



# *Hastings District Council*

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## **OPEN MINUTES**

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### **HB CREMATORIUM COMMITTEE**

Meeting Date: **Wednesday, 5 December 2018**

**Minutes of a Meeting of the HB Crematorium Committee held on  
5 December 2018 at 10.00am**

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## HASTINGS DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE HB CREMATORIUM COMMITTEE HELD IN THE HB CREMATORIUM, ORCHARD ROAD, HASTINGS, ON WEDNESDAY, 5 DECEMBER 2018 AT 10.00AM

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**PRESENT:** Chair: Councillor Dixon (HDC)  
Councillor Watkins (HDC)  
Councillors McGrath and Taylor (NCC)

**IN ATTENDANCE:** Group Manager: Community Facilities & Programmes  
(Mrs A Banks)  
Cemetery Manager (Mr Isak Bester)  
Property Assets and Project Manager (Mr J Jiang)  
Committee Secretary (Mrs C Hunt)

#### 1. APOLOGIES

Councillor Taylor/Councillor Watkins

**That an apology for absence from Councillor Tennent (Central Hawke's Bay District Council) be accepted.**

**CARRIED**

#### 2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

#### 3. CONFIRMATION OF MINUTES

Councillor Watkins/Councillor McGrath

**That the minutes of the HB Crematorium Committee Meeting held Monday 10 April 2017 be confirmed as a true and correct record and be adopted.**

**CARRIED**

#### 4. HAWKE'S BAY CREMATORIUM COMMITTEE UPDATE - DECEMBER 2018 (Document 18/1068)

The Cemetery Manager, Mr Bester updated the Committee regarding the operations and service delivery of the Hawke's Bay Crematorium.

**Crematorium Building** - The old Crematorium and Chapel was demolished in 2017 due to the cost of earthquake strengthening and a new facility was built and officially opened on 9 July 2018.

**Cremations** - Mr Bester advised that there had been 744 cremations from 1 October 2017 to 30 September 2018. Larger bodies (200kg) from outside the region were sent for cremation in the facility as the cremator installed in 2015 enabled larger bodies to be cremated.

**Cremator** - Discharge to air tests for the cremator had been undertaken as required by the Hawke's Bay Regional Council and had failed the resource consent condition. Officers would work with Matthews International (manufacturer of the cremator) and Source Testing New Zealand (test scientist) in order to see if the combustion settings could be altered to enable compliance with the consent condition.

The Group Manager: Community Facilities and Programmes, Ms Banks advised that Council had approved the extension of Mangaroa Cemetery and in future there could be options to install an additional cremator at Mangaroa. Any proposals for new facilities or cremator would be brought back to the Committee for discussion.

**Refractory** – The manufacturer recommends that the cremator floor refractory be replaced every three years. The floor will need replacement soon.

The current Hawke's Bay Regional Council consent allowed for 1000 cremations per year. Mr Bester advised that long term planning consider replacing the existing cremator with a faster unit or installing a second unit could help with demand and also act as backup when one is out of use due to maintenance and/or breakdown.

**Fees and Charges** - Mr Bester advised that it was proposed to undertake a review of the Schedule of Fees and Charges. At the meeting it was suggested that there could possibly be a new charge for "larger bodies" as cremation of a larger body took up to five hours.

**Financials** - Mr Bester circulated a copy of the financial summary for the month and advised that the operating revenue of \$9612.00 was over budget, expenditure was \$3,500.00 below budget. Currently there is \$3,300.00 in the Reserve Fund. The Reserve Fund had been used towards the new building, moving the cremator and increasing the stack height as required by consent. The requirement for a Reserve Fund would definitely be ongoing.

Councillor Dixon/Councillor Taylor

- A) **That the report of the Cemetery Manager titled "Hawke's Bay Crematorium Committee Update - December 2018" dated 5/12/2018 be received.**
- B) **That the Financial Summary for the Crematorium (CG-14-11-00006) be received for information.**

**CARRIED**

## 5. **ADDITIONAL BUSINESS ITEMS**

There were no additional business items.

## 6. **EXTRAORDINARY BUSINESS ITEMS**

There were no extraordinary business items.

At the conclusion of the meeting Councillors were invited to have a brief tour of the new Crematorium Facility.

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The meeting closed at 10.40am

Confirmed:

Chairman:

Date: