

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

At a Meeting of the Central Durham Crematorium Joint Committee held in the Town Hall, Durham, on Wednesday 17 January, 2007, commencing at 5.30 pm.

PRESENT: Councillors D Bell, D E Jackson, D J Southwell, A L Thomson, N Van Zwanenberg, J Marr and F Walker.

Councillor D J Southwell in the Chair

2127 APOLOGIES

Apologies for absence were received from Councillors F Reynolds, Mrs A Rae, Mrs E Summerson and Ms C Woods.

2128 MINUTES

The Minutes of the meeting held on 25 October, 2006, were accepted as a correct record and signed by the Chairman.

REPORT OF THE CLERK

2129 PROPOSED WOODLAND BURIAL SITE – SOUTH ROAD CEMETERY, DURHAM

On 1st November 2006 the City Council's Cabinet approved a proposal for Durham City Council, the Arbory Trust and Durham Woodland Burial Group to work together to establish and operate a woodland burial site on land owned by the Council within the existing South Road Cemetery and Crematorium site.

The woodland burial site was to be developed on an unkempt and unused former tree nursery at the bottom of the existing cemetery. This would offer the opportunity for burials in more naturalistic surroundings, expand on the current range of burial and cremation options available at South Road, would provide a first class facility for the local community, and contribute to the City Council's objectives in relation to biodiversity and Local Agenda 21.

Approval was sought from the Central Durham Crematorium Joint Committee to permit visitors to the woodland burial site to make use of the Crematorium building for shelter, the waiting room as a meeting point and the toilet facilities if required. This would be on an occasional adhoc basis. In the longer term it was hoped that any surplus revenues generated from the operation of the woodland burial site would be invested to improve facilities on the site with the provision of a timber 'lodge' which would be used for shelter, as a meeting point and an information centre.

Approval was also sought to make use of the Crematorium Chapel for a service prior to Interment if required. For this service the normal fee (currently £100) would be charged.

RESOLVED:

- i) That Members note the intention of the City Council to develop a woodland burial site at South Road Cemetery to expand on the current range of burial and cremation options available.
- ii) That Members approve the use of the Crematorium building for shelter, the waiting room as a meeting point and the toilet facilities, on an occasional adhoc basis, by those making use of the woodland burial facility.
- iii) That Members approve the use of the Crematorium Chapel for a service prior to an interment in the woodland burial site if required, subject to the charge of the appropriate fee (currently £100).

2130 CYCLE OF MEETINGS

(Minute No 2115, 25 October 2006, refers)

Members noted that, due to refurbishment works which were to take place in Durham Town Hall, the venue for the October 2007 meeting of the Central Durham Crematorium Joint Committee had been rearranged to take place at Spennymoor. In effect this meant that the following three remaining meetings for 2007 would be held in the Council Chamber at Spennymoor Town Hall:

Wednesday 25 April 2007

Wednesday 25 July 2007 (AGM)

Wednesday 24 October 2007

RESOLVED: Members noted the change of venue for the 24 October 2007 meeting.

REPORT OF THE SUPERINTENDENT AND REGISTRAR

2131 CREMATIONS

The Superintendent and Registrar reported the number of cremations for the period 1 October 2006 to 31 December 2006. These were 553 (+ 9 NVF), a decrease of 51 (- 9 STs) on the same period in the previous year. The total of 553 (+ 9 NVF) included 370 from outside the area of the Joint Committee, with the remaining total being 183 for Durham City.

RESOLVED: That the report be noted.

2132 FEASIBILITY STUDY

(Minute Nos. 1856 (3rd October 2001), 1991 (28th April 2004), 2016 (14th July 2004), 2024 (27th October 2004), 2036 (19th January 2005), 2042 (27th April 2005), 2058 (13th July 2005), 2065 (26th October 2005) 2102 (19th July 2006) and 2117 (25th October 2006) refer)

Further to Minute No 2117 (25 October 2006) a group of Members and Officers had visited following four privately operated Crematoria on 13 and 14 November 2006. The trip had been interesting and informative and a more detailed report was to be presented in due course.

RESOLVED: That the report be noted.

2133 MEMBERS' VISIT TO THE CREMATORIUM

Further to Minute No. 2119 (25th October 2006), some 20 Members of Durham City Council and Spennymoor Town Council, together with a number of Officers, had attended the visit arranged at the Crematorium on 29th November 2006.

An outline of the history of cremation in general, and of Durham Crematorium in particular, had been given by the Superintendent & Registrar, followed by a full explanation of the workings of the Cremator and ancillary equipment by Mr Stephen Tinkler and the Superintendent & Registrar.

