

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

30 April 2008

REPORT OF THE CLERK

1. Appointment of External Auditor

Members are asked to note the appointment of BDO Stoy Hayward LLP by the Audit Commission as auditor to the Central Durham Crematorium Joint Committee. The appointment covers the audit of the accounts for the financial years 2007/8 to 2011/12.

The Audit Commission has also confirmed the appointment of a panel of Audit Commission Officers, a member from which would act as the external auditor to the Central Durham Crematorium Joint Committee in the unlikely event that BDO Stoy Hayward LLP is unable to continue with the appointment. Members of the panel may also assist with, or act solely on, additional work should this become necessary.

Recommended: For Members' information

Background Paper

- *Letter dated 17 March 2008 from the Audit Commission*

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

30 April 2008

REPORT OF SUPERINTENDENT & REGISTRAR

1. CREMATIONS

I have to report for your information, the following statistics relating to the Crematorium for the period 1 January 2008 to 31 March 2008 inclusive:

	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
JANUARY	239 + 6*	265 + 5*	256 + 5*	227 + 13*	260 + 1*	257 + 2*
		+ 13**	+ 12**			
FEBRUARY	174 + 4*	189 + 4*	218 + 6*	194	206 + 10*	230 + 3*
	+ 2**	+ 9**	+ 14**			
MARCH	196 + 5*	211 + 8*	226 + 12*	214 + 6*	240 + 2*	199 + 5*
	+ 4**	+ 7**	+ 4**			
TOTAL	609 + 15*	665 + 17*	700 + 23*	635 + 19*	706 + 13*	686 + 10*
	+ 6**	+ 29**	+ 30**			

* = NVF

** = STs

*** = BODY PARTS

Durham 232
Outside Area 454 (Listed at Appendix A)

Total 686 + 10nvf

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 2008 to 31 March 2008, the following Vase Blocks and Memorial Plaques have been sold:

Vase Blocks 10
Large Plaques 29
Small Plaques 17

Total 56

Financial Information (Net of VAT)

Vase Blocks £ 4,016.65
Large Plaques £ 8,156.02
Small Plaques £ 2,849.02

Total £ 15,021.69

Recommended: Members are asked to note the report.

3. **Influenza Pandemic – Planning**
(Minute Nos 2083 (26 April 2006), 2104 (19 July 2006), 2121 (25 October 2006), 2136 (17 January 2007), 2166 (25 July 2007), 2178 (31 October 2007) and 2187 (23 January 2008) refer)

The Cremator Operator training for the candidates has been continuing well. From 1 April 2008, each candidate will work 1 full day per week until the examinations which are scheduled for 19 and 20 May, 2008.

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.

4. **Memorial Garden - Phase III**
(Minute Nos 2086 (26th April 2006), 2105 (19 July 2006), 2122 (25 October 2006), 2137 (17 January 2007), 2167 (25 July 2007), 2179 (31 October 2007) and 2188 (23 January 2008) refer)

The latest phase of the Memorial Garden was officially opened on 25 March, 2008. The Ceremony was performed jointly by the Right Worshipful The Mayor of Durham, Councillor Bob Wynn, and the Chairman of the Central Durham Crematorium Joint Committee, Councillor John Marr. The Clerk to the Joint Committee, Mr David Marrs, welcomed the guests, who included The President of the Federation of Burial and Cemetery Authorities, Mr John Rotherham, The President of The Institute of Cemetery and Crematorium Management, Mr David McCarthy, the Landscape Architects and the main Contractors, together with a good number of Members of Central Durham Crematorium Joint Committee and Funeral Director representatives. The Clerk outlined the history of how the Memorial Garden came to be built.

After the Opening Plaque was unveiled, the Mayor gave a short speech, emphasising the importance of this facility and congratulating those involved in the planning and development of the scheme.

After the Ceremony, some 50 guests assembled at Mount Oswald Golf Club for afternoon tea.

It is expected that Memorials will be available in the new garden from July 2008.

Recommended: Members are asked to note the report.

