

MINUTES OF RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE

14 JUNE 2017

PRESENT:

Members of the Committee: Councillor Mrs Lomax (Daventry District Council)
Councillor Mrs Parker (Rugby Borough Council)
Councillor Robertson (Daventry District Council)
Councillor Ms Robbins (Rugby Borough Council)

Officers: Penny Abbit (Group Accountant), Lisa Handy (Bereavement Services Manager), Mannie Ketley (Head of Corporate Resources and Chief Financial Officer) and Claire Waleczek (Senior Democratic Services Officer) – Rugby Borough Council
Simon Bowers (Business Manager), Julie Lewis (Contracts and Performance Manager) and Rob Saunders (Development Surveyor) – Daventry District Council

1. APPOINTMENT OF CHAIRMAN

RESOLVED THAT – Councillor Robertson be appointed Chairman of the Joint Committee for the 2017/18 municipal year.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED THAT – Councillor Ms Robbins be appointed Vice-Chairman of the Joint Committee for the 2017/18 municipal year.

3. MINUTES

The minutes of the meeting held on 10 January 2017 were approved and signed by the Chairman.

4. SEAN LAWSON, HEAD OF ENVIRONMENT AND PUBLIC REALM

The Joint Committee paid tribute to Sean Lawson, Head of Environment and Public Realm, who tragically passed away with his wife on 28 May 2017. Sean had been held in high regard for his professionalism and hard work as part of the project team for the Rainsbrook Crematorium. The Environment and Public Realm Portfolio Holder added that Sean had been incredibly proud of the facility and it was hoped that it would continue to grow.

Particular thanks was paid to Lisa Handy, Bereavement Services Manager, who had continued to provide a professional service at the crematorium under difficult circumstances.

A moment's silence was held in memory of Sean.

5. 2016/17 YEAR END FINANCE REPORT

The Joint Committee considered a report (Part 1 – agenda item 6) concerning the 2016/17 financial year-end position for both revenue and capital for the Rainsbrook Crematorium.

A revised schedule of Key Performance Indicators was also circulated at the meeting.

RESOLVED THAT -

- (1) the Joint Committee's year-end position for 2016/17 be noted;
- (2) the transfer of £1,770 to the Cameo reserve be approved;
- (3) the transfer of £10,000 to the Cremator Replacement Reserve be approved; and
- (4) the 2016/17 slippage on the capital Memorialisation scheme be carried forward to 2017/18.

6. OPERATIONAL UPDATE

All operational issues had been covered in the report circulated at agenda item 6.

7. FUNERAL POVERTY

The Joint Committee considered a report (agenda item 8) concerning proposals to raise awareness of funeral poverty and to provide a fair and affordable funeral service. The report outlined two examples of funeral packages which could be provided at a greatly reduced price but would still offer a dignified service.

The Joint Committee was informed that some local authorities already offer this type of service package. A number of funeral directors offer a reduced rate package but with strict criteria.

It was proposed that the packages would be available to all loved ones with no means testing on income. Funeral directors would be invited to tender for the provision of the service.

It was agreed that the proposal could be championed by both authorities but it required further data and analysis, including the impact on income for both local authorities.

RESOLVED THAT - the principle of offering direct funerals be approved subject to a further report being prepared setting out the expected impacts on the Joint Committee and its partner Councils, families and the undertaking trade.

8. INSTITUTE OF CEMETERY AND CREMATION MANAGEMENT (ICCM) – CENTRE OF EXCELLENCE

The Bereavement Services Manager informed the Joint Committee that laws had been amended regarding the cremation of infants. Officers were working towards attaining accreditation as a Centre of Excellence in training other crematoria staff with regard to these changes.

The Joint Committee endorsed the proposals.

9. DATE OF NEXT MEETING

The Joint Committee agreed that its next meeting be held at 10.00am on Wednesday 11 October 2017 at the Town Hall, Rugby.

CHAIRMAN