

CHILTERN CREMATORIUM JOINT COMMITTEE

MEETING 17th DECEMBER 2007

OPEN REPORT OF THE CLERK TO THE JOINT COMMITTEE AND THE SUPERINTENDENT

1. ANNUAL CONFERENCE

Contact Officer: Alan Goodrum (01494) 732001

1.1 The next Annual Conference of the Institute of Cemetery and Crematorium Management (ICCM) will be held in October 2008.

1.2 It is usual for the Joint Committee to consider who should attend. In the current year, as has been customary, the Chairman and Superintendent were nominated, although in the event neither attended.

RECOMMENDATION

That the Chairman of the Joint Committee and the Superintendent be nominated to attend the 2008 ICCM Annual Conference.

Background Papers: None

2. LIAISON MEETING WITH PERSONS TAKING SERVICES AND FUNERAL DIRECTORS

Contact Officer: Charles Howlett (01494) 724263

2.1 Liaison meetings have been held on an annual basis. The last meeting was held in May 2006 and at that meeting it was proposed that a further meeting be held in May 2007. In the event this was deferred due to the district elections being held in May and the official opening and dedication ceremony of the new Milton Chapel in early July. At the meeting on 2nd July 2007 members agreed to hold the next liaison meeting in spring 2008 (Minute 2 refers).

RECOMMENDATION

That the next Liaison Meeting be held at 6.30 p.m. at the Crematorium in April or May 2008 (the date to be decided at the meeting, preferably not a Tuesday or Thursday), preceded by refreshments.

Background papers: None

3. SERVICE PLAN 2007 - 2008

Contact Officer: Charles Howlett (01494) 724263

3.1 A service plan for the Crematorium has now been compiled and the executive summary is included as *Appendix 1*.

RECOMMENDATION

That the Crematorium Service Plan for 2007 – 2008 be approved

Background papers: None

4. CREMATORIUM REGULATIONS

Contact Officer: Charles Howlett (01494) 724263

4.1 Revised Crematorium Regulations were presented at the meeting on 2nd July 2007. A copy of the revised Regulations was sent out to members with the committee reports at the time.

4.2 As highlighted at the last meeting a particular problem has arisen with the increasing popularity of “non-standard” coffins, particularly those made of wicker. In the light of further experience since the last meeting the Superintendent wishes to add a sentence to Regulation 12 concerning coffin construction, as follows:-

The foot end of the coffin must also be strong enough to withstand the pushing action of the coffin charging machine; in some cases e.g. cardboard or wicker, this will require extra strengthening of this part of the coffin.

RECOMMENDATION

That the revised Crematorium Regulation be approved.

Background Papers: None

5. COLLIER AND CATLEY: CLAIM FOR EXTENSION OF TIME

Contact Officer: Alan Goodrum (01494) 732001

5.1 At the meeting on the 2nd July 2007 members were advised of the continuing lack of progress on the part of the contractor to complete the building works following the signing of a settlement agreement by both parties in September 2006 (Minute 5 refers).

5.2 In November the Milton Chapel was awarded the **Civic Building of the Year Award 2007** (alteration or extension category) by an organisation called the Society of Chief Architects for Local Authorities (SCALA). The Superintendent attended the award ceremony in Glasgow, where representatives from the architect and contractor were also in attendance. The Superintendent took the opportunity to spell out his reservations to the contractor about the lack of progress in finishing the project, and this action was backed up the following week with letters from the Clerk to more senior management at Thomas Vale Construction (who now own Collier and Catley) reiterating our concerns.

5.3 Following this initiative the relatively newly appointed Divisional Head for the Reading Division of Thomas Vale (based at Collier and Catley's old head office at Reading) has taken a direct interest in the project, and has assigned a new project manager to the task. Following this action a number of site meetings have taken place between client, architect and contractor and the officer's are relatively confident that real progress will now be made.

5.4 This item is included for information.

Background Papers: None