

ANNEXE 'A'

THE BRETBY CREMATORIUM JOINT COMMITTEE

Minutes of a Meeting of the Bretby Crematorium Scrutiny Panel held at Bretby Crematorium on Wednesday 30th July 2003.

PRESENT

for East Staffordshire Borough Council

Councillor Ms A White (Chairman)
Councillor T M Dawn (Vice-Chairman)
Councillor Mrs S J Gent
Councillor C F Insley CBE

for South Derbyshire District Council

Councillor W Dunn
Councillor R W Southern

Officers Present

Mr P G Davies (Clerk to the Scrutiny Panel)
Mr N French (Crematorium Manager)
Mr I Marriner (Environmental Health Manager)

Also Present

Mr N Durrant (Co-op Funeral Service) and Mr J Hylton (J Hylton & Sons)

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 18th June 2003 were approved and signed as a correct record.

THIRD SCRUTINY PANEL REVIEW

The Crematorium Manager reported in respect of the following matters:

(a) Extension to Anglesey Chapel and Improvement Work to Car Park

The Crematorium Manager reported that the lowest Tender received for this work was £113,000. This was far in excess of the original estimate of £60,000.

The Joint Committee noted that an analysis of the Tender documentation had revealed that the submission was realistic particularly as much of the work was of a specialist nature.

The Crematorium Manager reported that the balance in reserves was currently £116,000 with £40,000 more earmarked in the current financial year. In addition a further £9,000 was likely to be available this financial year.

The Chairman and Vice-Chairman of the Joint Committee who would make the decision on the acceptance of the Tender or otherwise had invited the comments of the Scrutiny Panel.

Resolved:

That the Scrutiny Panel support the acceptance of the lowest Tender in the sum of £113,000.

(b) Sustainability policies

The Crematorium Manager reported on progress towards the formal adoption of a number of sustainability policies at Bretby Crematorium. He tabled policies which had been adopted by East Staffordshire Borough Council in respect of peat, timber, paper, organic waste, general waste and pesticides/herbicides. He undertook to ensure the policies were compatible with those in operation at South Derbyshire District Council. Any amendments would be incorporated into the final papers before being included in the Report of the Scrutiny Panel.

The Joint Committee noted that a brief survey was being carried out to determine the staffs understanding of sustainability.

(c) Grounds management and conservation

The Joint Committee noted that in recent years the Crematorium had introduced a number of conservation initiatives to encourage wildlife.

The Crematorium Manager presented an information sheet about these initiatives.

Resolved:

That the draft information sheet be approved and incorporated in the Report of the Scrutiny Panel.

(d) Public transport

The Crematorium Manager reported on a review of public transport options to improve access to the Crematorium. Preliminary discussions had been held with Mobility Link and other options were also being investigated.

A questionnaire would be prepared to ascertain the views of those persons who visited the Crematorium. The Crematorium Manager would also examine other ways of gauging public opinion on this subject.

(e) Funeral costs and social security benefits

The Joint Committee noted the contents of an information sheet about social security benefits following bereavement which would be available from the Crematorium.

(f) Utilities

The Crematorium Manager reported on the sourcing of 'green' electricity and gas. He would ascertain how Crematoriums in other Countries operated "green" policies.

The Scrutiny Panel noted that the Crematorium would be included in the new "green" Contract(s) being negotiated by East Staffordshire Borough Council for the supply of gas and electricity. This would lead to a more cost effective supply for the Crematorium.

(g) Performance Indicators

The Crematorium Manager had circulated proposed revisions to management performance indicators.

Resolved:

That the following revisions (in bracketed italicised text) to performance indicators be approved:

- (i) letters to be responded to within seven (*five*) working days;
- (ii) invoices would be processed (*from the Crematorium*) within seven (*five*) working days (*subject to work/goods being satisfactorily completed/supplied*);
- (iii) where no service time (between 9.45am and 3.45pm) is available in the Carnarvon Chapel within six (*five*) working days after the day of booking, the Crematorium will provide extra available times outside normal service times at no extra cost. (*This will be further reviewed in consultation with funeral directors and clergy when the Anglesey Chapel extension has been completed*)
- (iv) A consultation group (including funeral directors, clergy and other bereavement professionals) will meet at least once every 12 months.

(h) Highway Works

Reference was made to the highway maintenance being carried out in Geary Lane.

Resolved:

That the Chairman write to Derbyshire County Highways Department requesting that, in future, they consult the Crematorium Manager prior to any highway works being carried out in the vicinity of the Crematorium.

(i) Visit to Leamington Spa Crematorium

The visit to Leamington Spa Crematorium would take place on Wednesday, 6th August, 2003. The opportunity would be taken to discuss with their Crematorium Manager the alternative mechanisms for providing music in the Chapel.

DATE OF NEXT MEETING

Resolved:

That the next Meeting be held on Wednesday, 10th September, 2003 at 3.00pm.

Chairman.