



# Hastings District Council

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## OPEN AGENDA

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### HB CREMATORIUM COMMITTEE MEETING

Meeting Date: **Tuesday, 10 March 2020**

Time: **8.30am**

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

<b>Council Members</b>	<b>To be elected</b> (Chair) <b>To be elected</b> (Deputy Chair) Councillor Dixon and Nixon (HDC) Councillors Mawson and Price (NCC) Councillor Minehan (Central HB District Council)  <i>Quorum 3 members</i>
<b>Officer Responsible</b>	Group Manager: Community Wellbeing and Services (Mrs A Banks)
<b>Democracy &amp; Governance Advisor</b>	Mrs C Hilton (Ext 5633)

## Hawke's Bay Crematorium Committee – Terms of Reference

The Hawke's Bay Crematorium Committee was established by Order in Council on 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 (NCC); and
  - b) Two members to be appointed by the Hastings District Council (HDC); and
  - c) One member to be appointed by the Central Hawke's Bay District Council (CHB).
- 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 (5 Councillors)**

- Chair appointed by the Committee.
- Appointed in accordance with the Reorganisation Order:
  - 2 HDC Councillors.
  - 2 NCC Councillors.
  - 1 CHB Councillor.

**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**  
**TUESDAY, 10 MARCH 2020**

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

**TIME:** 8.30am

**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 General Counsel or the Democratic Support Manager (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. Confirmation of Minutes**

There are no previous minutes to be confirmed.

**4. Election of Chair and Deputy Chair**

5. **Operations Update - Hawke's Bay Crematorium** **7**
6. **Additional Business Items**
7. **Extraordinary Business Items**

**REPORT TO:** HB CREMATORIUM COMMITTEE

**MEETING DATE:** TUESDAY 10 MARCH 2020

**FROM:** MANAGER: DEMOCRACY AND GOVERNANCE  
JACKIE EVANS

**SUBJECT:** ELECTION OF CHAIR AND DEPUTY CHAIR

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**1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA**

- 1.1 The purpose of this report is to draw members' attention to the need to elect a Chair and Deputy Chair for the HB Crematorium Committee.
- 1.2 The Group Manager: Community Wellbeing and Services will assume the Chair at the commencement of the meeting and call for nominations for the position of Chair of the HB Crematorium Committee.
- 1.3 The newly appointed Chair will then assume Chairmanship of the meeting and call for nominations for the position of Deputy Chair.

**2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA**

- A) That the HB Crematorium Committee receives the report titled "Election of Chair and Deputy Chair".
- B) That \_\_\_\_\_ be appointed as Chair of the HB Crematorium Committee for the next triennium 2019-2021.
- C) That \_\_\_\_\_ be appointed as Deputy Chair of the HB Crematorium Committee for the next triennium 2019-2021.

**Attachments:**

There are no attachments for this report.



**REPORT TO: HB CREMATORIUM COMMITTEE**

**MEETING DATE: TUESDAY 10 MARCH 2020**

**FROM: CEMETERY MANAGER  
ISAK BESTER**

**SUBJECT: OPERATIONS UPDATE - HAWKE'S BAY CREMATORIUM**

## **1.0 PURPOSE AND SUMMARY - *TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA***

1.1 To update the Hawke's Bay Crematorium Committee regarding operations at the HB Crematorium and Chapel for the period 1 January 2019 to 31 December 2019.

## **2.0 OPERATIONS**

2.1 The table below shows the number of services for the 2019 year:

Cremations	770
Chapel Bookings – Full Service	91
Chapel Bookings – Committal Service	191

- Cremation numbers up by 13 for the year compared to 2018.

2.2 Cremator Consent – AUTH-121897-01:

- Hawke's Bay Regional Council (HBRC) issued HB Crematorium with a Compliance Grade (FULL COMPLIANCE) on the 27<sup>th</sup> of January 2020. The compliance was for the period 1 July 2018 to 31 June 2019.
- Air Discharge Tests for the 2019/20 consent was completed on the 7<sup>th</sup> of January and the final results from Source Testing New Zealand should be available by around the middle of February 2020 and will be submitted to the HBRC once received.

2.3 Cremator Maintenance:

- The cremator hearth floor was replaced the past year at a cost of \$28,914.00.
- Particulate matter (PM10) testing is one of the consent conditions for the crematorium tests. Because of the extreme heat of the flue these tests are really specialised and it is difficult to get an accurate result. Adjustments to the combustion settings of the cremator were made in conjunction with Source Testing New Zealand (Test Scientist) and

Matthews International (Cremator manufacturer). This was done to try and get the particulate testing (PM10) within consent parameters for the 2020 tests.

- Maintenance and inspections of the cremator were satisfactorily completed as required throughout the year.
- The cremator sidewalls and roof will need to be replaced during this year. It is anticipated that there should be sufficient budget from the reserve fund to cover costs for this work if necessary.

#### 2.4 Facility Maintenance:

- An air-conditioning system was installed in the chapel during the past year. This has made a huge improvement to conditions in the facility especially during the hot summer months.

### 3.0 RECOMMENDATIONS - *NGĀ TŪTOHUNGA*

- A) That the Hawke's Bay Crematorium Committee receives the report titled Operations Update - Hawke's Bay Crematorium.**

#### **Attachments:**

There are no attachments for this report.