



Hastings District Council

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OPEN

A G E N D A

HB CREMATORIUM COMMITTEE MEETING

Meeting Date: **Friday, 10 February 2012**

Time: **10.00am**

Venue: **Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Council Members	Chair: Councillor Twigg (Hastings District Council) Councillor Henderson (Hastings District Council) Councillors Pyke and Cocking (Napier City Council) Councillor Manning (Central HB District Council)
Officer Responsible	Group Manager: Community Facilities and Programmes – Tanya Winter
Committee Secretary	Carolyn Hunt (Ext 5634)

Hawke's Bay Crematorium Committee – Terms of Reference

The Hawke's Bay Crematorium Committee established by Order in Council 9 June 1989 as part of The Local Government (Hawke's Bay Region) Reorganisation Order 1989.

- 1) The Hastings District Council shall establish and maintain a committee to be called the Hawke's Bay Crematorium Committee.
- 2) The membership of the Committee shall consist of:
 - (a) Two members to be appointed by the Napier City Council; and
 - (b) Two members to be appointed by the Hastings District Council; and
 - (c) One member to be appointed by the Central Hawke's Bay District Council.
- 3) The Hastings District Council shall delegate to the Hawke's Bay Crematorium Committee such functions, duties and powers in respect of the supervision and operation of the Hawke's Bay Crematorium as the Council considers appropriate.

Membership

Chairperson appointed by the Committee

5 members appointed in accordance with the Reorganisation Order

Quorum – 3 members

Delegated Powers

Authority to develop policies and provide operational and financial oversight of the Hawke's Bay Crematorium.

HASTINGS DISTRICT COUNCIL

HB CREMATORIUM COMMITTEE MEETING

FRIDAY, 10 FEBRUARY 2012

VENUE: Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings

TIME: 10.00am

A G E N D A

1. Apologies

At the close of the agenda no apologies had been received.

At the close of the agenda no requests for leave of absence had been received.

2. Conflict of Interest

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or Group Manager Corporate & Customer Services (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

3. Consideration of:

- | | | |
|----|-------------------------------------|----------|
| a) | Additional Business Items | 5 |
| b) | Extraordinary Business Items | 6 |

4.	Confirmation of Minutes	
	a) Minutes of HB Crematorium Committee for Confirmation (<i>Previously circulated</i>)	7
5.	Crematorium Report for Year Ending 31 December 2011	9
6.	Additional Business Items	
7.	Extraordinary Business Items	

HASTINGS DISTRICT COUNCIL
HB CREMATORIUM COMMITTEE MEETING
ADDITIONAL BUSINESS ITEMS
FRIDAY, 10 FEBRUARY 2012

RECOMMENDATION

That the following items of additional business be included on the agenda for reasons of urgency:

6A.

6B.

6C.

NB: Additional items are those which have been notified two clear working days prior to the meeting. Resolutions can be made in respect of these items.

HASTINGS DISTRICT COUNCIL
HB CREMATORIUM COMMITTEE MEETING
EXTRAORDINARY BUSINESS ITEMS
FRIDAY, 10 FEBRUARY 2012

RECOMMENDATION

That the following items of extraordinary business be included on the agenda for reasons of urgency:

7A.

7B.

7C.

REPORT TO: HB CREMATORIUM COMMITTEE

MEETING DATE: FRIDAY 10 FEBRUARY 2012

FROM: COMMITTEE SECRETARY
CAROLYN HUNT

SUBJECT: MINUTES OF HB CREMATORIUM COMMITTEE FOR
CONFIRMATION

RECOMMENDATION

That the minutes of the HB Crematorium Committee held 14 October 2011 be confirmed as a true and correct record and be adopted.

Attachments:

There are no attachments for this report.

Item 4a

REPORT TO: HB CREMATORIUM COMMITTEE

MEETING DATE: FRIDAY 10 FEBRUARY 2012

FROM: CEMETERY MANAGER
GARRY BOWLES

SUBJECT: CREMATORIUM REPORT FOR YEAR ENDING 31
DECEMBER 2011

Item 5

1.0 SUMMARY

- 1.1 The purpose of this report is to update the HB Crematorium Committee on matters that arose at the last meeting of 14 October 2011.
- 1.2 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose includes the promotion of the social, economic, environmental and cultural wellbeing of communities. The Council seeks to meet this obligation and the achievement of community outcomes through the strategic objectives set out in the 2009-2019 Long Term Council Community Plan. The matters raised in this report relate to those elements of the strategic objectives identified in the following table.

Strategic Objectives	Achieved By
<p><i>Our lifestyle and people</i></p> <ul style="list-style-type: none"> <i>Provide affordable, high quality Council services and facilities</i> 	<p>Providing an update to the Committee on the service being provided at the Crematorium for residents of the Hawke's Bay region.</p>

- 1.3 This report concludes by recommending

2.0 BACKGROUND

- 2.1 In October 2011 a number of matters were raised in the Cemetery Manager's update report that were to be reported back on in early 2012. These were:
- Proposed new fees and charges
 - Cremator repairs and replacement – planning for new cremator – the Crematorium Reserve
 - Planning for a new cemetery
 - Improvements to the chapel facilities
 - Raising the profile of the service – marketing and branding
 - Draft Charter for the Bereaved
 - Possible name for the crematorium

This report updates the Committee on items (a) to (d) above.

