

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

At a Meeting of the Central Durham Crematorium Joint Committee held in the Town Hall, Spennymoor, on Wednesday 23 January, 2008, commencing at 5.30 pm.

PRESENT: Councillors Cllrs R G Dickie, J Marr, F Reynolds, D J Southwell, A L Thomson, F Walker, Mrs J L Wood and Ms C A Woods

Councillor J Marr in the Chair

2181 APOLOGIES

No apologies were received.

2182 MINUTES

The Minutes of the meeting held on 31 October, 2007, were accepted as a correct record and signed by the Chairman.

REPORT OF THE CLERK

2183 CYCLE OF MEETINGS

Members were asked to confirm the following meeting dates:

Wednesday 23 July, 2008, at Durham (AGM)
Wednesday 22 October, 2008, at Durham
Wednesday 21 January, 2009, at Durham
Wednesday 25 March, 2009, at Spennymoor

RESOLVED: Meetings to be held as outlined above.

2184 EXECUTIVE COMMITTEE - FEDERATION OF BURIAL & CREMATION AUTHORITIES

Members were asked to note that at an Executive Committee meeting of the Federation of Burial & Cremation Authorities on the 12 November, 2007, the resignation of Councillor Dennis Southwell was accepted and Councillor Carol Woods was co-opted in his place.

RESOLVED: Members' noted the information.

REPORT OF SUPERINTENDENT AND REGISTRAR

2185 CREMATIONS

The Superintendent and Registrar reported the number of cremations for the period 1 September 2007 to 31 December 2007. These were 622 (+ 7 NVF), an increase of 69 (- 2 NVF) on the same period in the previous year. The total of 622 (+ 7 NVF) included 434 from outside the area of the Joint Committee, with the remaining total being 188 for Durham City.

RESOLVED: That the report be noted.

2186 MEMORIAL GARDEN – SALE OF VASE BLOCKS AND PLAQUES

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

| | <u>Nos Sold</u> |
|---------------|------------------|
| Vase Blocks | 8 |
| Large Plaques | 17 |
| Small Plaques | 13 |
| Total | <u>38</u> |

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

| | |
|---------------|------------------------|
| Vase Blocks | 2,331.30 |
| Large Plaques | 4,892.19 |
| Small Plaques | 2,198.76 |
| Total | <u>9,422.25</u> |

RESOLVED: That the report be noted.

2187 INFLUENZA PANDEMIC – PLANNING

(Minute Nos 2083 (26th April 2006) 2104 (19th July 2006) 2121 (25th October 2006) 2136 (17th January 2007) 2166 (25th July 2007) and 2178 (31st October 2007) refer)

Training for Cremator Operation began on 15 November 2007 and, since that date, each of the four candidates had received on the job training at the Crematorium once a week.

It was hoped that the candidates would be able to take the required examination in April or May of this year. So far, each candidate had performed well.

RESOLVED: That the report be noted.

2188 MEMORIAL GARDEN PHASE III

(Minute Nos 2086 (26th April 2006) 2105 (19th July 2006) 2122 (25th October 2006) 2137 (17th January 2007) 2167 (25th July 2007) and 2179 (31st October 2007) refer)

The Memorial Garden Phase III building works were completed on schedule on 20 November 2007, and it was expected that the project would have been completed within the budget.

Final details such as the drawing works for plaque spaces, the fitting of the wall numbers and a few minor details were in hand.

Arrangements were in progress for an Opening Ceremony, but a date had yet to be confirmed.

RESOLVED: That the report be noted.

2189 LIFE AND SOUL GARDEN

(Minute Nos 2151 (25th April 2007) 2168 (25th July 2007) and 2180 (31st October 2007) refer)

Work had begun on site for the installation of the Life and Soul Garden by staff and students from Finchale College but had been delayed by poor weather and the Christmas/New Year Holidays.

The Garden was expected to be complete by the end of March 2008.

RESOLVED: That the report be noted.

2190 MEMBERS' VISIT TO THE CREMATORIUM

(Minute Nos 1958 (16th July 2003) 2100 (19th July 2006) and 2162 (25th July 2007) refers)

The Members' visit to the Crematorium took place on Wednesday 28th November 2007 and had been attended by a good number of Councillors from both Durham City and Spennymoor. The Clerk to the Joint Committee opened the evening with words of welcome and the Superintendent and Registrar gave a talk covering all aspects of the Crematorium's operation, including a brief history. The tour concluded in the Crematory when a member of staff explained the detailed operation of the Cremators.

RESOLVED: That the report be noted.

2191 MOVING MEMORIES

(Minute Nos 2126 (26th October 2006) 2134 (17th January 2007) and 2145 (25th April 2007) refer)

Following the installation of the Projector Equipment to allow for the Moving Memories DVD to be played, the Superintendent and Registrar reported that despite much initial interest the system had only been used twice during the past year.

RESOLVED: That the report be noted and that no charge for use of the equipment be levied at this time.

2192 NATIONAL CREMATION STATISTICS

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

RESOLVED: That the report be noted.

2193 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 due to be Independently Tested during the period 23 - 25 January 2008. The results of the test were to be reported to the Committee at the April Meeting.

RESOLVED: That the report be noted.

2194 STAFF TRAINING

The Superintendent and Registrar advised the Committee that Mr Ian Ramsay had passed the Crematorium Management Module of the Institute of Crematorium and Cemetery Management Diploma Course, and that Mrs Lynne Lawton had passed 3 Modules (Internet, File Management and Basic Computing Skills) of the E.C.D.L.

RESOLVED: That the report be noted.

2195 CONFERENCE REPORT: CREMATION & BURIAL AUTHORITIES – HILTON HOTEL, GATESHEAD – 12-14 NOVEMBER 2007

A comprehensive report on the above Conference which had been attended by the Chairman and the Superintendent & Registrar had been submitted.

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 100.1) of the description indicated in column 3 below:

| <u>Column 1</u> | <u>Column 2</u> | <u>Column 3</u> |
|---|------------------------|---|
| Revenue Estimates 2008/2009 | Report of Treasurer | Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information). |
| Clerk to the Central Durham Crematorium Joint Committee | Report of Treasurer | Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information). |
| Appointment of Clerk & Treasurer to the Central Durham Crematorium Joint Committee in the event of a Unitary Authority being established in County Durham | Report of Treasurer | Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information). |

The meeting terminated at 6.00 pm.

Chairman