

THE BRETBY CREMATORIUM JOINT COMMITTEE

Minutes of the Annual General Meeting of the Bretby Crematorium Joint Committee held at the Town Hall, Burton upon Trent on Wednesday, 15<sup>th</sup> June 2005.

PRESENT

for East Staffordshire Borough Council

Councillor Mrs. J. F. Jessel

Councillor Mrs. E. J. Staples

for South Derbyshire District Council

Councillor R. W. Southern

Councillor Mrs. H. K. Wheeler

Apologies for absence were received from Councillors W. Dunn and A. J. H. Fox.

Mr. C. Ward (Clerk), Mr. N. French (Crematorium Manager), Mr. D. Hall (Chief Accountant), Miss J. Lennon (Accountancy Assistant) and Mr. P. G. Davies (Committee Clerk) were also present.

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

01/05 APPOINTMENT OF CHAIRMAN

**Resolved:**

That Councillor Mrs. H. K. Wheeler be appointed Chairman for the ensuing year.

02/05 APPOINTMENT OF VICE-CHAIRMAN

**Resolved:**

That Councillor Mrs. E. J. Staples be appointed Vice-Chairman for the ensuing year.

03/05 MINUTES

The Minutes of the Meeting held on 1<sup>st</sup> December 2004 were approved and signed as a correct record.

04/05 **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 15<sup>th</sup> March 1975 and 31<sup>st</sup> May 2005 there had been a total of 36,283 cremations.

The Joint 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). The Chairman, on behalf of the Joint Committee, thanked the staff at the Crematorium for their continued good performance.

The Crematorium Manager undertook to present to future meetings a comparison with previous years' statistics.

(c) **Landscaping of the 'Pool of Reflection'**

The Crematorium Manager reported that the 'Pool of Reflection', a focal point for many visitors to the Gardens of Remembrance, had been landscaped and replanted in the autumn. The project was funded from the Crematorium's Woodland Fund.

(d) **Open Day and Memorial Service**

The Joint Committee noted that the Open Day would be held on 11 September between 2.00pm and 4.00pm and the Memorial Services on 11 December, one at 12 noon and the other at 3.00pm.

(e) **Extensions to Chapel**

The Chairman and Vice-Chairman at their next Meeting with the Crematorium Manager would be examining the business case for an extension to the Chapel.

05/05 **ANNUAL REPORT OF THE JOINT COMMITTEE**

(Clerk)

The Clerk submitted a Report pointing out that in accordance with the Agreement dated 1<sup>st</sup> February 2005 the Joint Committee was required to send to each of the Constituent Authorities a Report on the operation of the Joint Committee during the year.

**Resolved:**

That the Annual Report of the Joint Committee be approved for submission to each of the Constituent Authorities.

06/05 **BRETBY CREMATORIUM – BUSINESS CONTINUITY PLAN**

(CM)

The Crematorium Manager submitted a Business Continuity Plan for Bretby Crematorium. The Plan gave guidance on the actions to be taken in the event of a major problem arising.

**Resolved:**

That subject to reference being made in the reciprocal arrangements for vehicles, plant and equipment to Erewash Borough Council, the Business Continuity Plan be approved and adopted.

07/05 **STATEMENT OF ACCOUNTS – 2004/05**

(Treas)

The Treasurer submitted a Statement of Accounts for the 2004/05 financial year.

The Crematorium Manager undertook to provide a breakdown of the item in the Income and Expenditure Account headed "Cost of Miscellaneous Items for Sale £21,557" and submit this to both the Chairman and Vice-Chairman.

**Resolved:**

That the Statement of Accounts for the 2004/05 financial year be approved.

08/05 **REVENUE BUDGET 2005/06 TO 2007/08**

(Treas)

The Treasurer submitted the draft Revenue Budget for 2005/06 to 2007/08.

**Resolved:**

(1) That subject to the following the Revenue Budget for the period 2005/06 to 2007/08 be approved:

Delete the amounts on line 33 Net Income for the years 2005/06, 2006/07 and 2007/08 and transfer these amounts to line 12 "Contribution to Reserves;

(2) That the two constituted Authorities be made aware of (1) above and also the options being considered in respect of the Environment Fund and mercury emissions.

09/05 **DATE AND VENUE FOR NEXT MEETING**

**Resolved:**

That the next Meeting of the Joint Committee be held on Wednesday, 30<sup>th</sup> November 2005 at the Civic Offices, Swadlincote.

10/05 **MR. C. WARD, CLERK**

This was the last Meeting that Mr. C. Ward, Clerk, would be attending before his retirement. The Chairman thanked Mr. Ward for his splendid contribution to the work of the Joint Committee.

Chairman.