

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 on Wednesday 28 November 2001.

PRESENT

for East Staffordshire Borough Council

Councillor T. M. Dawn

Councillor J. E. Galbraith

Councillor P. Haynes

Councillor Mrs. E. J. Staples

Councillor Ms. A. White

for South Derbyshire District Council

Councillor W. Dunn

Councillor J. T. Ford

Councillor R. W. Southern

Councillor Mrs. H. K. Wheeler

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

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

**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 in the membership of the Joint Committee.

MINUTES

The Minutes of the Annual General Meeting held on 20 June 2001 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 18 March 1975 and 14 November 2001 there had been a total of 31,318 cremations.

(b) Survey Analysis

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

(c) Performance Indicators

The Joint Committee received, for information, the financial and management performance indicators.

(d) Open Day and Dedication Service for the Millennium Wood

The Crematorium Manager reported that the Open Day and Dedication Service for the Millennium Wood held on 9 September 2001 had been a success. Approximately 70 people attended the service with over 100 visitors being shown around the Crematorium.

(e) Staffing

The Joint Committee noted that Cynthia Cooke had been appointed to the post of part-time Clerical Officer.

**FIRST REPORT OF THE SCRUTINY PANEL ON FEES AND CHARGES AND
COMPARATIVE RUNNING COSTS**

The Chairman of the Scrutiny Panel presented the Report on a Review of Fees, Charges and Comparative running costs.

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.

REVENUE BUDGET 2002/03

(Treas) The Treasurer submitted the draft Revenue Budget for the 2002/03 financial year.

The Joint Committee noted the following suggested amendments to the Budget for 2002/03.

- | | | | |
|---|------------------------------|---|--------------------------------------|
| - | Central Support Services | - | delete £12,650 and include a revised |
| | Line 24 Departmental Support | | figure of £10,250 |

Resolved:

That subject to the foregoing amendment the Revenue Budget for the 2002/03 financial year be approved and adopted.

DATE AND VENUE OF ANNUAL GENERAL MEETING

Resolved:

That the Annual General Meeting be held on Wednesday, 19 June 2002 at 3 p.m. at the Town Hall, Burton upon Trent.

Chairman

ANNEXE 'B'

THE BRETBY CREMATORIUM JOINT COMMITTEE

Minutes of a Meeting of the Bretby Crematorium Scrutiny Panel held at Bretby Crematorium on Wednesday 10 April 2002.

PRESENT

for East Staffordshire Borough Council

Councillor Ms. A. White (Vice-Chairman)
Councillor P. Haynes
Councillor Mrs. E. J. Staples

for South Derbyshire District Council

Councillor R. W. Southern
Councillor Mrs. H. K. Wheeler (Chairman)

An apology for absence was received from Councillor W. Dunn.

Also Present

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

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 27 February 2002 were approved and signed as a correct record.

SECOND SCRUTINY PANEL REVIEW

(i) Consultation with Crematorium Staff

The Crematorium Manager presented a draft questionnaire which he intended to circulate to staff as part of the forthcoming consultation exercise. The questionnaire would be accompanied by a statement setting out the purpose of the Review and the reasons for carrying out the consultation.

Resolved:

- (1) That the Crematorium Manager liaise with the Chairman and Vice-Chairman in finalising the content of the questionnaire;
- (2) That the Chairman and Vice-Chairman together with any other Members of the Scrutiny Panel who wish to attend interview staff individually on a date to be agreed.

(ii) Service Delivery Options

As part of its review of service delivery options the Scrutiny Panel considered the possibility of a visit to Telford Crematorium (privately operated by New Crematoria Limited).

Resolved:

That the Crematorium Manager make the necessary arrangements for the visit.

(iii) Charter for the Bereaved and the Benchmarking Process

The Crematorium Manager presented a copy of the document entitled "Charter for the Bereaved".

(iv) Update on consultation with service users

The Crematorium Manager, in consultation with the Chairman and Vice-Chairman, was continuing to liaise with service users with a view to involving them in the consultative exercise. He would update the Scrutiny Panel on progress at the next Meeting.

(v) Survey Analysis

The Scrutiny Panel noted details of the survey analysis for the period 13 November 2001 to 4 April 2002.

Resolved:

That the Crematorium Manager convey to staff the thanks of the Scrutiny Panel for the very good standard of service they provide.

DATE OF NEXT MEETING

Resolved:

That the next Meeting be held on 19 June 2002 immediately following the Annual Meeting of the Joint Committee.

Chairman.

