

DURHAM COUNTY COUNCIL

At a Meeting of **Mountsett Crematorium Joint Committee** held in Chapel - Mountsett Crematorium, Dipton on **Wednesday 29 June 2022 at 9.30 am**

Present:

Councillor A Batey (Chair)

Durham County Council

Councillors A Batey, C Hampson, A Hanson, P Heaviside, D Oliver and M Walton

Gateshead Council:

Councillors D Bradford (Vice-Chair) and K Dodds

1 Membership of the Joint Committee

Resolved: That the Membership of the Mountsett Crematorium Joint Committee for the ensuing year be noted.

2 Apologies for Absence, if any

Apologies for absence were received from Councillors K Rooney and J Charlton (Durham County Council) and Councillors L Green and S Green (Gateshead Council).

3 Substitute Members, if any

There were no substitutes.

4 Declarations of Interest, if any

There were no declarations of interest.

5 Appointment of Chair

Councillor C Hampson nominated Councillor A Batey for the position of Chair to the Joint Committee. The nomination was seconded by Councillor A Hanson.

There being no further nominations, it was **unanimously resolved:**

That Councillor A Batey be elected as Chair of the Joint Committee for the ensuing year.

Councillor A Batey in the Chair

6 Appointment of Vice-Chair

The Chair sought nominations for Vice-Chair to the Joint Committee for the ensuing year. Councillor A Batey nominated Councillor D Bradford for the position of Vice-Chair to the Joint Committee. The nomination was Seconded by Councillor C Hampson.

There being no further nominations, it was **unanimously resolved:**

That Councillor D Bradford (Gateshead Council) be appointed Vice-Chair for the ensuing year.

7 Minutes of the meeting held on 25 April 2022

The minutes of the meeting held on 26 April 2021 were confirmed as a correct record and signed by the Chair.

8 Changes to Constitution/Terms of Reference

The Joint Committee considered a report of the Clerk which provided details of a review of the Mountsett Crematorium Joint Committee's Constitution, in accordance with the Annual Governance Statement requirements (for copy see file of Minutes).

The Solicitor advised that the review had not highlighted any requirements for change to the current constitution and therefore reaffirmed continuation of the existing Constitution and governance arrangements set out within.

Resolved:

That the Constitution as set out in Appendix 2 of the report be reapproved following a review being completed in accordance with Annual Governance Statement requirements.

9 2021/22 Annual Governance Statement

The Joint Committee considered a joint report of the Corporate Director Neighbourhoods and Climate Change and the Corporate Director Resources (Interim) and Treasurer to the Joint Committee which set out details of the Annual Governance Statement (AGS) for the year April 2021 to March 2022 (for copy see file of Minutes).

The advised that the AGS was presented for approval as part of the consideration of the Joint Committee's Return for the financial year ended 31 March 2022.

Resolved:

- i) That the content of the 2021/22 Annual Governance Statement be noted.
- ii) The Chair and Treasurer approve and sign the 2021/22 Annual Governance Statement as part of the consideration of the Joint Committees Annual Governance and Accountability Return for the financial year ended 31 March 2022

10 Revenue Outturn and Joint Committees Annual Return for the Financial Year Ended 31 March 2022

The Joint Committee considered a joint report of the Corporate Director of Neighbourhoods and Climate Change and Corporate Director of Resources (Interim) which sought approval of the Joint Committees Annual Return (attached at Appendix 3) for Mountsett Crematorium Joint Committee for the financial year ended 31 March 2022. The report further included details of the final outturn position against the approved budgets for 2021/22 (for copy see file of Minutes).

Resolved:

That the Mountsett Crematorium Joint Committee:

- (i) Note the revenue outturn position as at 31 March 2022, including the year end position with regards to the reserves and balances of the Joint Committee.
- (ii) Approve Section 1 – Annual Governance Statement 2021/22 of the Joint Committees Annual Governance and Accountability Return for the financial year ended 31 March 2022 (attached at Appendix 3).
- (iii) Approve Section 2 – Accounting Statements 2021/22 of the Joint Committees Annual Governance and Accountability Return for the financial year ended 31 March 2022 (attached at Appendix 3).
- (iv) The Chair, Clerk and Treasurer sign the Joint Committees Annual Governance and Accountability Return for the financial year ended 31 March 2022 (attached at Appendix 3).

11 Mountsett Crematorium Performance and Operational Report

The Joint Committee considered a report of the Bereavement Services Manager and Registrar which provided Members with an update relating to performance and other operational matters (for copy see file of Minutes).

The Bereavement Services Manager reported that there were 246 cremations undertaken during the period 1 April 2022 to 31 May 2022, compared to 223 in the comparable period last year, an increase of 23 for the period.

In respect of the sale of memorial plaques the number and value of memorials sold of 13 / £2,568, compared to 18 / £4,014 in the comparable period last year, a decrease of 5 memorials sold (£1,446).

The Bereavement Services Manager and Register further went on to note that the Institute of Cemetery and Crematorium Management ICCM Learning Convention and Exhibition was to be held from 26-28 September 2022, and would be hopefully attended by the both himself and the Chair.

With regard to the Recycling of Metals Scheme the extra funds from collections in 2021 had resulted being made available with a closing date of 1 July 2022. Children's Cancer North had been nominated and a cheque for £12,000 had now been received. Arrangements to present this to the charity would be made in due course.

In conclusion the Bereavement Services Manager provided an update on the independent inspection of the new cremator replacement installation and the advised that the full report was appended to the report for information.

Resolved:

That the current performance of the crematorium be noted.

12 Forward Plan 2022/23:

The Joint Committee considered a report of the Corporate Director of Resources (Interim) which set out a suggested forward plan of meetings of the Joint Committee for the forthcoming year.

The Bereavement Services Manager advised that due to the timing of the next ICCM conference, the meeting schedule for September would need to be rearranged. Details of the new date and time would be circulated to members once this had been confirmed with the Chair.

Resolved:

That the content of the report and forward plan of meetings be noted.