

Tuesday, 5 March 2024

*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: **Tuesday, 5 March 2024**

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

Time start – end: **10.15am – 11.10am**

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**Hastings District Council: HB Crematorium Committee Meeting**

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# Minutes

*Te Rārangi Upoko*

## Table of Contents

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<b>Item</b>	<b>Page No.</b>
1. Apologies – <i>Ngā Whakapāhatanga</i>	1
2. Conflicts of Interest - <i>He Ngākau Kōnatunatu</i>	1
3. Confirmation of Minutes - <i>Te Whakamana i Ngā Minitī</i>	1
4. Election of Chair and Deputy Chair	1
5. Report to HB Crematorium Committee	2
6. Minor Items - <i>Ngā Take Iti</i>	2
7. Urgent Items - <i>Ngā Take Whakahihiri</i>	3

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Tuesday, 5 March 2024

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council: HB Crematorium Committee Meeting**

*Ngā Minitī*

# Minutes

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**Chair:** Councillor Malcom Dixon (HDC)  
**Deputy Chair:** Councillor Nigel Simpson (NCC)

*Kua Tae ā-tinana:*

**Present:** Councillor Simon Nixon (HDC)  
Councillor Juliet Greig (NCC)  
Councillor Gerard Minehan (CHBDC)

*Kua Tatū:*

**In attendance:**

Group Manager: Asset Management – Craig Thew  
Cemetery Manager – Isak Bester  
Cemetery and Crematorium Assistant Manager – Sonia Susmilch  
Building Assets Manager - John Jiang  
Democracy & Governance Advisor - Christine Hilton

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**1. APOLOGIES – NGĀ WHAKAPĀHATANGA**

There were no apologies.

**2. CONFLICTS OF INTEREST - HE NGĀKAU KŌNATUNATU**

There were no declarations of conflicts of interest.

**3. CONFIRMATION OF MINUTES - TE WHAKAMANA I NGĀ MINITI**

There were no previous minutes to be confirmed as this was the first meeting of the triennium.

**4. ELECTION OF CHAIR AND DEPUTY CHAIR**

(Document 24/51)

The meeting was opened with the Group Manager: Asset Management, Mr C Thew, in the Chair.

This was the first meeting of the HB Crematorium Committee for this triennium and those present introduced themselves.

Mr Thew called for nominations for the role of Chair.

### **Election of Chair**

Councillor Dixon (HDC) was nominated as Chair by Councillor Simpson (NCC) and seconded by Councillor Greig (NCC).

As there were no other nominations, Councillor Dixon (HDC) was duly elected unopposed as Chair.

At this point Councillor Dixon assumed the Chair and called for nominations for Deputy Chair.

### **Election of Deputy Chair**

Councillor Simpson (NCC) was nominated as Deputy Chair by Councillor Minehan (CHBDC) and seconded by Councillor Greig (NCC).

As there were no other nominations, Councillor Simpson (NCC) was duly elected unopposed as Deputy Chair.

Councillor Nixon/Councillor Minehan

- A) That the HB Crematorium Committee Meeting receive the report titled Election of Chair and Deputy Chair dated 5 March 2024.
- B) That Councillor Malcolm Dixon (HDC) be appointed as Chair of the HB Crematorium Committee for the 2022-2025 triennium.
- C) That Councillor Nigel Simpson (NCC) be appointed as Deputy Chair of the HB Crematorium Committee for the 2022-2025 triennium.

CARRIED

## **5. REPORT TO HB CREMATORIUM COMMITTEE**

(Document 24/53)

Assistant Manager, Crematorium, Sonia Sussmilch spoke to the agenda report, highlighting the main points in the report. She and the other officers present responded to questions from the committee.

A copy of "Yearly Budget – Cremator Expenses" (CG-17-19-00006) was circulated at the meeting and discussed with the committee.

Councillor Nixon/Councillor Simpson

That the Hawke's Bay Crematorium Committee receive the report titled Report to HB Crematorium Committee dated 5 March 2024.

CARRIED

## **6. MINOR ITEMS - NGĀ TAKE ITI**

There were no additional business items.

**7. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI**

There were no extraordinary business items.

The meeting closed at 11.10am

Confirmed:

Chair:

Date: