

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

25 April 2007

REPORT OF SUPERINTENDENT & REGISTRAR

1 CREMATIONS

I have to report, for you information, the following statistics relating to the Crematorium for the period 1 January 2007 to 31 March 2007 inclusive.

	2001/2002	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
JANUARY	271 + 8*	239 + 6*	265 + 5*	256 + 5*	227 + 13*	260 + 1*
			+ 13**	+ 12**		
FEBRUARY	212	174 + 4*	189 + 4*	218 + 6*	194	206 + 10*
		+ 2**	+ 9**	+ 14**		
MARCH	192 + 4*	196 + 5*	211 + 8*	226 + 12*	214 + 6*	240 + 2*
		+ 4**	+ 7**	+ 4**		
TOTAL	675 + 12*	609 + 15*	665 + 17*	700 + 23*	635 + 19*	706 + 13*
		+ 6**	+ 29**	+ 30**		

* = NVF

** = STs

*** = BODY PARTS

Durham 245
Outside Area 461 (Listed at Appendix A)

Total 706

Recommended: Members are asked to note the report.

2 MEMORIAL GARDEN - SALE OF VASE BLOCKS AND PLAQUES

I would wish to advise the Committee that during the period 1 January 2007 and 31 March 2007, the following Vase Blocks and Memorial Plaques have been sold:

Vase Blocks 16
Large Plaques 26
Small Plaques 12

Total 54

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

Vase Blocks 6,627.99
Large Plaques 7,504.95
Small Plaques 2,210.00

Total 16,342.94

Recommended: Members are asked to note the report.

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

Recommended: Members are asked to note the report.

Background papers : Letter from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 6th December 2004. Email from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 30th December 2004. Letter from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 5th January 2005. Fax from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 10th January 2005. Letter from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 11th January 2005. Letter to Jane Darbyshire & David Kendall Ltd from Superintendent & Registrar 17th January 2005. Letter to D.T.A. Consulting Engineers from Superintendent & Registrar 23rd February. Letter to Durham City Council Design & Conservation Department from Jane Darbyshire & David Kendall Ltd. 1st April 2005. Memo from Superintendent & Registrar to Director of Legal Services 3rd August 2005. Letter to D.T.A. Consulting Engineers from Superintendent & Registrar 4th August 2005. Memo to Treasurer Central Durham Crematorium Joint Committee from Superintendent & Registrar 18th August 2005. Letter from D.T.A. to Superintendent and Registrar 18th August 2005. Letter from Southern Green Landscape Architects to Jane Darbyshire & David Kendall Ltd. 25th August 2005. Letter to D.T.A. from Superintendent & Registrar 2nd & 8th September 2005. Note from D.E.F.R.A. 15th September 2005. Letter to D.T.A. from Superintendent & Registrar 26th September 2005. Memo from Superintendent & Registrar to Clerk to Central Durham Crematorium Joint Committee 8th December 2005. Letter to Superintendent & Registrar from D.T.A. Consulting Engineers to Superintendent & Registrar 9th December 2005. Letter to Superintendent & Registrar from Jane Darbyshire and David Kendall Ltd. 13th December 2005. Letter from Southern Green Landscape Architects to Superintendent & Registrar 14th December 2005. Letter from Superintendent & Registrar to J.W. Wood 14th July 2006. Letter to Superintendent & Registrar from Promessa A.G. 16th July 2006. Letter to Promessa A.G. from Superintendent & Registrar 20th July 2006. Email to Superintendent & Registrar from Cabinet P.A. 15.8.2006. Email to Clerk to Central Durham Crematorium Joint Committee from Superintendent & Registrar 01.09.2006. email to Belfry House Hotel from Superintendent & Registrar 01.09.2006. email to Durham City Coaches from Superintendent & Registrar 01.09.2006. Letter to Dignity PLC from Superintendent & Registrar 19.09.2006. letter to Westerleigh Group PLC from Superintendent & Registrar 19.09.2006. letter to United Cooperative Services from Superintendent & Registrar 19.09.2006. email from Clerk to Central Durham Crematorium Joint Committee to Superintendent & Registrar 25.09.2006. letter to Members and Officers to Central Durham Crematorium Joint Committee from Clerk to Central Durham Crematorium Joint Committee 11.09.2006. email to Clemantine Catering from Superintendent & Registrar 24.10.2006. Letter from Durham City Coaches to Superintendent & Registrar 11.10.2006. email to Belfry House Hotel from Superintendent & Registrar 7.11.2006. email from Clerk to Central Durham Crematorium Joint Committee to Members and Officers 7.11.2006. Memo to Members and Officers of Central Durham Crematorium Joint Committee from Superintendent & Registrar 10.11.2006.

4 MOVING MEMORIES

Further to Minute Nos. 2126 (25th October 2006) and 2134 (17th January 2007), a demonstration of the system was given to local Funeral Directors, Clergy and Funeral Celebrants on 11th January 2007. The response from those in attendance was positive but it was felt 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.

Recommended: Members are asked to note the report.

Background papers: Email to Superintendent & Registrar from Moving Memories 14.11.2006. email to Superintendent & Registrar from Moving Memories 19.11.2006. email to Moving Memories from Superintendent & Registrar 20.11.2006. email to Superintendent & Registrar from Moving Memories 22.11.2006. email from Moving Memories to Superintendent & Registrar 28.11.2006. email to Superintendent & Registrar from Moving Memories 15.12.2006. email to Moving Memories from Superintendent & Registrar 15.12.2006. Memo to Clerk to Central Durham Crematorium Joint Committee from Superintendent & Registrar 27.12.2006. Letter to Chairman of Central Durham Crematorium Joint Committee from Superintendent & Registrar 27.12.2006. email from Moving Memories to Superintendent & Registrar 27.3.2007. Email to Moving Memories from Superintendent & Registrar 30.3.2007.

5 INFLUENZA PANDEMIC - PLANNING

(Minute Nos 2083 (26th April 2006) 2104 (19th July 2006) 2121 (25th October 2006) and 2136 (17th January 2007) refer)

Four volunteer candidates have now been confirmed with two from Spennymoor Town Council. The Training Manual has been obtained from the Federation of British Cremation and Burial Authorities and it is intended that the Training will begin in early May 2007.

Recommended: Members are asked to note the report.

Background papers: email to Superintendent & Registrar from Regional Epidemiologist 11th January 2006, email to Superintendent & Registrar from Epidemiologist 10th March 2006. Letter to Superintendent & Registrar from Mrs K. Callaghan 16th May 2006. Letter from Superintendent & Registrar to Mrs K. Callaghan 19th May 2006 Briefing Note to Superintendent & Registrar from Andrew Morkot (Darlington & Durham C.C.U. email 7th June 2006 to Superintendent & Registrar and Treasurer to Central Durham Crematorium Joint Committee from Gaynor Young, Durham & Darlington C.C.U. 24th May 2006 & 1st June 2006 & 30th July 2006. email to Gaynor Young from Superintendent & Registrar 3rd July 2006 .email to Superintendent & Registrar from Hazel Jackson 13th September 2006. email to Andrew Morkot from Superintendent & Registrar 19th September 2006. email to Superintendent & Registrar from Andrew Morkot 19th September 2006.

6 DONATION OF PAINTINGS

A series of 5 Acrylic Paintings with the title "Feelings" have 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 has been a competent student who is highly thought of by his tutors. Reverend Thubron, who conducted many services at the Crematorium, has expressed his appreciation of the dignified and reverend service that Durham Crematorium offers to the bereaved. The pictures have been hung in the Waiting Room, and Reverend Thubron hopes that his series of pictures will assist in some small way in enhancing the service offered to the bereaved.

Recommended: Members are asked to note the report.

7 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 were independently tested by Alcontrol Laboratories between 5th and 7th December 2006.

The results showed 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 have been sent to the Environmental Health Officer.

Recommended: Members are asked to note the report.

Background Papers: Reports from Alcontrol Laboratories 25th January 2007. Memo from Superintendent & Registrar to Environmental Health Officer 30th January 2007.

8 MEMORIAL GARDEN PHASE III

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

Tenders from seven companies were received in due time, by 12 noon on Friday 2nd February 2007.

The tenders were as follows:-

	<u>Tender</u>
1. Cavetto Landscapes	£176,978.97
2. Cleveland Land Services	£177,770.37
3. Trevor Atkinson & Co.	£185,212.95
4. Brambledown	£205,613.07
5. Sones Landscaping	£209,165.53
6. G&B Civil Engineering Ltd.	£222,879.21
7. Landscape Management	£222,231.25

The difference between the seven tenders is £49,243.28. The two lowest tenders were very competitive and below the pre-tender estimate of £180,000.00 with a difference of just £792.66 between the two.

The lowest tender was submitted by Cavetto Landscapes in the sum of £176,987.97. Cavetto Landscapes built Phase I and II of the Memorial Garden which was completed to the highest standard and indeed won a Durham County Council Environment Award in 2002.

It is important that the next phase of the Memorial Garden be built, as the number of Memorials available in the original scheme are being sold at a rate that would leave a considerable shortfall if sales continued at their present level.

Once this phase of the Memorial Garden has been built, the whole scheme will operate on a rotational basis whereby when a lease has expired and not been renewed, that space becomes available. Experience of other Memorial Schemes indicate that renewals are taken up by around 30% of families.

Revenue estimates for 2007 / 2008 have made allowance for £200,000.00 in respect of Phase III of the Memorial Garden.

Recommended: That the Clerk to the Central Durham Crematorium Joint Committee be authorised to accept the lowest Tender, that of Cavetto Landscapes, in the sum of £176,987.97.

9 SUPPLY OF MEMORIAL PLAQUES

When the Memorial Garden was first opened and Memorials made available to the public, it was 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.

This scheme has now been in operation for six years and has, at times, been quite difficult to administer. The four Masons have very different time scales for delivery and fixing which has 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 have been time consuming to resolve.