3.0 CURRENT SITUATION

3.1 Cremator

We are presently awaiting a condition report on the refractory of the cremator, from an inspection carried out by the service agent in December 2011. The Cemetery Manager believes this will show that a number of refractory items will need to be replaced within the next 12 months, the most urgent being the main hearth, where the deceased rests while cremation takes place.

Other issues relating to the current cremator are that it is an ageing machine with major mechanical, electrical, and gas parts failing.

The current cremator has worked incredibly hard during its life at Hastings, as it is a sole item. The Cemetery Manager believes the best way forward would be to purchase a new cremator.

In addition, the present cremator can accept a coffin of only 820mm in width, which by today's standards is too narrow. A new cremator would be able to take larger coffins.

An indicative costing from one manufacturer in the United States was \$250,000, excluding civil works. The Crematorium Reserve currently stands at approximately \$300,000, so could cover this.

A project team will be convened early in 2012 to prepare tender documents for a new cremator. Quotes will be sought from suppliers and this will provide more certainty around the cost of replacement. It is likely that the physical work will take place mid-2013.

3.2 New Cemetery

The Cemeteries Manager has been working with Council staff to establish criteria for a suitable new cemetery site, taking into account other current issues facing the service, and restrictions for land use in the local region.

Capital funds of \$1 million have been included in the Long Term Plan in Year 2016-2017.

3.3 Open Day

The Cemetery and Crematorium conducted a public open day which allowed viewing of both cemetery and crematorium operations. Local funeral directors and memorial masons were also invited to participate. Assistance was provided (with thanks) by other Council staff and members of this Committee.

All the feedback received was positive, with everyone stating they found the day informative and educational.

3.4 Chapel Upgrade

The last year has seen the installation of new audio visual equipment. The committal area has also been renovated and updated, with the installation of new curtains, window dressings, and other improvements. Further

improvements will be carried out during the next few months. These will include an updated lectern and recording facilities.

3.5 Fees and Charges

Attached is a copy of the proposed fees and charges (GST inclusive) for the crematorium to be included in Council's draft Long Term Plan. This information is included for the Committee's information only. The proposed fees reflect the actual cost of delivering the service, as well as local service compared with national service levels and quality. There is an element of control, eg, weekend and holiday fees, while still providing choice for the bereaved. There are other services we currently provide free of charge, ie, genealogical research, which may need to be charged for in future.

3.6 Other Matters

As discussed at the last Crematorium Committee Meeting, re-branding and the charter for the bereaved needs to be progressed. These items will be addressed at a future meeting.

4.0 RECOMMENDATIONS AND REASONS

That the report of the Cemetery Manager titled "Crematorium Report for Year Ending 31 December 2011" dated 10/02/2012 be received.

Attachments:

- 1 Appendix A - Cremation Fees and Charges CG-10-3-8-001

Attachment 1

Item 5

Cremation	
<i>Fee includes cremation, medical referee charges and environmentally friendly wooden transport urn</i>	
	Proposed
Cremation – Adult (12 years on)	\$520
Cremation - Child (3 - 11 years old)	\$175
Cremation - Infant (stillborn to 3 years old)	\$80
Cremation overtime fees	
<i>These fees are in addition to cremation fees</i>	
Cremation taking place from 4pm Monday to Friday and 8am to 12 noon Saturday	\$100
Cremation taking place from 12 noon to 5pm Saturday	\$200
Cremation taking place on Sundays or Public holidays from 9 am to 2 pm	\$350
Use of Crematorium Chapel	
<i>The Chapel situated at the crematorium in Orchard Road can accommodate 90 people comfortably, facility for music and visual playback and video recording of services. These fees are additional to the cremation fee</i>	
Full service, 1 hour	\$110
Committal service 1/2 hour	\$55

Current	Differ
470	50
175	0
80	0
Saturday only, \$0 for direct, \$50 for committal and \$75 for full service	New structure
100	10
50	5

Direct cremation	\$0
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Direct cremation is for families not wishing to attend the deceased to the crematorium

Sundry Charges

Book of remembrance 2 line entry	\$50
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Cremation Certificate	\$25
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Genealogical search	\$40
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First two names are free, alternatively this information can be found online at, www.hastings.govt.govt.nz

Registered scattering of ashes	\$40
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Removing liner from presentation coffin for cremation	\$15
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Holding deceased in our care prior to cremation in temperature controlled environment per day	\$15
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Interment of ashes	\$110
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Disinterment of ashes	120
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No refund payable for niche or plot purchased in lieu of disinterment , ownership reverts to Hastings District Council

Niche wall space	150
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	0	0
	35	15
	0	25
	0	40
	0	40
	0	15
	0	15
	100	10
	100	20
	100	50

Item 5

Attachment 1