All those present had expressed the value of the visit.

RESOLVED: That the report be noted.

2134 MOVING MEMORIES

Further to Minute No. 2126 (25th October 2006) Moving Memories had completed the installation of the Projector Equipment in the Crematorium Chapel. It was planned to hold a demonstration for local Funeral Directors, Clergy, Funeral Celebrants and other interested parties and a provisional date of 11th January 2007 had been arranged. This new service was to be monitored and a regular report on progress would be given to the Committee.

RESOLVED: That the report be noted.

2135 MEMORIAL GARDEN – SALE OF VASE BLOCKS AND PLAQUES

The Superintendent & Registrar reported that during the period 1 October 2006 and 31 December 2006, the following Vase Blocks and Memorial Plaques had been sold:

	<u>Nos Sold</u>
Vase Blocks	10
Large Plaques	22
Small Plaques	<u>4</u>
Total	<u>36</u>

Financial Information – Net of V.A.T.)

Vase Blocks	4,156.20
Large Plaques	5,905.21
Small Plaques	<u>699.92</u>
Total	<u>10,761.33</u>

RESOLVED: That the report be noted.

2136 INFLUENZA PANDEMIC – PLANNING

(Minute Nos. 2083 (26th April 2006) 2104 (19th July 2006) and 2121 (25th October 2006) refer)

Three volunteers had put themselves forward for Cremator Operator Training, namely Mrs Karen Callaghan, Mr Colin Summers, Mr Ray Goodson, with one other to be confirmed. The Federation of British Cremation Authorities was to provide a Training Manual for each candidate at a cost of £325.00 (+ vat) which included the required examination after 50 Cremations had been carried out by each candidate.

The estimates for 2006/2007 included funds to enable the training to begin in the current financial year in respect of the hours spent training at the Crematorium for each candidate, allowing for a payment per hour on Scale 3.

The proposed training would include a one day assimilation course for all the candidates where the Superintendent & Registrar would outline the basic principles involved in the training and training packs would be given to each candidate

Thereafter, each candidate would spend one half day per week at the Crematorium until such time as, in the opinion of the Superintendent & Registrar, they were ready to take the examination and 50 Cremations had been undertaken.

If two Cremations per week were carried out by each candidate, allowing for holidays etc, it was envisaged that the Crematorium would have four standby Cremator Operators available by mid 2007.

Andrew Morkot from the Civil Contingencies Unit had expressed his appreciation of the progress made by the Crematorium in the field of Pandemic Planning.

RESOLVED: That the Superintendent and Registrar be authorised to make the necessary arrangements to include seeking two volunteers from Spennymoor Town Council employees, and then, in liaison with Human Resources to:

- (i) begin the training of standby Cremator Operators using the Federation of British Cremation Authorities' Cremator Technician Training Manual
- (ii) to arrange for each candidate to undertake the required examination at the appropriate time.

2137 MEMORIAL GARDEN – PHASE III

(Minute Nos. 1086 (26th April 2006), 2105 (19th July 2006) and 2122 (25th October 2006) refer)

Following the necessary planning consent being granted for the next phase of the Memorial Garden, The Southern Green Partnership had been in detailed discussions with the Legal Section of the City of Durham Council to draw up the Tender Documents.

The Form of the Tender had been agreed in December 2006 and the Tender Documents were to be sent out to the approved Contractors at the beginning of January 2007. The Tenders were to be returned by Friday 2nd February, 2007, and Southern Green would then forward a Tender Report to the Clerk to Central Durham Crematorium Joint Committee by 15th February 2007.

RESOLVED: That the report be noted.

2138 NATIONAL CREMATION STATISTICS

The Superintendent & Registrar submitted a copy of the Annual Statistics form which had been submitted to the Federation of British Cremation Authorities.

RESOLVED: That the report be noted.

IN PRIVATE

SOLVED:

That pursuant to Section 100.A(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting during consideration of the items listed in column 1 below, being reports of the Officers mentioned in column 2 below, on the grounds that if members of the public were present during discussion of these items, there would be disclosure to them of exempt information (as defined in Section 100.I) of the description indicated in column 3 below:

Column 1

Revenue Estimates
2007/2008

Column 2

Report of Treasurer

Column 3

Para. 9
Terms in negotiations for
contracts for acquisition or
disposal of property, or
supply of goods or services.

The meeting terminated at 6.00 pm.

Chairman