I have sought advice from the City of Durham's Legal and Administration Services about the possibility of advertising a Tender for one supplier. The advice is that it is for the Central Durham Crematorium Joint Committee to decide how to run the Memorial Garden and, as such, it is 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.

Recommended: 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.

10 LIFE AND SOUL GARDEN

Finchale Training College, which opened as a Vocational Rehabilitation Centre for disabled Servicemen in 1943, has developed significantly since the time and now caters for the Vocational needs of unemployed disabled adults.

In recent years, Finchale College Students have exhibited a display Garden at the Royal Horticultural Society Flower Show at Tatton Park, a prestigious event – the Chelsea of the North! The College has won Bronze and Silver awards in the last 2 years. This year the theme for the Display Garden is Life and Soul.

The garden is an area of outstanding beauty and tranquillity for use by those seeking inspiration. It is designed to promote a feeling of comfort, security and life. It acts not only as a focus for reflection but as a place for happy memories and recollection.

The planting is lush yet vibrant giving an air of happiness and vitality while stimulating feelings of warm security and hope, and is designed to exploit the solar powered water reclamation system.

The garden is designed to be an urban retreat and be self sustainable using water and energy conservation. The seating area gives comfort and shelter within the walled surroundings of the garden, offering an inviting environment of warmth and well being.

A hidden sump reclaims water for irrigation thus allowing the renewal of the life blood of the garden. The solar panel provides energy for the pumps and its positioning represents the hidden power within people to restart their lives and help them rejuvenate their spirit through the power of contemplation.

Finchale College would very much like to recycle the Garden and a preliminary meeting was held on 16th March 2007, between Sally Robinson-Lundy of Finchale College, Andrew Jackson of the City of Durham Council and Alan José, Superintendent & Registrar of Durham Crematorium, with a view to looking for a suitable position within the Crematorium Grounds. A site adjacent to the proposed Woodland Burial Site was identified as being suitable.

The Life and Soul Garden which is approximately 6 metres x 4 metres would fit very well into this area and revitalise what is an under used acre of the garden. This garden within a garden could provide visitors to the Crematorium and South Road Cemetery, an additional area for peaceful contemplation which would be entirely non commercial.

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.

This is an exciting opportunity which could bring mutual benefits for Finchale College, the Crematorium and Cemetery and the wider community.

Recommended: 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.

2007

	JANUARY	FEBRUARY	MARCH
AUSTRALIA			
BARNARD CASTLE	1		1
BEAMISH			
BINCHESTER			
BIRTLEY	1		
BISHOP AUCKLAND	19	13	17
BISHOP MIDDLEHAM			2
BLACKHALL	3	2	2
BERWICK			
BURNHOPE			
CHESTER			
CHESTER LE STREET	10	9	11
CHESTER MOOR			
CHILTON	1	5	4
CONSETT	1	1	
CORNSAY		1	
BOUNDON	3	2	3
COWSHILL			
CROOK	5	6	8
DARLINGTON		1	
EASINGTON	7	4	3
EAST RAINTON		1	
EDMONDSLEY	1		
ESH		1	1
ESH WINNING		2	1
FENCEHOUSES		1	1
FERRYHILL	17	7	7
FISHBURN	2		2
FROSTERLEY	2		
GATESHEAD			
GREAT LUMLEY		1	
HAMSTERLEY			
HARTLEPOOL	1	2	
HASWELL	4	1	
HETTON LE HOLE	4	2	
HIGH ETHERLEY			
HIGH RICKLETON			
HORDEN		3	3
HOUGHTON	1		3
HOWDEN	1	1	2
HUNWICK	2	1	2
KILHOPE			1
LANCHESTER			
LANGLEY PARK	4	7	3
LONDON		1	1
MIDDLETON/Teasdale			
MIDDLESBROUGH			
MORPETH			1
MURTON	2	6	6
NEW BRANCEPETH	2		
NEWCASTLE	1		
NEWTON AYCLIFFE	10	6	14
NORTHALLERTON			
OUSTON	1		
PELAW			
PETERLEE	12	6	8

SACRISTON	2	1	3
SCOTLAND			1
SEATON	4	2	1
SEDFIELD	6		2
SHILDON	2	2	5
SHINEY ROW			
SHOTTON	6	2	3
SOMERSET			
SOUTH HETTON		1	
STAINDROP			
STANHOPE	1	2	1
STANLEY		1	2
STATION TOWN		1	
STOCKTON	1		
SUNDERLAND			1
SUNNYBROW	1		2
THIRSK			
THORNLEY	2	2	1
TOFT HILL			
TOW LAW	3		3
TRIMDON	6	3	4
WALES			
WASHINGTON	1	1	
WEST AUCKLAND	5	2	
WEST CORNFORTH	4	5	4
WHEATLEY HILL	1	2	4
WILLINGTON	7	4	7
WINGATE	1	3	5
WINLATON			
WOLSINGHAM	1	2	4
YORK			
DAILY TOTAL	172	129	160

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

Crematorium Fees and Charges

Memorial Garden Fees

Report of Internal Audit

Column 2

Report of Treasurer

Report of Treasurer

Report of Treasurer

Column 3

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

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