
Monday, 17 May 2021

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Administered by Hastings District Council: HB Crematorium Committee Meeting

Ngā Minitī

Minutes

Te Rā Hui:

Meeting date: **Monday, 17 May 2021**

Te Wāhi:

Venue: **Crematorium Chapel
Orchard Road
Hastings**

Time start – end: **9.30am – 10.35am**

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Te Rārangi Upoko

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Kua Tae ā-tinana:
Present: Chair: Councillor Dixon (HDC)
Councillor Price (NCC) (Deputy Chair)
Councillor Nixon (HDC)
Councillor Mawson (NCC)
Councillor Minehan (CHBDC)

Kua Tatū:
In attendance: Acting Cemetery Manager – Lloyd McDonald
Public Spaces and Building Assets Manager - Colin Hosford
Democracy & Governance Advisor - Christine Hilton

1. APOLOGIES & LEAVE OF ABSENCE – NGĀ WHAKAPĀHATANGA ME TE WEHENGĀ Ā-HUI

There were no apologies from members of the HB Crematorium Committee.

2. CONFLICTS OF INTEREST - HE NGĀKAU KŌNATUNATU

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES - TE WHAKAMANA I NGĀ MINITĪ

Councillor Dixon/Councillor Mawson

That the minutes of the HB Crematorium Committee Meeting held Tuesday 10 March 2020 be confirmed as an accurate record.

CARRIED

4. CREMATORIUM UPDATE AND PROPOSED FEES AND CHARGES INCLUDED IN DRAFT LTP 2021/31

(Document 21/225) (Details of proposed improvements/enhancements to the site were circulated)

The HB Crematorium Committee addressed and discussed the agenda report. The committee acknowledged and thanked the officers at the crematorium for the work undertaken during the Covid-19 lockdown period. The process currently being worked through to appoint a new crematorium manager was also noted.

One of the matters discussed by the committee was the air quality testing work as part of the cremator consent requirements and stricter parameters that were managed by the HBRC. Officers were looking to discuss these parameters with the HBRC and the performance/air quality emissions of the new cremator. Crematorium officers advised that a number of factors can affect the amount and type of particulates emitted from the cremator, including the materials that coffins are constructed from.

The Public Spaces and Building Assets Manager, Colin Hosford, circulated a hard copy of a presentation (CG-16-19-00011) which outlined proposed plans to address the lack of parking/security and other entry enhancements to the cemetery/crematorium, including landscaping work. The committee members walked over the area of the site where the improvements were planned. This work was proposed to be funded via the LTP process as a long term project over 10 years.

The committee was asked to consider the proposed staging of the improvements work and to give feedback to officers at the next meeting regarding prioritising the work involved. The next meeting would be held on Monday, 11 October 2021.

The matter of fees was also discussed, with it being noted that the crematorium fees were in the “mid-range” when compared with the fees charged by other councils. The majority of monies previously held in the crematorium reserve had been used for the chapel restoration work.

Councillor Nixon/Councillor Price

- A) That the HB Crematorium Committee receive the report titled Crematorium update and proposed fees and charges included in draft LTP 2021/31 dated 17 May 2021.
- B) That the Committee endorse the proposed Fees and Charges included in the Draft 2021/31 Long Term Plan and that in future officers be asked to annually review fees and charges to enable adjustments in line with the Consumer Price Index (CPI).
- C) That Officers investigate the best materials to be used in the construction of coffins with a view to the use of environmentally friendly options and the reusing of materials wherever possible in order to reduce the level of particulate emissions from the cremator and to also look at the disposal of coffin accessories in the most appropriate manner.

CARRIED

5. MINOR ITEMS - NGĀ TAKE ITI

There were no additional business items.

6. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI

There were no extraordinary business items.

The meeting closed at 10.35am

The next meeting is scheduled for Monday, 11 October 2021 at 9.30am in the council chamber.

Confirmed:

Chair:

Date: