipment replacement reserve allocation
- (D) That the Crematorium Manager investigate the provision of solar panels/and any other renewal energy sources for the Crematorium

**8. DATES OF FUTURE MEETINGS**

The following dates for future meetings were noted:

Friday 9 August 2019 @ 2.30 p.m.  
Friday 8 November 2019 @ 2.30 p.m.

Friday 7 February 2020 @ 2.30 p.m.

Chairman

The meeting ended at 3.18 pm