

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

At a Meeting of the Central Durham Crematorium Joint Committee held in the Town Hall, Spennymoor, on Wednesday 25 April, 2007, commencing at 5.30 pm.

PRESENT: Councillors F Reynolds, D J Southwell, A L Thomson, J Marr and F Walker.

Councillor D J Southwell in the Chair

2140 APOLOGIES

Apologies for absence were received from Councillors N van Zwanenberg and Ms C A Woods.

2141 MINUTES

The Minutes of the meeting held on 17 January, 2007, were accepted as a correct record and signed by the Chairman.

REPORT OF SUPERINTENDENT & REGISTRAR

2142 CREMATIONS

The Superintendent and Registrar reported the number of cremations for the period 1 January 2007 to 31 March 2007. These were 706 (+ 13 NVF), an increase of 71 (- 5 STs) on the same period in the previous year. The total of 706 (+ 13 NVF) included 461 from outside the area of the Joint Committee, with the remaining total being 245 for Durham City.

RESOLVED: That the report be noted.

2143 MEMORIAL GARDEN – SALE OF VASE BLOCKS AND PLAQUES

The Superintendent & Registrar reported that during the period 1 January 2007 and 31 March 2007, the following Vase Blocks and Memorial Plaques had been sold:

	<u>Nos Sold</u>
Vase Blocks	16
Large Plaques	26
Small Plaques	<u>12</u>
Total	<u>54</u>

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

Vase Blocks	6,627.99
Large Plaques	7,504.95
Small Plaques	<u>2,210.00</u>
Total	<u>16,342.94</u>

RESOLVED: That the report be noted.

2144 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) 2117 (25th October 2006) and 2131 (17th January 2007) refer)

There had been no further progress since the last report. The three Cremators were to be relined in April 2007 and some electrical components to the Cremators would be replaced at the same time. This work would enable the Cremators to operate as efficiently as possible up to the 2012 Government deadline for the replacement of Cremator equipment.

RESOLVED: That the report be noted.

2145 MOVING MEMORIES

Further to Minute Nos. 2126 (25th October 2006) and 2134 (17th January 2007), a demonstration of the system had been given to local Funeral Directors, Clergy and Funeral Celebrants on 11th January 2007. The response from those in attendance was positive but it had been felt that take up could be slow. On 21st March 2007, a further demonstration was given to Members of the Institute of Cemetery and Crematorium Management. The National President, Councillor Alan Till from London Borough of Lewisham, was impressed as were other Members. To date, there have been no services that have used the projection system.

RESOLVED: That the report be noted.

2146 INFLUENZA PANDEMIC – PLANNING

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

Four volunteer candidates had been confirmed with two from Spennymoor Town Council. The Training Manual had been obtained from the Federation of British Cremation and Burial Authorities and the intention was for training to begin in early May 2007.

RESOLVED: That the report be noted.

2147 DONATION OF PAINTINGS

A series of 5 Acrylic Paintings with the title “Feelings” had been donated to the Crematorium by the Artist, Reverend Tom Thubron. On his retirement as Vicar of St. Giles Church, Gilesgate, Reverend Thubron enrolled on a Fine Arts Degree course at Sunderland University, and had been a competent student who was highly thought of by his tutors. Reverend Thubron, who conducted many services at the Crematorium, had expressed his appreciation of the dignified and reverend service that Durham Crematorium offers to the bereaved. The pictures had been hung in the Waiting Room, and Reverend Thubron hoped that his series of pictures will assist in some small way in enhancing the service offered to the bereaved.

RESOLVED: That the report be noted.

2148 INDEPENDENT TESTING OF CREMATORS

As a condition of the Operating License issued by Durham City Council, under the terms of the Environmental Protection Act (1990), the Cremators had been independently tested by Alcontrol Laboratories between 5th and 7th December 2006.

The results had shown that there were no areas of concern regarding the tests that had been carried out and that the Cremators were performing adequately. Copies of the reports had been sent to the Environmental Health Officer.

RESOLVED: That the report be noted.

2149 MEMORIAL GARDEN – PHASE III

(Minute Nos: 2086 (26th April 2006) 2105 (19th July 2006) 2122 (25th October 2006) and 2137 (17th January 2007) refer)

Revenue estimates for 2007 / 2008 included a sum of £200,000.00 in respect of Phase III of the Memorial Garden. Seven tenders had been sought and returned from:

1. Cavetto Landscapes
2. Cleveland Land Services
3. Trevor Atkinson & Co
4. Brambledown
5. Sones Landscaping
6. G&B Civil Engineering Ltd
7. Landscape Management

RESOLVED: That the Clerk to the Central Durham Crematorium Joint Committee be authorised to accept the lowest Tender from Cavetto Landscapes.

2150 SUPPLY OF MEMORIAL PLAQUES

When the Memorial Garden was first opened and Memorials made available to the public, it had been agreed that four Monumental Masons, would supply the Plaques. A specification was drawn up and each of the four Masons quoted the price that they would charge for each of the items available - Small Plaques, Large Plaques and Vase Block Tablet.

The scheme had been in operation for six years and, at times, had been quite difficult to administer. The four Masons had very different time scales for delivery and fixing which led to difficulties with Plaques being fitted in the wrong place. Because all are very slightly different, there is a degree of confusion on the part of the public who are not always sure exactly which Plaque they are ordering. Over the time too, there have been problems with late delivery, rusty screws and so on, which had been time consuming to resolve.

The Superintendent and Registrar had sought advice from the City of Durham's Legal and Administration Services about the possibility of advertising a Tender for one supplier and was informed that it was for the Central Durham Crematorium Joint Committee to decide how to run the Memorial Garden and, as such, it was in their remit to decide to simplify the supply of Memorial Plaques.

The Tendering for one supplier for a one year contract, with an option to extend for 2 years if all was working well, holds several attractions: simplification of ordering and fixing of Plaques, a standard quality of product and, quite possibly, better value.

RESOLVED: That the Clerk and Superintendent & Registrar prepare the necessary documentation in accordance with the City of Durham's procurement rules and tender for one supplier as the provider of Memorial Plaques in the Memorial Garden. The tender period be for one year with an option to extend for 2 years with effect from 1st April 2008.

2151 LIFE AND SOUL GARDEN

The Superintendent and Registrar gave a detailed report on the recycling of a display Garden which Finchale College students were to exhibit at the Royal Horticultural Society Floral Show at Tatton Park on the theme of 'Life and Soul'.

The garden would be installed by Finchale Staff and the costs to the Central Durham Crematorium Joint Committee would be small, although in future years there would be an element of maintenance.

RESOLVED: That the Superintendent & Registrar be authorised to make the necessary arrangements with Finchale College for the Life and Soul Garden to be located within the Crematorium grounds following its exhibition at the Tatton Park Show.

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 100.1) of the description indicated in column 3 below:

Column 1

Column 2

Column 3

Crematorium Fees and Charges

Report of Treasurer

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

Memorial Garden Fees

Report of Treasurer

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

Report of Internal Audit

Report of Treasurer

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

The meeting terminated at 5.45 pm.

Chairman