MINUTES OF RUGBY AND DAVENTRY CREMATORIUM JOINT COMMITTEE

24TH JUNE 2015

PRESENT:

Members of the Committee: Councillor Mrs Parker (Rugby Borough Council)
Councillor Helen Taylor (Rugby Borough Council)
Councillor Mrs C Lomax (Daventry District Council)
Councillor I Robertson (Daventry District Council)

Officers: Rob Saunders (Development Surveyor), Simon Bowers
(Business Manager) – Daventry District Council
Sean Lawson (Head of Environmental Services), Lisa Handy (Bereavement Services Manager), Chris Blundell
(Financial Services Manager), Christine Fraser (Corporate Finance Analyst) and Claire Waleczek (Senior Democratic and Scrutiny Services Officer) – Rugby Borough Council

1. APPOINTMENT OF CHAIRMAN

RESOLVED THAT - Councillor Mrs C Lomax be appointed Chairman of the Joint Committee for the 2015/16 municipal year.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED THAT – Councillor Mrs Parker be appointed Chairman of the Joint Committee for the 2015/16 municipal year.

3. MINUTES

The minutes of the meeting held on 13th April 2015 were approved and signed by the Chairman.

4. APOLOGIES

Apologies for absence from the meeting were received from Julie Lewis, Performance and Contracts Manager (Daventry District Council).

5. CONSTRUCTION UPDATE

The Joint Committee considered a report (agenda item 7) concerning an update on construction matters at the Rainsbrook crematorium.
(i) Outstanding Building Completion defects from completion

The finishing strips required on the Accoya main doors will be fitted by the contractor.

It was emphasised that the previous outstanding defects had not prevented the crematorium building being used.

(ii) 12 month defect notification and programming of defect rectification work

• Defect 23 – cracked driveways
• Defect 69 – solar glare in Avon room
• Defect 72 – carpet shrinkage in Drayton room
• Defect 80

RESOLVED THAT – the report be noted.

6. OPERATIONAL UPDATE

The Joint Committee received a verbal update on operational matters at the crematorium.

There had been 853 cremations at the Rainsbrook from 2nd April 2014 to 31st March 2015.

The crematorium had received excellent feedback from funeral directors and other stakeholders as well as families who had used the facility. Officers continued to contact funeral directors who had yet to use the facility.

Officers were currently working on memorialisation schemes at the facility to encourage families to retain the ashes of loved ones at the crematorium. Currently, 80% were taking ashes elsewhere.

The Joint Committee was informed that there would be an open evening for the public at the crematorium from 4.00pm to 8.00pm on Wednesday 8th July 2015. There would be guided tours to the crematory and around the facility.

Preparations were also being made for a VJ Day memorial service on Saturday 15th August 2015, to be led by the Bishop of Warwick. Invitations for the service would be sent to all Members of both Councils.

It was agreed that a tour of the facility be held in early September for members of the Joint Committee and other Councillors who would like to visit the crematorium.

The Joint Committee thanked all staff involved in the crematorium for their efforts during its first year of operation.

RESOLVED THAT - a tour of the facility be held in early September for members of the Joint Committee and other Councillors who would like to visit the crematorium.
7. **ANNUAL REPORT AND STATEMENT OF ACCOUNTS 2014/15**

The Joint Committee considered a report (agenda item 9) concerning the Crematorium’s Annual Report and Statement of Accounts for 2014/15, which was circulated at the meeting.

It was emphasised that, due to changes in accounting standards, the Joint Committee would only be required to produce its own Statement of Accounts for 2014/15. The Joint Committee would continue to receive financial management information.

**RESOLVED THAT** – the appointment of Rugby Borough Council’s Chief Financial Officer as the Treasurer of the Crematorium be approved.

8. **INVESTMENT PLAN FOR FUTURE MEMORIALISATION**

The Joint Committee considered a report (agenda item 10) and presentation from the Head of Environmental Services concerning opportunities for investment into future memorialisation.

**RESOLVED THAT** – the proposals for investment in memorialisation schemes detailed in the report, subject to the release of funding by both Councils, be approved.

9. **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Joint Committee be held at 9.30am on Monday 19th October 2015 in Committee Room 1 at the Town Hall, Rugby.

**CHAIRMAN**