

**Orbitas Bereavement Services Ltd (Orbitas)**  
**Minutes of Board Meeting,**  
**29th March 2022, via Teams**

**Present:**

Kevin Melling, Managing Director	KM
Cllr David Marren, Chairman	DM
Cllr Penny Butterill, Director	PB
Mark Darbyshire, COO, Orbitas	MD
Melanie Henniker, Director HR & Corporate Service	MH

**Other Attendees:**

Ralph Kemp, Head of environmental Services, CEC	RK
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**Minutes**

Karen Potts	KP
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**Apologies:**

Cllr Joy Bratherton, Director	JB
Helen Green, Finance Business Partner	HG

Agenda Item	Notes	Action
1.	<p><b>Welcome to all participants, Apologies and Declarations of Interest</b></p> <p>DM reported that due notice of the meeting had been given and that a quorum was present. He chaired the meeting throughout.</p>	
2	<p><b>Commissioners Update – Verbal</b></p> <p>DM welcomed RK.</p> <p>KM gave an update on the new contract between Orbitas and the Council and explained that it is now with legal teams to finalise. It will be a rolling contract but initially the term is for five years. There will be the opportunity to update contract details in the future.</p> <p>RK gave an overview of activities underway within the Council focussing specifically on the ongoing cemeteries strategy and climate change programme. He then engaged Directors in an open discussion around their issues associated with bereavement services.</p>	

<p><b>3</b></p>	<p><b>Health and Safety Policies</b>  <b>Minor Changes</b>  a) PPE at Work Regulations 1992 Policy Issue 3    b) Control Of Substances Hazardous to Health (COSHH) Issue 4    c) Display Screen Equipment Policy Issue 3    d) Display Screen Equipment Guidance Notes Issue 3    e) Electricity At Work Guidance Note Issue 3    f) Manual Handling Guidance Note Issue 3    <b>Board Resolution the board agreed with all the changes to the above policies and to proceed without further changes.</b>    DM recognised the work that AS completes to produce the Health and Safety policies.</p>	
<p><b>4</b></p>	<p><b>Any Other Business</b></p> <p>MD wanted to understand the reasons behind graves depths and the Policy of selling double graves.</p> <p>A discussion took place around the depth of graves and the board decided this needed to be discussed more thoroughly at a future meeting. MD to prepare a briefing note for a future board meeting Action MD</p> <p>KP advised the next meeting is booked for Westfields and would include the newly appointed Employee Reps It was agreed that we need to consider different venues to reduce the travel time for the Reps. Action KP &amp; MB</p>	<p><b>MD</b></p> <p><b>KP &amp; MB</b></p>

**The Meeting Closed at 2.30pm**