Background Papers: Letter from Southern Green to Superintendent & Registrar 2.9.2006. email from Southern Green 14.07.2006. Letter to Superintendent & Registrar from Southern Green 25.7.2006. Letter to Durham City Planning Control from Southern Green 01.08.2006, email to Superintendent & Registrar from Southern Green 17.09.2006. Letter to Durham City Planning Development Control from Southern Green 26.09.2006. Letter to Southern Green from Durham City Planning Development Control 28.09.2006. email to Superintendent & Registrar from Southern Green 06.10.2006. Memo to Legal & Democratic Services Manager from Superintendent & Registrar 22.11.2006. Memo to Legal & Democratic Services Manager from Southern Green 12.09.2006. Memo to Superintendent & Registrar from to Legal & Democratic Services Manager 15.12.2006. Memo to Superintendent & Registrar from Southern Green 15.12.2006. email R. Langdon to Superintendent & Registrar 05.06.2007. email from R. Langdon to Superintendent & Registrar 06.06.2007. email from Richard Langdon to Superintendent & Registrar 15.06.2007. email from Superintendent & Registrar to Southern Green 05.06.2007. email from Southern Green to Superintendent & Registrar 26.06.2007.

5. **Life and Soul Garden**
(Minute Nos 2151 (25 April 2007), 2168 (25 July 2007),
2180 (31 October 2007) and 2189 (23 January 2008) refer)

The progress on site has been slow due to poor weather conditions and staffing problems at Finchale College. The Registrar has been in discussions with Finchale College and has offered assistance to complete the project should this be required.

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

Recommended: Members are asked to note the report.

6. **Independent Testing of Cremators (EPA 1990)**
(Minute No 2193 (23 January 2008) refers)

The Cremators were independently tested by Scientifics Air and Emissions Testing Group on 22 to 24 January, 2008.

I am pleased to advise the Committee that all the results were within the limits as specified in the Secretary of State's guidance rules for Crematoria.

Detailed copies of the reports have been sent to the Environmental Health Office as required under the Terms of the Environmental Protection Act 1990.

Recommended: Members are asked to note the report.

APPENDIX A

2008

	JAN	FEB	MAR				
AUSTRALIA				MIDDLETON/Teasdale			
BARNARD CASTLE	1			MIDDLESBROUGH	1		
BEAMISH				MORPETH	1		
BINCHESTER				MURTON	5	6	1
BIRTLEY	1			NETTLESWORTH			
BISHOP AUCKLAND	24	17	15	NEWCASTLE			
BISHOP							
MIDDLEHAM	1	1		NEWTON AYCLIFFE	5	5	4
BLACKHALL	2	3	1	NORTHALLERTON		1	
BOLDON				OUSTON			
BURNHOPE				Ripon	1		
CHESTER				PETERLEE	7	7	5
CHESTER LE							
STREET	6	8	7	SACRISTON	3	3	2
CHESTER MOOR				SEAHAM	4	2	7
CHILTON	1	5	5	SEATON			
CONSETT	2	2	1	SEDFIELD	7	3	4
CRIMDON			1	SHILDON	10	3	7
COUNDON			4	SHINEY ROW			
COWSHILL				SHOTTON	1		2
CROOK	15	11	9	SOMERSET			
DARLINGTON	1	1	1	SOUTH HETTON	1		
EASINGTON	5	4	2	STAINDROP			
EAST RAINTON		1	1	STANHOPE			2
EDMONDSLEY		1		STANLEY	1	4	
ESH			3	STATION TOWN		1	1
ESH WINNING	4	3		STOCKTON			
GATESHEAD			1	SUFFOLK		1	
FERRYHILL	14	13	9	SUNNYBROW	1	2	2
FISHBURN		3	2	THIRSK		1	1
FROSTERLEY	1			THORNLEY	2	1	4
GUISBOROUGH			1	TOFT HILL			
GREAT LUMLEY	1	2		TOW LAW		5	1
HAMSTERLEY			1	TRIMDON	5	8	
HARTLEPOOL		1		WARRINGTON			
HASWELL			1	WASHINGTON			
HETTON LE HOLE	2	3	4	WEST AUCKLAND	3	2	2
HIGH ETHERLEY				WEST CORNFORTH	3	1	1
HIGH RICKLETON				WHEATLEY HILL		1	3
HORDEN		2	3	WILLINGTON	10	6	2
HOUGHTON	3	3	3	WINGATE	3	2	
HOWDEN	1	1		WINLATON			
HUNWICK			1	WOLSINGHAM	3	1	1
LANCHESTER		1		YORK			
LANGLEY PARK	7	4					
LEEDS				DAILY TOTAL	170	156	128
LEICESTER							
LONDON	1						

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>
Crematorium Fees and Charges	Report of Treasurer	Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information).
Memorial Garden Fees	Report of Treasurer	Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information).
Book of Remembrance	Report of Treasurer	Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information).
Scattering of Remains	Report of Treasurer	Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information).
Organist Fees	Report of Treasurer	Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information).
Report of Internal Audit	Report of Treasurer	Para. 3 Information relating to the financial or business affairs of any particular person (including the Authority holding that information).