

**STRATEGIC CEMETERY AND CREMATORIUM
DEVELOPMENT WORKING GROUP**

Minutes of Meeting of 3rd May, 2017

Members Present: Alderman Rodgers (Chairperson);
Alderman Sandford; and
Councillors McCabe and O'Neill.

In Attendance: Mrs. S. Toland, Assistant Director, City Services.
Mrs. C. Sullivan, Policy and Business Development
Officer.
Ms. S. Kalke, Project Sponsor.
Mrs. J. Wilson, Business Manager. and
Mr. G. Graham, Democratic Services Assistant.

Minutes

The minutes of the meeting of 10th April, 2017 were taken as read and signed as correct.

Declarations of Interest

No declarations of Interest were reported.

Update on Memorial Management Policy

The Assistant Director provided an update on work which had been undertaken as part of Memorial Management Policy. She advised the Members that it had been agreed to hold a meeting with sculptors in late May and that the concerns raised by the Working Group in respect of the costs to remedy unstable headstones would be highlighted.

In response to the concerns of a Member in respect of the sensitivity regarding the process of informing bereaved relatives regarding the need to remedy headstones which had been identified as being unsafe, she assured the Working Group that all measures would be taken to ensure the matter was communicated in a professional and sensitive manner.

Noted.

Update on Economic Appraisal of Future Cremation Facilities

The Assistant Director provided the Working Group with a progress report on the work which had been undertaken in regard to the provision of future cremation facilities. As part of that process, she recommended that the Working Group might wish to consider a visit to a number of crematorium facilities as part of an information and fact finding programme.

The Members were reminded that Consultants had been appointed by the Council to produce a Business Case, incorporating a financial and operational model in respect of future cremation facilities. She stated that approximately £14 million of potential capital investment had been set aside for the project, which was currently at Stage 2 uncommitted spend in the Council's capital programme. The Working Group was advised of the importance of evaluating all business options in respect of future cremation facilities and thereby ensuring value for money to the ratepayers of the City. She stated further

that a report in the matter would be presented to the Strategic Policy and Resources Committee in early summer, with a view to progressing the capital project to Stage 3 committed spend.

The Working Group noted the information which had been provided and agreed that, subject to the approval of the People and Communities Committee, members of the Working Group, or nominees from the People and Communities Committee, be authorised to attend a visit in connection with future crematorium provision in either the Republic of Ireland or the United Kingdom.

Update on Memorial for Plot Z1 – City Cemetery

The Policy and Business Development Officer advised the Working Group that the Council had received submissions in respect of a procurement exercise to design and erect a memorial at the Z1 plot located in the City Cemetery. She stated that it was anticipated that the assessment process associated with the submissions would be completed by the end of the current week, and that an artist would be appointed.

The Working Group was informed that a workshop would be held to consider the designs associated with the memorial and that it was anticipated that this would happen in May, 2017. She stated further that, once a suitable venue had been agreed, bereaved families would be invited to attend and that the Council would use all available resources to publicise the workshop to ensure as wide a participation at the event as possible.

Noted.

Bereavement Administration

The Working Group considered information in relation to bereavement administration which had been reported by the Business Manager and which had recommended to the People and Communities Committee that officers should pursue option 1, as a means to remedy the operational concerns which had been identified previously. It was reported that Option 1, recommended that cover required for the current opening hours be provided through temporary resources until the review of support services currently underway, is completed and the new system and operational improvements are implemented.

Date of Next Meeting

The Working Group agreed that its next meeting be held on a date in June, 2017, in consultation with the Chairperson.

Chairperson