

**NORTH DEVON COUNCIL**

Minutes of a meeting of North Devon Crematorium Joint Committee held at Crematorium Meeting Room - North Devon Crematorium on Friday, 7th February, 2020 at 2.30 pm

PRESENT: Members:

Councillor Inch (Chair).

Councillors Christie, Harding, Gubb, Pennington, Cann, Bulled, Davis, Gubb, Lovering and Walker.

**23. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Phillips.

**24. MINUTES**

- (i) RESOLVED that the minutes of the meeting held on 8<sup>th</sup> November 2019 (previously circulated) be approved as a correct record and signed by the Chairman.
- (ii) Matters Arising – There were no matters arising.

**25. DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

**26. CREMATORIUM MATTERS.**

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

i) Solar Panels

It was noted that costs were still being investigated.

ii) Achievements

It was noted:

- a) That the replacement flower area cover for the Aspen Chapel had been ordered and that the installation would be completed by the end of March. The replacement oak structure cost was significantly more than the quote previously obtained due to a near doubling in oak costs. However, the deteriorating condition of the existing structure meant delay was not possible.
- b) That the first cremator re-line would also be carried out at the same time to minimise the period of noise disruption which was being managed by a closure of Aspen chapel.
- c) The Crematorium Manager presented photos of the new upgraded Quality Cardboard Caskets that had been ordered.

iii) Staffing

It was noted:

- a) That the One of the three technicians had tendered his resignation, effective at the end of March and the recruitment process was under way.
- b) That the lead medical referee (a statutory post) was retiring in April and the vacancy advertised.

iv) Metals Recycling Charity Award

It was noted that 'Over and Above' had been nominated for the next award in July.

The Crematorium Manager reported that he had received two additional requests to be added to the scheme from:

- The Calvert Trust who provided outdoor experiences on Exmoor to those with life limiting and terminal conditions. Activities were fully accessible and included sailing, carriage driving recumbent cycling, archery and abseiling. The whole family was supported and could attend together with the main guest and as a consequence provide a boost to all those affected by the conditions.
- Over and Above had made a request for a further award on the basis that they supported multiple projects simultaneously. Their latest project was to raise funds to build a new Cancer and Wellbeing Centre. The new centre would extend support to North Devon patients who were not being treated in Exeter (who had their own unit for RDE patients only). It would offer counselling, bereavement support, complimentary facilities, support group, accommodation for visitors etc. Once set up the on-going costs would be £120k p.a.

It was RESOLVED:

- a) To add both charities to the Metals recycling award list;

- b) That Over and Above (Cancer and Wellbeing Project) replace the North Devon Cancer Trust on the list; and
- c) That no further requests to be included in the list be considered for 2 years.

Councillors Davis declared a Personal Interest in the Calvert Trust as her son had used the facility and she was an independent referee for the trust.

Councillor Walker declared a Personal interest in the Calvert Trust as she had used the facility.

Mark Drummond, Crematorium Manager declared a Personal interest in the Calvert Trust as his son had used the facility.

Councillor Lovering declared an interest in the North Devon Hospital 'Over and Above' Charity as she worked in the maternity unit at the hospital.

v) Crematorium Figures

The Cremation figures were noted.

vi) Garden Improvements 2020/21

RESOLVED that the following Garden Improvements for 2020/21 be approved:

Section	Element	Works	Priority	Cost (plus 15% prelims/contingency)	Cumulative cost
Painters	Footpaths/drainage	Upgrade surface	1	£13,000	<b>£13,000</b>
Back Stretch	Footpath	Upgrade Surface	1	£8280	<b>£21,280</b>
Composers	Footpaths	Upgrade Surface	1	£23,000	<b>£44,280</b>
Rowan Exit area	Shelter	Install sail shelters (rain/wind/sun)	2	£13,500	<b>£57,780</b>
Authors/Royals	Hedges	Remove hedge, new fence and memorial beds	2	£9343	<b>£67,123</b>

vii) Cameo

The Committee noted that an application for the 2019 round of CAMEO (mercury abatement scheme) had been submitted on the basis of 1524

abated cremations. There were 1616 abated cremations in 2018.

viii) Larkbear Development

The Crematorium Manager reported that Devon County Council had indicated that they intended to remind the developers in late January 2020 that they had until June 2020 (9 months from 26<sup>th</sup> September 2019 when planning was approved) to apply for, achieve approval and execute the approved highways scheme works. It was noted that an intention to submit a TRO application had been submitted.

He stated that he had concerns regarding the traffic chaos that the proposals would cause. A bus gate probably operated by a camera was proposed.

He further stated that he had been approached by local Councillors regarding a small piece (approx. 1 metre) of grassed area owned by the Crematorium Joint Committee being used to enable the pavement to be re-aligned/installed between Sandringham Gardens and the Crematorium. He had no objections and had sought legal advice.

RESOLVED that subject to legal advice and checking the Crematorium Joint Committee constitution (as to whether the decision is required to be made by both Local Authorities) the request to use a small piece (approx. 1 metre) of grassed area owned by the Crematorium Joint Committee for the provision of a pavement to be re-aligned/installed between Sandringham Gardens and the Crematorium be approved.

Councillor Davis declared an interest as a Devon County Councillor and as the Lead Member for Infrastructure, Development and Waste Councillor Inch declared an interest as a Devon County Councillor.

**27. PERFORMANCE MONITORING QUARTER 3 2019/20.**

The Joint Committee considered and noted a report by the Treasurer (previously circulated) regarding the performance for Quarter 3 April to December 2019/20.

The Accountant stated that if the projected deficit materialised funds could be used from the earmarked reserve or the distribution to the two Authorities reduced.

**28. 2020/21 BUDGET, FEES AND CHARGES.**

RESOLVED on consideration of a report by the Treasurer (previously circulated) regarding the budget and charges 2020/21.

RESOLVED:

- (i) That the basic Cremation charge for 2020/21 of £715 (including a standard urn) be approved as detailed in paragraph 6.1 of the report;
- (ii) That the 2020/21 Budget as set out in paragraph 3 of the report be approved;

- (iii) That the fees and charges for 2020/21 as detailed in paragraph 6.3 of the report and appendix 2 be approved;
- (iv) That the distribution of surpluses for 2019/20 of £347,680 to the constituent authorities: £208,608 to North Devon Council and £139,072 to Torrridge District Council be approved; and
- (v) That the transfer of £100,000 to the equipment replacement reserve be approved.

Members congratulated the Crematorium service as being one of the few services that was awarded a full assurance audit by the Internal Audit.

**29. DATES OF FUTURE MEETINGS.**

The following dates for future meetings were agreed:

Friday 19<sup>th</sup> June 2020 at 2.30 p.m.  
Friday 7<sup>th</sup> August 2020 at 2.30 p.m.  
Friday 6<sup>th</sup> November 2020 at 2.30 p.m.  
Friday 5<sup>th</sup> February 2021 at 2.30 p.m.

Chair

The meeting ended at 3.20 pm