

## **CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE**

**Monday, 21st March, 2022**

Present:-

Councillor (Chair)

Councillors Holmes  
Ludlow

Councillors Mannion-Brunt

\*Matters dealt with under the Delegation Scheme

### **24 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS RELATING TO ITEMS ON THE AGENDA**

Councillor Dooley declared an interest in this item as she had prior involvement in discussions regarding the development of a new crematorium by Bolsover District Council.

### **25 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Blank (CBC), Councillor Innes (CBC), Councillor Parker (NEDDC), Councillor Powell (NEDDC), Councillor Renwick (NEDDC) and Councillor Watson (BDC).

### **26 MINUTES OF THE JOINT CREMATORIUM COMMITTEE HELD ON 13 DECEMBER, 2021**

**RESOLVED –**

That the Minutes of the Chesterfield and District Joint Crematorium Committee on 13 December, 2021 be approved as a correct record and signed by the Chair.

### **27 BEREAVEMENT SERVICES MANAGER'S REPORT**

The Bereavement Services Manager submitted a report on matters relating to the operation of the Crematorium.

Information on cremation totals, comparisons with national and regional data, and geographical information on which areas funerals had been received from in 2021/22 was provided in Section 2 of the officer's report.

An update was provided on the environmental impact report. Some measures had been in place since 2019 but the pandemic had delayed progress in this area. A number of actions had subsequently been agreed and were either ongoing or completed.

**RESOLVED –**

1. That the report be noted.

**REASON FOR DECISION –**

1. To keep Members updated on the day-to-day operation of the Service.

**28 COVID-19 UPDATE**

The Bereavement Services Manager presented to the committee an overview of the response to the COVID-19 pandemic.

It was noted that the crematorium had been busy over the winter period but there had been no excess cremations. There were no limits in place on numbers attending services but some measures remained in place such as the availability of hand sanitiser and ventilating the chapel between services. No additional measures had been reactivated.

**RESOLVED –**

1. That the report be noted.
2. That Members give delegated authority for the Manager to re-activate any one of a range of measures at their discretion in response to immediate pressures from the Covid-19 Pandemic.

**29 BEREAVEMENT SERVICES RISK REGISTER REPORT**

The Bereavement Services Manager presented a report on the risks to Chesterfield and District Crematorium and the actions taken to manage each risk. Amendments to the Register made since the previous year were highlighted to the committee.

It was noted that in the Additional Foreseeable Risks section of the report, a proposal for a crematorium in Shirebrook had been included. The Director of Finance (Chesterfield Borough Council) advised that financial modelling could take place on the budgets, to assess the potential impact of a new Crematorium, and be presented to the committee at a future meeting. Councillor Dooley reminded the committee that she was a representative of Bolsover District Council.

A number of points from the register were highlighted as follows;

- The improvements to the ventilation system for the benefit of staff and guests
- The annual emissions testing in line with the Pollution Prevention and Control Act 1999 which was under the acceptable levels

- The back up of all cremation records on to the electronic system which had been delayed due to the impact of the pandemic but almost complete
- Continuing to monitor emerging technologies

**RESOLVED –**

1. That the Register Amendments be noted and that the Risk Register for 2022/23 is approved.
2. That the update on proposals for a new Crematorium at Shirebrook be noted.

**30 BUDGET MONITORING REPORT - PERIOD 10**

The Senior Accounting Technician submitted a report on the Period 10 Budget Monitoring position as at the end of January 2022.

It was noted that there was a favourable variance due to delays in the service improvement programme caused by the pandemic. Staffing costs were also lower than expected as the annual pay award had been agreed but not yet processed.

Two capital schemes originally included in the 2021/22 budget were likely to take place in the next financial year. It was anticipated that the outturn for the year would be in line with the revised budget forecast.

**RESOLVED –**

1. That the report be noted

**31 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC**

**RESOLVED –**

That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs 3 of Part 1 of Schedule 12A to the Local

**32 REVIEW OF MANAGEMENT PLAN AND RESERVES**

The Bereavement Services Manager submitted a report that provided information on the progress of management plan projects and improvements.

It was noted that the repair work to the office building roof at the crematorium was underway, the ventilation project had gone out to tender and improvements to the pond and woodland walk area would commence in the summer.

The committee was advised that due to the necessity for extended opening times during the pandemic, it had become a more frequent occurrence that mourners leave

the crematorium during hours of darkness. Therefore, a new lighting and CCTV plan was needed and would be presented to the next meeting of the committee for approval.

The Bereavement Services Manager explained to the committee that the process to procure a provider for music and media facilities within the chapel had taken place. A new supplier had been identified and the costs of replacement equipment were outlined.

#### **RESOLVED –**

1. That the update on ongoing improvement projects is noted along with the identification of the potential to develop the public car park areas.
2. That Delegated Authority be given to the Manager to approve spend of up to £25,000 for the replacement of Music and Media System for Chapel.