

THE BRETBY CREMATORIUM JOINT COMMITTEE

Minutes of a Meeting of the Bretby Crematorium Joint Committee held at the Civic Offices of South Derbyshire District Council, Swadlincote, on Wednesday, 27th November, 2002.

PRESENT**for East Staffordshire Borough Council**

Councillor T. M. Dawn

Councillor P. Haynes

Councillor Mrs. E. J. Staples

Councillor Ms. A. White

for South Derbyshire District Council

Councillor W. Dunn

Councillor W. Routledge

Councillor R. W. Southern

Mr. C. Ward (Clerk), Mr. P. Shaddock (Crematorium Manager), Mr. G. Moss (Treasurer), Mr. N. French (Senior Crematorium Supervisor) Mr. P. G. Davies (Committee Clerk) and Miss J. Lennon (Accountancy Assistant) were also present.

Ms. R. McGoldrick (Customer Services Officer – South Derbyshire District Council) was also present.

An apology for absence was received from Councillor Mrs. H. K. Wheeler.

**LOCAL GOVERNMENT AND HOUSING ACT 1989 –
MEMBERSHIP OF JOINT COMMITTEE**

In accordance with the Local Government and Housing Act, 1989, the Clerk advised that there were no changes for this Meeting.

MINUTES

The Minutes of the Meeting held on 19th June, 2002 were approved and signed as a correct record.

REPORT OF THE CREMATORIUM MANAGER

(CM)

(a) Statistics

The Crematorium Manager submitted statistical information on the Crematorium since it came into operation. The Joint Committee noted that between the opening of the Crematorium on 15th March, 1975 and 31st October, 2002 there had been a total of 32,652 cremations.

The Committee noted annual cremation figures for the last five years.

(b) Survey Analysis

The Joint Committee received, for information, survey analysis from the applicants for cremation (usually the main mourners).

(c) Improved Access for the Disabled

The Crematorium Manager reported that building works to provide improved access for the disabled had been satisfactorily completed.

A letter had been received from South Derbyshire District Council expressing appreciation for the access improvements.

(d) Open Day

The Joint Committee noted that the Open Day held on 8th September, 2002 had attracted approximately 60 visitors.

(e) Fees and Charges 2003/04

The Joint Committee noted the fees and charges for 2003/04 which had been approved by the Chairman and Vice-Chairman.

A copy of the fees and charges had been circulated.

(f) **Proposed Extension to Chapels**

The Crematorium Manager displayed preliminary drawings showing suggested options for providing an extension to the Carnarvan Chapel. The Committee noted that the preferred option would provide an additional 70 seats at a cost of approximately £69,000.

The Crematorium Manager advised that the extension to the Anglesey Chapel would proceed in the next Financial Year. The car park extension estimated to cost £26,000 would be carried out at the same time.

Resolved:

That following completion of the works to the Anglesey Chapel and car park authority be given for the preferred option in respect of the Carnarvon Chapel to proceed subject to regular progress reports being submitted to the Joint Committee.

(g) **Staffing**

The Joint Committee noted that the Chairman and Vice-Chairman had approved the creation of an additional part-time post of Chapel Attendant.

SECOND REPORT OF THE SCRUTINY PANEL

The Chairman of the Scrutiny Panel presented the Report on a Review of:

- Service Provision, Delivery Options and Customer Feedback;
- Charter Mark, Benchmarking and the Charter for the Bereaved.

The Chairman thanked the Members of the Scrutiny Panel and, in particular, the work which had been undertaken by the past Chairman Councillor Mrs. H. K. Wheeler.

Resolved:

- (1) That the Joint Report of the Scrutiny Panel be approved and adopted;
- (2) That the Scrutiny Panel be congratulated on undertaking such a thorough review;
- (3) That the Crematorium Manager report back on the best method of accessing the Electronic Book of Remembrance.

REVENUE BUDGET 2003/04

(Treas)

The Treasurer submitted the draft Revenue Budget for the 2003/04 financial year.

Resolved:

- (1) That the Revenue Budget for the 2003/04 financial year be approved and adopted.
- (2) That the following dividend payments be made to each of the constituent authorities.

| | |
|------------------------------------|---------|
| East Staffordshire Borough Council | £11,150 |
|------------------------------------|---------|

| | |
|-----------------------------------|--------|
| South Derbyshire District Council | £8,850 |
|-----------------------------------|--------|

DATE AND VENUE FOR NEXT MEETING

Resolved:

That the Annual General Meeting be held on 18th June, 2003 at 3.00pm at the Town Hall,
Burton upon Trent.

Chairman

THE BRETBY CREMATORIUM JOINT COMMITTEE

Minutes of a Meeting of the Bretby Crematorium Scrutiny Panel held at Bretby Crematorium on Wednesday 16th April, 2003.

PRESENT**for East Staffordshire Borough Council**

Councillor Mrs. E. J. Staples

for South Derbyshire District Council

Councillor W. Dunn (Vice-Chairman in the Chair)
Councillor R. W. Southern

Apologies for absence were received from Councillors J. E. Galbraith, W. Routledge and Ms. A. White (Chairman).

Officers Present

Mr. P. G. Davies (Clerk to the Scrutiny Panel)
Mr. N. French (Senior Crematorium Officer)

Also Present

Ms. R. McGoldrick, South Derbyshire District Council

**LOCAL GOVERNMENT AND HOUSING ACT 1989 –
MEMBERSHIP OF THE SCRUTINY PANEL**

In accordance with the Local Government and Housing Act 1989, the Clerk advised that there were no changes in the Membership of the Scrutiny Panel.

MINUTES

The Minutes of the Meeting of the Scrutiny Panel held on 25th September, 2002 were approved and signed as a correct record.

THIRD SCRUTINY PANEL REVIEW

The Scrutiny Panel considered how to progress the following two remaining areas for review:

- Utilities, energy savings and sustainability;
- Performance Indicators.

The Chairman introduced and welcomed Elizabeth Watson, the Sustainable Development Officer at East Staffordshire Borough Council who gave a short presentation on sustainability, a copy of her presentation is attached to these Minutes.

The Senior Crematorium Officer undertook to:

- compare the Sustainability Policies of each of the two Constituent Authorities to ensure all aspects were covered;
- investigate the means of arranging for the collection/disposal of green waste and report back thereon.

DATE OF NEXT MEETING

Resolved:

That the next Meeting be held on 18th June, 2003 immediately following the Annual Meeting of the Joint Committee.

Chairman.

Bretby Crematorium Sustainability Briefing

What is Sustainability

World Commission on Environment And Development (Brundtland Commission) 1987:

"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

The UK Government has set out four objectives which, if achieved at the same time, would deliver sustainable development in the UK:

- Social progress which meets the needs of everyone.
- Effective protection of the environment.
- Prudent use of natural resources.
- Maintenance of high and stable levels of economic growth and employment.

Recently East Staffordshire Borough Council Senior Management Team agreed that Sustainability should mean:

Taking into account the long-term impacts of social, economic and environmental issues within the decision making process.

In addition the Council has adopted a number of policies to promote sustainability.

Sustainability In Practice

Sustainability issues cross organisational and specialist boundaries. The theory can be related into every day practice and is applicable to everyone. In basic terms it means that any decision we make should consider the long term, environmental and social consequences along side the economic.

It can therefore be applied to Bretby Crematorium.

Practical Sustainability

Purchasing:

Within purchasing you can consider the environmental, social and the long-term implications of your decisions.

Is the product 'environmentally friendly'? Can you purchase the item from a local supplier?

For example:

- **Paper** – does the paper have a recycled content and has the any virgin fibre content come from well-managed forests? You can look for certification from the Forest Stewardship Council or for the NAPM Recycled Mark.
- **Energy** – Has the purchasing of electricity from a green tariff been considered? Are products assessed for the energy efficiency ratings?

Energy Use:

Has energy efficiency been considered? Are there any energy efficiency measures implemented?

For example:

- Power save on printers and computers
- Is there an opportunity to develop renewable energy options on site (heat recovery, solar energy, wood fuel)?

Recycling:

Are all recycling opportunities implemented?

For example:

- Paper
- Cans
- Flowers (composting)

Access

Part of sustainability is concerned with social aspects. This can include ensuring access for all.

For example:

- Is the site easily accessible by public transport, is it connected to any local cycle routes?
- Is the actual site easily accessible for disabled persons?

Site Maintenance

The maintenance of the site can have a significant impact upon the local environment.

For example:

- Is the natural habitat promoted through the site management?
- Is the creation of habitat for local wildlife considered and promoted?